



## appleseeds children's studio policies

### Arrival & Dismissal:

Please escort your child inside the classroom where a daily sign in and health check is to be completed prior to drop off. At the end of the day, children will only be released to a parent, guardian or individual who is previously authorized by the parent/guardian on the child's registration form. Should a person other than the parent/guardian be picking up the child, they must present a photo I.D. The child will not be released until the pick-up person is identified. Parents are asked to supervise their child on the premises at all times when not under the care of Appleseeds staff.

### Attendance:

Appleseeds Children's Studio is licensed by New York State to care for a certain amount of children per staff member. If there is room for your child on a day on which you are not typically scheduled, extra days will be granted with an additional fee. If your child is not attending on a registered day please notify Appleseeds as soon as possible in order to accommodate other families that may be in need of care that day. If your child is absent we do not refund you for the day, as you pay for the spot not the amount of days your child is present.

### Child's Scheduled Days:

Please understand that the days and hours are set forth in this agreement for the care of your child cannot be changed unless Appleseeds determines that there is another day or time slot available. Any changes MUST be in writing and signed by both parties.

### Closings/Vacation Time:

Appleseed's reserves the right to close for any reason. In the event that we are closed our website will be updated or you will be called. In such an event we ask you to keep in mind back up care for your child. We use our best discretion in inclement weather situations being that we want to ensure the safety of our staff as well as the families enrolled. In the event that there is a weather related closure, you will be notified promptly. Please advise that if there is a closure or an early dismissal, remember to keep back up care in mind for that day. We will be closing in inclement weather when it's proclaimed a

State of Emergency\* We will be sending out text messages/phone calls to inform you. If it's declared before the start of care, we will alert you as soon as it is announced. If it is declared while your child is in care, we ask that you pick up within 90 minutes of our announcement to ensure families and staff get home safely and promptly.

Please be aware of our closings and holiday schedule:

New Year's Eve: Close at Noon

New Year's Day: Closed.

President's Day: Closed

Friday before Easter: Closed

Memorial Day: Closed

Independence Day: Closed

Last week of July: Closed (Summer Vacation for Staff)

Last week of August: Closed (staff development & preparations for new school year)

Labor Day: Closed

Columbus Day: Closed

Thanksgiving: Closed

Day After Thanksgiving: Closed

Christmas Eve: Close at Noon

Christmas Day: Closed

\*Parents/Guardians are responsible for full payment for the holidays listed above.

When you enroll your child *full time* for a *full year* with Appleseeds, you will be granted 5 personal days. These are 5 days you may use at your discretion where you will not be charged for the day of your child's absence. Please note that you must submit IN WRITING the days used for personal time if you are aware in advance. When you notify us that your child will be absent, we will keep record of it in your child's file. You have exactly one year from enrollment to use the personal days. If they are not used within the year, they do not roll over into the next registered year. Please note that when a personal day is used, both Appleseeds and you will be required to sign the record sheet or you will be charged for the day.

#### Communication:

We maintain an open door policy and welcome parents to come and interact with your child and their friends as much as possible from reading a book, doing a project or just hanging out with us in the beginning or the end of your day- you are always welcome!

Events such as holidays celebrations, birthdays and special days are opportunities where families are encouraged to participate at Appleseeds! Please provide us with an active email address for those interested in such happenings so we can send out invites and reminders! Note: Events will also be listed on our website.

### Diapering/Potty Training:

We encourage children to use the potty when they show signs of readiness. It also has to be a team effort between the child, parents and caregiver. Everyone has to be willing and ready to start the process. All diapers and diapering supplies are to be submitted by the parent. All wet and soiled clothing will be rinsed out and put in a plastic bag to be taken home at the end of that day. Please replace any clothing sent home the next day. We reward every attempt with praise throughout the learning process. Children in diapers will be changed every two hours throughout their time with us and on an "as-needed" basis.

