

Philosophy

Welcome to APPLE Academy of Central Presbyterian Church! Through age-appropriate learning experiences, we make learning fun! We believe that children learn by being involved in active play, facilitated by nurturing teachers and caregivers who are dedicated to ensuring a life-long love of learning in children.

In planning our curriculum, APPLE considers the ways in which children develop cognitively, socially, physically and emotionally. By focusing on the whole child, we are better able to help build the foundations of a healthy, well-rounded human being. We provide exciting, developmentally appropriate, hands-on activities that promote curiosity, exploration and language development. Children are helped to gain problem-solving skills and to express themselves creatively through a combination of free choice as well as teacher-guided activities.

As APPLE is a ministry of Central Presbyterian Church, the church encourages the spiritual development of each child. The pastor or a member of the church staff gathers with the preschool children for a time of singing and devotionals each week.

APPLE Academy is a non-profit organization and we are committed to offering an affordable pre-school and childcare program to families of all socioeconomic backgrounds. Therefore, we ask that families support our efforts by participating in various fund-raising events throughout the school year. If you wish not to receive information concerning fund raising events, please speak with the director.

Thank you for choosing APPLE as your child's first early childhood learning experience. Our staff looks forward to forming a cooperative partnership with you as we strive to provide quality childcare and excellence in education for your child.

Selena Jackson
Director of APPLE Academy

Introduction & History

APPLE Institute was founded in 1980 under the Academic Pre-Prietary Learning Enrichment Institute, and was located at Anderson Street Methodist Church in Bristol, Tennessee. The goal of this project was to offer a high quality pre-school program in a Christian environment to young children of the community. Since its beginning, APPLE has adapted to meet the ever changing needs of the families it serves.

In 1986, the pre-school moved to its present location at Central Presbyterian Church in Bristol, Virginia. The program was expanded to include a two-year-old class. In 1992 the "Just for Fives" class was added to meet the unique developmental needs of young five-year-olds.

On August 1, 1994, APPLE Institute became an official ministry of Central Presbyterian Church. That same year, an afternoon child care program was implemented. The summer enrichment program offering fun, age-appropriate activities for children age two through twelve began on May 30, 1995. On January 2, 1996 with the completion of the addition to Central Presbyterian Church, APPLE began offering infant and toddler child care for children age 6 weeks through two years.

In February, 2010 APPLE Institute officially became known as ***APPLE Academy of Central Presbyterian Church***. The new name is a reflection of the relationship that APPLE and Central have nurtured throughout the years and will serve to strengthen the quality of care and education our children experience and benefit from. APPLE enjoys the reputation of being one of the finest early childhood programs in the community. It is our goal to provide the highest standards of hands-on learning activities and age-appropriate curriculum in a nurturing, Christian environment. It is through our continued dedication to the children enrolled in our program that we will honor this commitment throughout the future.

Physical Facilities & Insurance

The APPLE Pre-school is located in the Education Wing of Central Presbyterian Church. Classes are held on the second floor and share centrally located restrooms. The APPLE Office and Teacher Resource Room are also located on the second floor. The APPLE Infant & Toddler classes are located in the new first floor addition of Central Presbyterian Church.

Asbestos is present in this building in the form of resilient floor tiles and acoustic plaster ceilings. In each case, the materials present no hazard when maintained properly and are not disturbed. The areas containing asbestos will be inspected monthly by the director. Additional measures will be taken when needed. The Management Plan is available in the APPLE Office should you like to review it.

APPLE Academy is covered by ample public liability insurance as mandated by the laws of the state of Virginia.

Off-street parking is provided for you in the large lot in the rear of building. Please park only in marked spaces and leave the handicapped spaces available for those church or pre-school guests who truly require them.

Registration & Enrollment

Registration is open to children from age six weeks through twelve years. Classes are scheduled Monday through Friday with parents choosing 2, 3, 4, or 5 days. Children will generally be separated into classes by the director based on their age as of September 30, and in group sizes in accordance with Virginia State Licensing Standards.

