



Green Apple Garden

Green Apple Garden Playschool~2664 Miller Road, Ann Arbor, MI 48103~
Ph. 734-369-8248~director@greenapplegarden.org~www.greenapplegarden.org



Green Apple Garden Playschool

Parent Handbook and Policy Manual

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PHILOSOPHY OF CHILDCARE

Our Mission:

The Mission of Green Apple Garden Playschool is:

To provide nurturing and inspiring pre-school experiences in beautiful indoor and outdoor spaces that promote creativity to meet a child's intrinsic need for self-expression and connection to the natural environment.

Our Vision:

We provide an enriching, exciting, and enchanting playschool where children are encouraged to follow their own interests, at their own pace, to foster creative, passionate, and self-directed life-long learners.

We Believe:

We believe in providing inspired, enchanting, beautiful and rich indoor and outdoor learning spaces where children can explore natural elements, arts and crafts, and interrelate with children and adults alike.

We believe in treating children with the same respect as adults, honoring their choices and inspirations.

We believe in protecting our environment and passing this love and responsibility along to the next generations. We practice recycling, re-using, reclaiming discarded items for art and decoration, using energy efficient appliances and lighting. We use cloth hand towels and welcome cloth diapers.

We believe teachers are co-learners, observing, facilitating, deepening, and reporting children's exploration. The teachers at Green Apple Garden are educators, artists, musicians, and visionaries. They facilitate days of beauty and joy for every child. Children may choose from a variety of art materials or projects, structured group times, or from a variety of educational materials. Teachers document each child's progress with photos and captions to keep in a journal for each child.

We believe children need to spend as much time outdoors as possible, at minimum two to three hours per day. We believe in providing children many opportunities to get muddy, messy, dirty, and wet as they create with hands and tools and re-purposed elements. We offer a beautifully collected outdoor classroom where children may explore all pre-academic areas deeply enmeshed in play-based learning.

We believe in engaging children in practical life activities such as cooking, sweeping, vacuuming, washing and cleaning.

We believe in eating locally and organically as much as possible as well as harvesting food from our kitchen garden and fruit bushes. We only use organic methods for all landscaping and yard works. We are committed to healthy, non-toxic childhoods. We strive to stay away from plastics as much as possible.

We believe in bringing together the unique talents and contributions of teachers, parents, children and community members with projects and visits.



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Our Curriculum

We follow play-based principles of early childhood education and are loosely inspired by Reggio Emilia and Waldorf education philosophies. Underlying all of our curriculum is a reverence for mother earth and a deep human connection to the seasons.

Pre-academic skills are embedded in our activity choices and based upon the emerging interests of children in our program. In play-based early learning all academic areas are addressed and regularly overlap. For example, in cooking snack, children are using math skills to count and measure, science skills to observe the reactions of ingredients combining, social-emotional skills by following directions and working as a team. Literacy is emerging by following the recipe written in pictures, children may choose to take notes or draw pictures while participating and build writing skills, and children learn the importance of taking care of our bodies with whole food ingredients and home-cooking. This is the basic methodology of hands-on learning that is the basis of all lesson planning.

Children's days are balanced with developmentally appropriate exploration time, where they are free to choose any area of the indoor or outdoor classroom, structured "activity" time, where children break into small groups to work on teacher-directed activities or listen to a guest visitor, free play time, and large group music and reflection time.

Children learn to make independent choices as well as how to be members of a community.

Our Rainbow

Our rainbow honors our belief in welcoming all cultures, traditions, families of different genders, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class. This is a cornerstone of our education program.

Inspirations

Green Apple Garden teachers and staff know there is always more to learn about ourselves, about children, about teaching, about parenting and about the world. We work creatively toward solving problems and are inspired by the following list of thinkers. We aim to meet in a monthly "book club" to share our thoughts as well as participate in regular early childhood teacher development trainings and classes.

Lifeways of North America

Richard Louv

Rudolf Steiner

Faber & Mazlish

Alfie Kohn

Kim John Payne

David Elkind

Brazelton & Sears

Rusty Keeler

Kinderwald Movement



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SPIRITUALITY

All religious and non-religious beliefs are welcome in our playschool. We will be saying a simple non-denominational meal blessing at snack and lunch. No effort will be made to teach any one set of beliefs however if a child references a religion or religious congregation, it may be taken as an opportunity to teach other children about the multi-faceted human race and the differences we all have that make us who we are.