### Discipline Policy:

We believe that through positive guidance and redirection, children will be taught to make thoughtful choices, promote self-control and help teach children responsibility. We set clear and consistent rules, focus on desired behavior and provide children with appropriate choices and model appropriate behaviors. If a behavior occurs often, we will make observations of what is happening before the incident, during the incident and afterwards. We will have a meeting with the parent as to what has been occurring. We will then discuss a plan to help the child with this behavior. If this behavior is consistent, aggressive or potentially harmful to staff or the other children, you will be requested to withdraw your child from Appleseeds.

### Dress Code:

We encourage children to be able to express themselves in a creative way- which includes attire! In the event that your child arrives in something that is not conducive to outdoor play, for example, we ask that you provide or keep in their cubby: extra clothing, sneakers, slippers, socks, underwear and weather appropriate clothing for outdoor play.

### Enrollment:

Before your child can enroll in Appleseeds, you will need to provide up to date medical forms that we provide as well as complete the registration paperwork. There is an enrollment fee of \$60.00 to cover insurance costs for your child. A \$60.00 fee is required at the beginning of each school year to cover insurance costs for your child each year they are enrolled.

### Health:

Each day at drop off time, a staff member will perform a brief health check on your child. This is required by New York State.

Appleseeds must have updated medical records on your child. Please make sure you get them updated when needed by your child's pediatrician and please make sure it is on the NYS Office of Children and Family Services Medical Statement, provided by Appleseeds. This is the only form we will accept. We can supply you with a copy when needed. When your child receives immunizations please submit such updates. We will help to remind you by providing a notice ahead of time.

Appleseeds only serves well children. Therefore, you will be called when your child meets any of the symptoms in our exclusion criteria. We ask to please pick your child up within an hour of us calling you. If you are unable to pick you child up, you may contact any of the people you listed on your child's registration form. The child must be 24 hours symptom free before returning to Appleseeds unless a doctor's note is provided stating that the child is free of any communicable or contagious illness. Please understand that this not to the discretion of the staff of Appleseeds Children's Studio, Inc. This is a mandated precaution of New York State in order to keep the grounds and others from spreading any form of illness.

Exclusion Criteria:

- The illness of child's reaction require more care than the staff can provide or puts other students in danger (Continued on the next page)
- Vomiting more than once in a 24 hour period
- Diarrhea (three or more times in a school day)
- Any stool that contains blood
- Fever: a fever is defined as having a temperature of 101 F or higher. A child needs to be fever free for 24 hours before returning to school without the aid of Tylenol or any other fever reducing substance.
- Any unexplained rash or hives.
- Any signs of conjunctivitis (pink eye) are present. The child must be on medication for 24 hours before returning to school.
- Unusual behavior exhibited by the child.
- Frequent scratching of body and scalp.
- A sore throat (with fever or swollen glands).
- Lice or Nits (Please call and alert us; we will examine everyone without mentioning names or causing any child embarrassment.

A child who is brought to school with any of these conditions or symptoms cannot be admitted and will have to be taken home by the parent.

To help us maintain a healthy environment, please notify us immediately if your child is diagnosed with a contagious disease so that it can be posted and other parents made aware. We will do our best to make sure your child is in a healthy environment by washing their hands. Staff is required to wash their hands following diaper changes, handling food and throughout the day as needed. Toys and other objects that come in contact with the children will be washed with cleaning solutions daily.

### Hours of Operation:

Appleseeds is open Monday through Friday; 7:00am-5:00pm. In the event that extended care is needed we will accommodate families to the best of our ability, please contact administration to coordinate. Early drop off is an extra \$5 a day. If early drop off is needed 5 days a week it will be a weekly fee of \$20.

We expect parents to be prompt at pick up time. There is a 10 minute grace period for lateness, after that a five (\$5.00) dollar fee per fifteen (15) minutes late fee will be charged for all late pick-ups. Habitual tardiness for pick up will result in a tuition increase.