The following ratios of staff to children are followed:

1. Age six weeks through sixteen months: one staff per four children
2. Age sixteen months through two years: one staff per five children
3. Age two years: one staff per eight children
4. Age three to five years: one staff per ten children
5. School Age (age 5 - 12): one staff per eighteen children

Hours of Operation

Infant & Toddler Program

Infants may be dropped off anytime after 7:30 a.m. and must be picked up no later than 5:45 p.m. Late pickup after 5:45 will be charged at the rate of \$5.00 per minute. Official time is determined by the Nursery clock, which will be checked periodically for accuracy with the website www.time.gov.

Toddlers may be dropped off between 7:30 and 9:00 a.m., and must be picked up no later than 5:45 p.m. This class has a daily routine that begins at 9:00 and can be easily thrown off-schedule with late arrivals. See above for late pickup fee information

Pre-school Program

Pre-school hours are from 9:00 a.m. until 1:00 p.m. In order for children to receive the full benefits of the day's scheduled activities and to minimize disruptions in the classroom, ***please be prompt for drop off and pick up times***. If a child arrives late and the class is involved in circle time or any other organized activity, parents are asked to wait in the hallway with your child until the interruption will be less distracting to the teacher as well as the children. Please do not bring breakfast to be eaten at 9:00.

Early Drop Off

Early Drop Off is available for parents wishing to bring their child between 7:30 and 8:50 a.m. Fees are charged on an as-used basis.

After School

After School care is available from 1:00 until 5:45 p.m. Fees are payable every two weeks and are charged on an as-used basis. School-Age After School care is also available. Please see the director to clarify transportation arrangements.

Late Pickup

Fees for pick-up after 5:45 will be charged at the rate of \$5.00 per minute. Official time is determined by the hallway clock outside room 202 and the clock in the infant class, which will be checked periodically for accuracy with the website www.time.gov.

Schedule Changes

A school calendar with tentative closings listed will be provided to each family at the beginning of the school year. We normally close three days for Thanksgiving, approximately two weeks for the Christmas holidays, one week for Spring Break, and two to three days between spring and summer and also between summer and fall. During the winter months, please watch WCYB TV 5 for changes due to inclement weather. Channel 5 is the only news outlet to whom we report our closing information. Snow days will not be made up and refunds will not be issued.

Tuition & Payment Schedule

Registration Fee

The registration fee is non-refundable and must accompany the registration form each new school year. The fee is as follows:

- \$40.00 for members of Central Presbyterian Church
- + \$30.00 for each additional child
- \$50.00 for non-members of Central Presbyterian Church
- + \$30.00 for each additional child

Parents may choose 2, 3, 4, or 5 days per week. Every effort will be made to accommodate your choice of days as enrollment permits.

Infant & Toddler Tuition* (payable every two weeks)

- \$130.00 weekly
- \$ 28.00 daily (two day per week minimum)

Monthly Pre-school Tuition*(due on the first of each month)

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| Two days per week | \$130.00 monthly |
| Three days per week | \$160.00 monthly |
| Four days per week | \$190.00 monthly |
| Five days per week | \$210.00 monthly |

All scheduled school closings and vacations have been figured into the charges; therefore, monthly tuition remains the same, regardless of slight differences in the number of days school is in session for each month.

When a child misses due to illness or vacation, his/her tuition remains the same.

* Discounts are offered to Central Presbyterian Church members.

Early Drop and After School

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| Early Drop (7:30-8:50 a.m.) | \$ 3.00 per child per day |
| After School (1:00-5:45 p.m.) | \$12.00 per child per day (or \$55 / week) |

Payment Policies

Monthly tuition is due on the **1st** of each month. There will be a **\$10.00** late fee for tuition payments received after the **10th** of each month. No student will be allowed to attend after the **10th** of the month when payment for the current month is outstanding.