REQUIRED ITEMS

Please bring these items each day child attends in a small backpack:

- Slippers or indoor shoes to stay at school
- 2 full changes of clothing. This includes shirt, pants, underwear and socks.
- Appropriate Outerwear; we will be exploring outside rain and shine!
- If your child is joining us for the afternoons, please send a pillowcase filled with a crib sheet and warm blanket at least 3'x5.' Children will sleep on individual mats. If your child also has a lovey; they may bring it. This will be for our nap and quiet time. This pouch will be sent home each week for laundering.
- If your child is still in diapers, please send diapers and wipes, wet bag, etc...

You may leave these items on your child's hook or cubby, but please be sure to check often in case supplies have been depleted.

INDOOR PLAY

Underlying all activities is the natural rhythm of the year and food, art, songs and activities reflect this rhythm as we honor the earth's changes. Because children naturally love to imitate adults many "practical life" adult work and domestic arts are provided for the children. Laundry, sweeping, mopping, washing dishes, setting the table, and watering the plants are important to the child's sense of purpose and build self-worth. Indoor activities may include songs, simple poems, watercolor painting, natural fiber exploration, art, caring for plants and animals, bread making, beeswax play, and storytelling.

OUTDOOR PLAY

Outdoor play is a cornerstone of our program. Children will be outside for a minimum of 2-3 hours per day, longer during more temperate weather. Please be sure to invest in proper outerwear for you child: sunhat, rain pants and jacket, winter coat, gloves/mittens, snow pants, snow boots, rain boots, and winter hat. Morning drop-off is outside so please bring your child dressed to play outdoors. During muddy months, please pack extra clothing. Do not send your child to playschool in clothes that you would prefer stay clean. We love to allow children the freedom to get wet, muddy and really explore!

Daily rhythms include time for discovery in nature and in the garden. Each year the children play a primary role in the design and care of our vegetable and herb garden. Additionally, children participate with the chickens by feeding and collecting eggs.



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NAPS

After lunchtime we will have a quiet “breathe in” time for resting. Morning nappers will nap on demand. Older children who no longer nap may choose a quiet activity. If your child is in attendance between 1pm and 3pm, please send a pillowcase with a crib sheet and a warm blanket tucked inside. Place this pouch on your child’s nap cubby. This pouch will be sent home over the weekend for washing.

RELEASING YOUR CHILD

Our procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify us ahead of time. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. Emergency contacts are assumed to be authorized to pick up your child as well and will be contacted in the event that the scheduled pick-up does not occur. If the person is not on that list, teachers must have written permission to release your child. Teachers will check for a valid photo ID if they do not know the designated alternate person.

FOOD AND SNACKS

Snacks will be provided by Green Apple Garden Playschool to your children. If your child is enrolled for a full day or half-day morning, parents must send a lunch from home. Food is sourced as locally and organically as possible; local growers will be used as much as possible. Foods will be whole, unpreserved fruits and vegetables and humanely raised dairy products. We will accommodate special diets and food allergies as needed.

We will accommodate special diets and food allergies as needed – Green Apple Garden is a no-nut preschool; if a child is sent to Green Apple with nuts in their lunch, they will not be permitted to eat that particular item in their lunch and will be give an item off of the snack menu as a substitute. We do have seriously allergic children in the building and want to thank you in advance for helping us protect their health and safety.

Monthly menus will be provided to parents via the designated email; if there is something that a child will not or should not eat that is on the menu, written notice must be sent via email to director@greenapplegarden.org and a substitute should be sent with the child that day. There is no microwave or refrigerator access for lunches.



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DISCIPLINE POLICY AND ADULT-CHILD COMMUNICATION GUIDELINES

Positive Discipline Techniques

The adult as a scientist and the art of *preventing* difficulties for the child:

- Child co-created rules and expectations
- Natural Consequences
- Predictable daily routine
- Transition warnings
- Logical consequences
- Positive phrases, rather than negative.