### Meals/Drinks:

Please send your child in with a reusable water bottle **labeled** with their name and filled with the drink of their choice as it will be refilled as needed throughout the day. We are a proud member of the New York State Adult and Child Food Program and additional paperwork is required in order to participate at no extra cost. We strive to provide healthy balanced meals, per NYS requirements. We do not serve juice on a regular basis therefore all snacks will be served with water and lunch served with milk.

### Payment/Tuition Fees:

Tuition is due on the first day of the week that your child attends Appleseeds. If you choose to pay monthly, payment is due the first Monday of the month. Full payment is due regardless of vacation time, sick time, holidays or emergency closings. A five dollar per day fee will be assessed for each day that tuition is late. If tuition is not paid by the second week, or other suitable payment arrangements are made, your child will not be able to attend Appleseeds until the balance is paid in full. Personal checks and cash are accepted. Returned checks have a \$20.00 fee attached, if two checks are returned by the bank, your child's tuition must be paid in cash only. Repeated late payments may be grounds for termination. Appleseeds offers a 10% discount to families with multiple children enrolled fulltime.

### Termination:

We ask that you please give us at least 3 weeks written notice if you plan on withdrawing your child from our program. Full tuition will be due regardless of the child's attendance the last 3 weeks. Anyone who terminates Appleseeds with an outstanding bill will need to have it settled within 30 days or will be subject to collections. Appleseeds has the right to terminate child care under any circumstances necessary including but not limited to: failure to pay, failure to complete required forms, or lack of parental cooperation. We will give the same courtesy notifying you 3 weeks in advance of termination in which full tuition is due regardless of the child's attendance.

### Emergencies:

While Appleseeds takes every precaution to ensure the safety of all children in our care, in case of accident or injury, you will be notified immediately. Our staff is certified in CPR and basic First Aid. If in our judgment your child needs urgent medical care, he/she will be taken to Vassar Hospital in Poughkeepsie. In case of other emergencies such as power outages, family emergencies, fire etc. we will

need to reach the Parents/Guardians as soon as possible. In such events, please make sure we have an Emergency Contact form completed and up to date.

Visiting/Volunteers:

We like to maintain an open door policy for our parents and encourage visits when available to see what their child's day is like at school. We also welcome and encourage volunteers. If at any time parents are available to volunteer to read the children a story or participate in daily activities we welcome it! If you are interested, please speak with a staff member and we will discuss schedule. We will also be offering different events at Appleseed's which will give the parents opportunities to participate and get to know one another. Events will be posted on the website and emailed!

\_\_\_\_ I fully understand and agree to comply with the policies of Appleseeds Children's Studio

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Provider \_\_\_\_\_ Date \_\_\_\_\_

Trial Period Agreement

A trial period of child care will begin on \_\_\_\_\_. The client will pay \$\_\_\_\_\_ per week.

During this time, either the client or the provider may cancel the contract immediately without written notice. If the contract is cancelled during this two-week trial period, the client will pay a prorated fee. Payment is due for each day unless the contract is cancelled before the day begins.

Nap/Sleep Arrangement

I understand that if my child is under the age of 18 months they will be napping in a crib at their needed times of the day. I understand that my infant must be placed on their back unless I provide a note from my child's physician stating otherwise due to medical information. If my child is 18 months or older I understand that they will be sleeping on a cot provided by Appleseeds. I understand that I am responsible to supply a blanket and crib sized sheet for my child for both the cribs and cots in which they will be sleeping on. Appleseeds employees will be directly supervising my child during their nap times. I am aware that if my child does not wish to rest they will be provided with a quiet activity to do while the other children nap.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Photography Release

I give permission for Appleseeds Children's Studio to photograph/use video of my child for use of their website, Instagram, Facebook page and other media outlets.

( ) Yes, I confirm that I have read and understood the above, and agree to have my child (ren)'s photos posted on the Appleseeds Children's Studio website, Facebook page, newsletters or newspaper articles.

\_\_\_\_\_  
Parent or legal guardian's signature

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Provider's signature

\_\_\_\_\_  
Date of signature

Welcome to Appleseed's Children's Studio, Inc.! We look forward to getting to know you and your family!