Nursery, Early Drop and After School charges are billed every other Wednesday, and payment is due by the next billing date. A billing schedule is posted on the parent bulletin board across from the APPLE Office. Unpaid charges older than thirty days, or an unpaid balance of \$400.00 or more, may constitute removal of the child from the program. Payments will be applied to the oldest outstanding charges. Please make payments to the office only as teachers are not responsible for taking payments. There is a locked box in the office for your convenience. In the event the office is closed, please slide your payment under the door. Payments may also be mailed to 301 Euclid Ave. Please direct any questions regarding your account to the Bookkeeper or Director.

Returned Checks

There will be a \$20.00 returned check fee for all returned checks. You may be required to withdraw your child or make future payments in cash on the second occurrence of a returned check.

Sibling Discount

When two children from the same family are attending APPLE, the second child will receive a \$30.00 per month discount off his/her tuition. When three children from the same family are attending APPLE, the third child will receive a \$60.00 per month discount off tuition.

School-Age Absenteeism

If a child who attends another program is absent from that program during the day and/or will not be attending APPLE, parents must notify APPLE no later than 1:00 p.m. Otherwise a \$6.00 charge will be added to your account.

Re-entry after Withdrawal

Re-entry of a student withdrawn with a balance due will be considered only after payment of all old balances and reimbursement of all expenses incurred by APPLE in the process of collecting the old balance. Re-entry may be on a pay-in-advance basis for a period of time deemed appropriate by the Director and Bookkeeper.

Nursery & Pre-School Summer Program

The Summer Program is a ten to twelve week enrichment program beginning the first week in June and concluding in August. Participation in the summer program is optional and will not affect registration for the upcoming fall.

Children register for the summer program with the expectation of participation and payment for the entire term. In order to adequately plan staffing and activities, drop-in care or temporary withdrawal is not available. Fees remain the same during the summer program as during the school year. One week of vacation credit will be given provided the APPLE Bookkeeper is notified in writing.

School Age Summer Program

The School Age Summer program is especially for children who have completed kindergarten through age twelve. The program is ten to twelve weeks beginning the first week of June and concluding in August. Children register for the summer program with the expectation of participation and payment for the entire term. In order to adequately plan staffing and activities, drop-in care or temporary withdrawal is not available. One week of vacation credit will be given provided the APPLE bookkeeper is notified in writing.

School Age Summer Registration

\$50.00 for children not already enrolled in the APPLE After School Program

School Age Summer Tuition

9:00 a.m. – 1:00 p.m., same days each week:

Two days per week	\$325.00 for the summer
Three days per week	\$400.00 for the summer
Four days per week	\$475.00 for the summer
Five days per week	\$525.00 for the summer

Early Drop and After School

Early Drop (7:30-8:50)	\$3.00 per child per day
After School (1:00-5:45)	\$12.00 per child per day (or \$55/week)
Late Pickup (after 5:45)	\$5.00 per minute

The registration fee and a non-refundable deposit of \$100.00 per child are due on **April 1st** to reserve placement. Half of the remaining balance is due **May 1st**, with the final balance due **June 1st**.

Drop Off & Pick Up Procedures

Children must be escorted to their classroom by an adult. Upon arrival, ***please initial the sign-in sheet beside your child's name and enter the time.*** At the end of the day, please repeat this procedure. This is a licensing requirement that confirms your child's attendance in the event of an emergency or evacuation.

No child will be released to anyone not listed on his/her registration form without prior written permission from a parent. Please notify the director or your child's teacher if someone else will be picking up your child from APPLE. Also, unless it is an emergency, please contact the office with information or questions concerning pick-up procedures for your child no later than 1:00 p.m.

In the event a child is not picked up at the appointed time, the director or teacher will call the parent. If the staff is unable to reach the parent, the emergency contact persons will be called. ***If no one is available to contact, the Bristol Virginia Police Department will be called.***

Mealtimes

Breakfast

You may bring breakfast for your child to eat in Early Drop. Please allow enough time for your child's meal to be completed and cleaned up by 8:50.