Mindful, respectful language is used always:

- Adults allow children to work through questions as co-researchers
- Acknowledge feelings and desires
- Calm, soothing tone is used even if adults feel frustrated
 - Teacher share feelings with children
- Give choices
 - Allow *child* to choose (adults do not make child's decision unless it is a safety issue)
- Give limited choices when opting out is not an option.
 - Instead of "Do you want? Would you like...?" We say: It's time for lunch. Would you like to sit next to me or next to Joe?"
- Share control of conversations
- Participate at child's level and scaffold at appropriate times
- Allow children to guide activity choices and planning in the week
- Give individual attention

Positive Encouragement, Not Praise

- Instead of "good girl! Or Good Job!" we use narrative language and describe facts
 - Tell me about your drawing
 - You went potty and you remembered to flush the toilet!
 - Thank you for washing your hands!
 - Refrain from using "I like your drawing", "I like when you all sit quietly", "I don't like it when you poke other people", as it encourages the need for extrinsic approval and reduces intrinsic motivation, and makes result trump experience.
 - Use descriptive words instead. Describe the outcome of negative events. "It makes me feel frustrated when you poke at nap time. It makes it hard for other children to rest."

Problem-Solving Methods used with Preschoolers:

- Conflict Resolution Dialogue at the Peace Pillow
 - Let each side have uninterrupted time to describe the problem.
 - Repeat back
 - State the problem and ask children what they can do to solve it? What are some solutions?
 - Write down solutions



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- Help them decide (if they struggle, give lots of time and then offer ONE idea to see if it stimulates others)
- Remind them of the decision they agreed upon later. Return to the peace pillow if necessary.

Examples of Adult Child Interaction we avoid:

- Little or No acknowledgement of feelings
- Time-outs or other punishments
- Praise

At no time will a child be subjected to punishment including physical punishment or shaming, frightening or humiliating methods, or any type of verbal abuse, threats, derogatory remarks, deprivation of food. Punishments, including time-outs, are not used for discipline at Green Apple Garden. A child who seems overwhelmed or over-stimulated may be offered the chance for 'private time'; space and time to cool down (as well as a phone call home and the possibility of being sent home) will be provided to a child who becomes a safety hazard to him/herself or others.

Green Apple Garden is a mandated abuse reporter and if any employee suspects that there is an abusive situation we are required by law to report it. We document all things that are out of the ordinary, either in daycare or out.

PARENT COMMUNICATION

We know that you have placed great trust and confidence in us to care for your children throughout the day, and would love to respond to any concerns or communications you have. Please help us maintain attentive care for all of our children by reserving lengthy conversations for a predetermined time or via email at

director@greenappleagarden.org. We prefer to use drop off and pick up as a time to connect with you about any pressing issues that will affect that day, and inform you of the activities your child participated in while with us.

TOILETING

Green Apple Garden works with parents and children for appropriate potty-learning time. We make the potty available to those interested but do not pressure for use. Cloth diapers are welcomed. Communication will be open daily or weekly about a child's potty progress between parents and teachers.

HEALTH CARE POLICIES

Procedure for Children and Adult Hand washing: All children and staff must wash hands after diapering or any toilet use. Hands will also be washed immediately before eating. Liquid soap is used and hands will be rubbed for at least 15 seconds. Hands are dried with single use cloth towels. Towels are laundered daily.



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Procedure for Handling Bodily Fluids: Staff will use universal precautions to guard against spread of infection or communicable disease when coming in contact with bodily fluids of others. Staff will wear disposable gloves and dispose of potentially contaminated items in a sealed plastic bag.

Cleaning and Sanitizing of Equipment, Toys and other Surfaces: Toys are thoroughly cleaned and sanitized on a weekly basis or if they have come into contact with an ill child. We use a sanitizing solution of one tablespoon chlorine bleach to one gallon of water and allow this solution to air-dry for maximum sanitation.

Community resources for health care for our families include:

Washtenaw County 211: 24 hour service help line

Doulas Care: Providing birth and postpartum support to lower income women and their families

University Counseling Center for Families: Private and Public Insurance, sliding scale mental health services for individuals, children and families

Center for the Education of Women: educational support, scholarships, counseling, work transition, and business seminars

Women's Center of Southeastern Michigan: Divorce support, financial seminars, and counseling

Planned Parenthood: gynecological and medical services; sliding scale, public and private insurance

NOTICE OF LICENSING NOTEBOOK

A Licensing Notebook with all correspondence, special reports and any other pertinent licensing information from the State of Michigan is available to parents at all times next to the sign in sheet. Parents are also made aware of our public database listing at time of enrollment and are encouraged to review our reports.

ILLNESS

State of Michigan requires that we exclude children for a variety of behavioral changes indicating illness; Please see the chart below for clarification of symptoms or illnesses and return to care guidelines.

