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## Philosophy

The philosophy of Apple Early Learning Center is based on meeting the needs of the whole child. Our goal is to provide an educational foundation emphasizing the cognitive, social, emotional, and physical development of each individual child while promoting confidence and self-concept. The learning environment will be positive and rewarding with opportunities for curiosity, creativity, and problem solving. Apple Early Learning Center strongly believes that a partnership between staff and parents utilizing open communication are critical for promoting a positive experience for the children.

## Program

Our programs at Apple Early Learning Center are designed to meet the individual needs of each child in an environment that is safe, clean, healthy, and oriented for children. Our classrooms are arranged developmentally specific to meet the unique needs of the child. Our focus is to offer challenging play and learning choices that will help build the child's confidence and help them succeed. Our classrooms are designed with specific learning opportunities in mind. Our Science area will give children the opportunities to plan, investigate and gather information. Our Music area will give children the understanding of the different sounds and rhythms. They will learn about the variety of musical instruments and the different sounds they produce. Our Language Development area will help children master beginning reading and writing skills. The Dramatic area allows children to role play different characters they interact with each day. The Art area allows children to use their fine motor skills while exploring with a variety of creative materials. Our Large Muscle area is designed to help children release their high energy through climbing, running and group play.

## **Eligibility**

Apple Early Learning Center is open to all children ages infants through 12 years of age. The Center is open Monday through Friday from 6:30 am to 6:30 pm. In order to be eligible you must first pay a nonrefundable registration fee. In addition you must have all center financial documents and state health requirements met.

## **Enrollment**

Prior to enrolling your child it is recommended to spend some quality time visiting the center to become familiar with the daily routine, meet with your child's teacher, and review important information with the Director.

## **Registration Fee**

Prior to enrollment you must pay a nonrefundable registration fee. For families with more than one sibling there is a family registration fee that must be met. If you choose to withdraw and re-enroll at a later timeframe you must pay another registration fee. Space will be subject to availability.

## **Drop In**

On a space availability basis, the center will accept drop in children. The current daily fee is \$35.00 per day or may be prorated based on your child's tuition.

## **Tuition**

Our tuition is based on a market rate analysis. Tuition is subject to change each year. Tuition is figured on an annual basis taking into consideration center closings and holidays. In an effort to keep our rates low, Apple Early Learning Center does not offer sick, or sibling discounts. If you provide a 2 week written notice that you will be on vacation then you will be charged half of the tuition as long as you miss 5 consecutive days. Tuition is due on Monday. Tuition is late at the close of business on Tuesday. A late fee of \$5.00 per day will be applied to your account each day if the account is not current. If the account becomes in the arrears for 2 weeks your child will be dis-enrolled and your account will be sent to collections. The center accepts checks, credit and debit cards, ACH, and money orders. No cash will be accepted. Please make checks and money orders payable to Apple Early Learning Center.

## **Late Pick Up Fee**

The center closes at 6:30. There will be a \$15.00 late fee for every fifteen minutes or fraction thereof payable to the center at the time of arrival.

## **Required Paperwork**

Upon enrollment you must fill out a Enrollment Application, a Financial Agreement, two Emergency cards, and all necessary documents provided by the State of Maryland including the “Health Inventory” form.

## **Emergency Information**

On an annual basis or as needed you will be required to update your emergency information. This includes persons authorized to pick up your child, phone numbers, and changes in medical conditions.

## **Withdrawal**

The center requires two week written notice if you are going to withdraw your child from the program. If you do not provide the required notice then your account will be charged and you are expected to pay the full balance. For any reason you should withdraw and re- enroll a registration fee will be required.

## **Annual Fees**

Summer registration material will go out in March. In order to secure your spot for our summer program you must pay a summer activity fee. This fee will go toward field trips and activities planned for our summer program.

In May Fall Registration material will be sent out. In order to secure your spot for the fall you may be asked to pay the first of our quarterly program fees. Program fees cover the additional materials required to support our curriculum.

### Returned Check Fee

There will be a \$35.00 fee applied for checks that are returned from the bank. As soon as you receive notification from your bank, the \$35.00 fee plus a money order, credit or debit payment, for your tuition must be paid. If the center receives two returned checks then all future payments must be paid by money order, credit or debit card.

### Discipline

The Staff at Apple Early Learning Center believes in using positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. At times children may need to take a break from their activity for a few minutes to regain their composure before joining their group. Children feel comfortable knowing that their child's teacher's expectations match their developing needs and capabilities. Should a behavioral issue continue the staff will meet with the family to develop a plan that is mutually acceptable and beneficial both at home and at the center. A child may be asked to leave the center should a problem continue to persist or may be a threat to their own safety or the safety of other children.

### Exclusion

Staff will monitor children for signs and symptoms of illness. Parents will be notified if such signs or symptoms are observed. When notified it is the parent's responsibility to arrange for the child to be picked up from the center. During the interim the child will be placed in a suitably equipped area within sight and sound of an adult. The child may not return to the center without a written statement from the parent or physician and must be free of a fever for 24 hours.