Lunch

All children should bring a nutritious lunch each day. Please limit sweets such as candy, cookies, and cakes. According to licensing standards, **lunch boxes must be labeled with your child's name and date each day.** Teachers will not be able to perform this duty. We recommend using the lunch tag provided or masking tape and a Sharpie. Your child will also need to pack a drink- *no carbonated beverages, please!* **Pack a cold pack in your child's lunchbox** for any items that need to stay cold. Also, any microwave meals or foods to be heated should require **no longer than one minute. No glass containers or plates are permitted.**

Snack

APPLE will provide a snack for children in the afternoon following nap.

Infant Feeding

According to licensing standards, **all bottles and baby food must be labeled with your child's name and date each day.** A crock pot will be used to warm a child's bottles as per the parent's instruction. No microwave heating is permitted.

Special Celebrations

Birthdays and holidays are exciting times for children and we are always glad to share in the fun! However, the safety of the children must remain our highest concern. Due to possible food allergies, we must require that all foods sent to be shared amongst the children be in a **sealed, store-bought container that lists all ingredients.** While this restriction means no home-baked goodies, it does offer peace of mind to those parents whose child may suffer from a life-threatening allergic reaction.

Illness & Medication

Illness

To prevent the spread of communicable disease, a child showing signs of illness must be kept home. This includes a child with a temperature of 100 degrees or over, recurrent vomiting, or diarrhea. Children must be symptom free and fever free without fever-reducing medication for a period of at least twenty-four hours before returning to school.

If your child becomes ill during the day, we will call and ask you to pick him/her up. This includes any child with a temperature of 100 degrees or over, recurrent vomiting, or diarrhea. We are not equipped to provide care for sick children. It is in the best interest of your child for you to arrange for him/her to be picked up quickly, ideally within fifteen to thirty minutes. Sick children are more comfortable when given one-on-one attention and in the care of their family. If a parent/legal guardian cannot be reached, an emergency contact person will be called.

Medication

APPLE will not administer prescription or over-the-counter medication to children in our care with a few exceptions. Prescription medications used for emergency treatment of an allergic reaction will be permitted as well as over-the-counter medications such as sunscreen and diaper cream. **A written consent form for each RX or OTC medication must be completed by the parent/legal guardian as well as the prescribing physician when indicated.** In the event of a long-term condition or illness, please speak with the Director to discuss your child's needs.

RX

Single dose automatic injection devices (Epi-pen) must be in the original container with the prescription label and pharmacy insert included. The label must list the name of the medication, the child's name, the doctor's name, the dosage amount, the time or times to be given, and the expiration date. We must also have a written consent form filled out by the parent/legal guardian and the prescribing physician. Please speak with the Director to complete the appropriate paperwork.

OTC

The only over-the-counter medications APPLE will administer are as follows:

- ❖ sunscreen
- ❖ diaper cream or ointment

These OTC medications must be administered according to the manufacturer's instructions. Any medication that states "consult a physician" will not be administered. Medication must be in the original container with the direction label attached and labeled with your child's name.

Personal Belongings

Please put your child's name on all personal belongings which he/she brings to school. Each child will be assigned an area in which to store his/her coat, lunchbox, book bag, and blanket for naptime.

Also, as sharing is a developmental milestone that is difficult for many young children to reach, please encourage your child to leave toys and special items at home or in your vehicle. Occasionally your child's teacher may schedule a show-and-tell day.

Clothing

Please dress your child in weather-appropriate play clothes, including non-skid rubber-soled, closed toed shoes and a light-weight jacket. We will be spending at least thirty minutes per day outdoors engaged in active play, weather permitting. Also, children must have a change of clothes including pants, shirt, socks and underwear on the premises each day of attendance. Accidents do happen! Please label items with your child's name or initials.

Discipline

Discipline at APPLE is conducted in a constructive nature and includes positive reinforcement and redirection. It includes the following techniques:

1. Using limits that are fair, consistently applied, and appropriate and understandable for the child's developmental level
2. Providing children with reasons for limits
3. Giving positively worded directions
4. Modeling and redirecting children to acceptable behavior
5. Helping to learn to constructively express their feelings and frustrations to resolve conflict
6. Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior
7. Time-Out, with length of time based on one minute per year of age

In the event it becomes questionable if a student will be permitted to remain at APPLE based on behavior problems, a parent/teacher/director conference will be held. If a suitable solution cannot be reached, the student will be allowed to remain for one week, providing no other student or teacher is in danger. The Director reserves the right to assign students to another age-appropriate classroom when deemed necessary.

Transportation & Emergency Preparedness

Field Trips

Pre-school students will have the opportunity to participate in scheduled field trips throughout the school year. Whenever children are transported off the school property, children age 8 years and under must ride in a child restraint seat provided by the parent. Notification of field trips will be given at least one week prior, with written permission for participation required. A communication plan will be developed for each trip and a schedule for the trip will be posted on the Parent Board across from the APPLE Office.

Evacuation Drills

All APPLE classrooms participate in scheduled monthly evacuation drills.

Emergency Preparedness

In accordance with Virginia Licensing Standards, APPLE has an emergency or disaster preparedness plan on file in the APPLE Office and posted in each classroom.

Scholarship Fund

Scholarship funds are available on a limited basis to families who have short term financial difficulties due to job loss, unusual medical bills, etc. Funding comes largely from Central Presbyterian Church members who make donations in honor of or in memory of a loved one or special friend. Other donations occasionally trickle in, but overall, funds are sporadic and cannot be depended upon for long periods of time. If you would like to request one-time assistance from the Scholarship Fund, stop by the office and ask the director for an application. Donations from APPLE families are always welcome too!

APPLE Academy Committee

The APPLE Academy Committee is a committee of the Session of Central Presbyterian Church. It is chaired by an Elder of the church and includes the Director of APPLE Academy of CPC, the Central Presbyterian Church Program Director / Director of Christian Education, the APPLE Academy Office Manager / Bookkeeper, one or more Session Members (one minimum), one or more CPC Members (one minimum), and one or more APPLE Parents. The committee meets at least six times per year, or more as needed, to review financial statements and to approve policy of APPLE Academy. A list of committee members will be distributed at the beginning of each school year.

APPLE Staff

APPLE Academy is an equal opportunity employer. Our staff is hired without regard to age, sex, race, creed, color, national origin, marital, or veteran status. They are chosen based on the requirements mandated by the Virginia Licensing Standards. This includes but is not limited to educational background, knowledge of developmentally appropriate practices, as well as their creativity, sensitivity, and experience in child care.

All staff members must:

- Receive at least sixteen hours of continuing education in focusing on early childhood throughout each school year.
- Have training in CPR, Daily Health Observation, and Medication Administration.
- Report any suspected case of child abuse or neglect to the director who will then contact the proper authority.

At least one staff member who has received First Aid training will be present at all times when children are present.

If you have any questions regarding your child's experiences at APPLE, please speak with your child's teacher. If further information is needed, please speak with the director. If your concern or question is not satisfactorily addressed or answered, please speak with a member of the APPLE Academy Committee. A list of committee members and their contact information is available in the APPLE Office.

Open Door Policy

Custodial parents/legal guardians of children enrolled at APPLE are welcome to visit our pre-school and nursery at any time, provided your child is in attendance at that time. With the well-being of all children in attendance as our primary goal, visits will be conducted in such a manner as to limit disruption of classroom activities and to be sensitive to other children's level of comfort with strangers.

Licensing Information for Parents About Child Day Programs

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and a ratio of children per staff member, equipment, program and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff with the Department of Social Services. In addition, parents or other individuals may register a complaint about a program that will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards of Licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services:

Abingdon Licensing Office
190 Patton Street
Abingdon, Virginia 24210
276-646-5490