### Waiting List

Apple Early Learning Center generally has a waiting list in each of its classrooms. The waiting list is used on a first come first serve basis. Families will be contacted as soon as a space becomes available. Siblings will be given priority to the waiting list.

### Children's Attire

Please bring a complete change of clothes appropriate for the changes in season that is labeled with your child's name and classroom. In addition please bring a small cover that is required to be placed over the cot for rest time. On Friday all covers should be picked up and clean linens should be returned on Monday. All soiled clothing should be taken home that day and a new set of clothes returned the next day. Children should wear closed toe shoes, sneakers are appropriate.

### Staff

At Apple Early Learning Center we pride ourselves on recruiting and retaining the best and brightest in the industry. Our staff is dedicated, caring individuals with a variety of experience and education in the early childhood field. The staff is committed to providing a quality early childhood program that will help your child to achieve the appropriate developmental skills, concepts and experiences that will help them transition to the next stage of growth, and feel successful.

### Arrival and Departure

It is recommended to drop off your child by 9:00 am to benefit most from the program and activities. We ask if you are going to be later than 9:00 am that you call the center and notify the Director. The center will not accept children past 11:00 am as it becomes difficult for the child to transition and adjust to the daily routine. All children must be accompanied by an adult into the center and when leaving the center. Authorized adults must sign the child in and out each day. Please check your child's backpack for important information and or work sent home.

### Absent

Please call and notify the Director by 9:00 am if your child will not be coming to the center. If your child will be missing for any extended timeframe please notify the center in writing. If your child is absent for more than 3 days without notification, your child is subject to dismissal and your space will be filled.

### Field Trips

On occasion during the year and throughout the summer the children will attend field trips that are educational and fun. In order to ensure the safety of the children we will ask parents to volunteer to chaperone during these trips. The costs of the field trips may not be a part of the regular tuition and an additional charge will be applied to your account. In order for your child to attend the field trip your account must be in good standing.

### Center Closing

The center operates Monday through Friday from 6:30 am to 6:30 pm. There may be times when you will be notified to pick up your child early due to snow, power outages or any other circumstances out of the control of the center's administration. During these times every effort will be made to keep your child safe and involved in their daily routine. The center will be closed for the following holidays:

New Year's Day

Dr. Martin Luther King Jr.'s Birthday

President's Day

Memorial Day

The 4<sup>th</sup> of July

Labor Day

Thanksgiving Day

The day after Thanksgiving

Christmas

Staff training day (last Friday of summer before school begins)

### Snow Policy

The center will be open on time if Prince Georges County Schools open on time. The Center will open on time if Prince Georges County Schools are delayed 1 or 2 hours. The center will open 1 hour late if Prince Georges County schools are delayed more than 2 hours or closed. Please call the center in the morning as well as our website as the message will be updated with announcements of openings and closings. If the center is closed or has a delayed opening, full tuition is still applied.

### Medication

In order for a staff member to administer medication a parent authorization form must be filled out. This form includes: Child's name, Parent's signature and date signed, identity of the medication and dosage for the child, dates on which the medication is to be administered, and time to administer the medication or the conditions for which the medication is to be administered. Prescription medication

must be labeled by the pharmacy or physician with the Child's name and expiration date that indicates that the medication is still usable and at least one dose of the medication has been given at home.

### Accident or Injury

If a child is injured during the day and medical attention is required, you will be notified immediately to come pick up your child. If the situation is an emergency we will call 911 first, and then contact the parent. A staff member will accompany your child to the hospital. An accident report will be written and signed by all parties involved. It is imperative to keep all emergency information up to date.

### Parent Communication

Ongoing effective parent communication is the key to providing a quality educational program for your child. Our center has an open door policy and you are welcome to visit and participate in your child's class at any time. Often written communication goes out or is posted. Please be sure you are aware of this communication on a daily basis as it may contain important information about your child's day. At any time you wish to discuss administrative matters with the Director we ask that you schedule an appointment so our Director is prepared to address your concerns during this meeting.

### Meals and Snacks

Apple Early Learning Center offers a nutritional morning and afternoon snack. The center also provides milk and juice. Lunch is provided by the parents unless you choose to pay for a catered hot lunch. A month to month commitment is required if you choose the catered program. The center will do its best to keep lunches refrigerated and to heat up meals. We ask that if your child has a special diet or has any allergic reaction to foods to please notify us immediately. Often there are times when a parent will celebrate a birthday or bring in a special snack to share with the classroom. Please fill out the required paperwork when requesting to bring in food to serve the children. This includes birthday parties, holidays, and special occasions.

### Toys from Home

Apple Early Learning Center is not responsible for any items brought into the center from home.

### Acknowledgement

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I have received the above Parent handbook detailing the policies and procedures of Apple Early Learning Center.

\_\_\_\_\_  
Parent name

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Childs's classroom

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date



Apple Early Learning Center

## Parent Handbook

416 Brightseat Road, Landover Maryland, 20785  
301-336-3125  
301-336-6954 Fax

[www.appleearlylearningcenter.com](http://www.appleearlylearningcenter.com)