Generally speaking, children may not return to care until they have been

symptom free and off of medications for over 24 hours.

You must notify the center if your child has come down with a communicable disease, as some have mandatory reporting procedures.

Communicable Diseases you are required to report to the center include but are not limited to:

- Chicken Pox
- Fifth Disease
- Influenza
- Hand, Foot, and Mouth



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- Head Lice
- West Nile Disease
- Hepatitis A
- Measles
- Rubella
- Meningitis
- Mumps
- Pertussis
- Rotavirus
- SARS
- Strep throat

If your child is diagnosed with any of the above diseases, please email or call to let us know. We will post a notice for all families that describes symptoms of the disease. Identity of the child will ALWAYS remain anonymous.

Child Illness/Return to Care Chart	
The following policies were written with the health of everyone in mind. Specific illness information was provided by the Washtenaw County Health Department.	
The following is a list of specific communicable diseases or illness symptoms that exclude a child from attending school.	
Disease/Illness Symptoms	When Child May Return
Fever 100 degrees or above	Fever free for 24 hours without a fever reducing medication
Vomiting	24 hours symptom free
Diarrhea (giardia, salmonella, shingella, viral)	When stools are formed and symptom free for 24 hours
Chicken Pox	After all skin lesions have dried
Mumps	After swelling is gone (~ 9 days)
Strep Throat	After 24 hours of antibiotic treatment
Measles or German Measles	Not earlier than 4 days after onset of rash
Pink Eye or Conjunctivitis (Bacterial, viral or allergic)	When eyes are mucus free or on medication for 24 hours
Hepatitis A	With physician's clearance
Impetigo	With physician clearance, after medication for 24 hours and infected parts covered
Ringworm or Pin Worms	After 24 hours of physician prescribed treatment and kept covered
Lice	After treatment with a medicated shampoo.



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Scabies	After 24 hours of physician prescribed treatment
Unidentified Rash	With physician's clearance
Meningitis	With physician's clearance
Influenza	With physician's clearance or fever free without
Common Cold	The immune system of a preschool child is not fully developed; therefore, he/she may contract a common cold quite frequently. A child who has a simple cold may attend school if he/she feels well enough to participate in all daily activities including outdoor play. However, if there is excessive nasal discharge or a severe cough, it is recommended the child stay at home.
Roseola	After rash clears
Hand, Foot and Mouth	When lesions heal and drooling ceases
Croup	After free of viral infection and child is no longer having difficulty breathing

If your child has thrown up or had diarrhea within the last 24 hours please keep him/her home. If your child is not feeling well, please do not try to mask his/her symptoms with medications, such as Tylenol. If your child throws up the night before and seems fine the next day, he is more than likely still contagious to the others and may be excluded from care.

You must wait 24 hours after symptoms occur before returning to care.

All the children use the same toilet and washroom. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

Green Apple Garden may elect to send a child home if their behavior becomes such that it impedes the ability of the staff to take care of the children and continue on with the normal routines of the program. Parents who are called to pick up their child should arrive no later than 1 hour after notification of illness. If the parent anticipates not being able to leave work without severe inconvenience, it is the responsibility of the parent to make sure an alternate from the pick-up list can come within the hour.

There is no tuition reduction for absences due to illness.

MEDICATION/ REMEDIES

If your child is on medication and it needs to be administered while he is at day care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and



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when to be taken. Parent MUST complete a Medication form giving permission to administer the medication to your child. Medication will be administered at the time or with the meal you specify and a written record kept. Herbal and homeopathic remedies, as well as other alternative modalities are welcomed and encouraged. Alternative remedies also require a permission form.

INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at childcare will receive proper care -- specifically, they will be washed with warm, soapy water and bandaged. If parents sign alternative remedies contract, herbal and/or homeopathic remedies, essential oils, flower remedies, or other natural healing method may be used. Treatment will be logged and parents will receive an injury report.

Green Apple Garden is required to log any injuries we observe on your child which have occurred outside of our care, and we are required by law to report any possible abuse situations.

If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent. In case of a medical emergency, parents will be contacted immediately. If parent is not reached, emergency contacts listed on emergency card will be contacted. If emergency contacts cannot be reached, a staff member will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, appropriate action will be taken, including calling 911 and having your child transported to the nearest Hospital. Parents are responsible for the cost of medical help or treatment due to accidents or illness while in child care.

TUITION AND FINANCIAL POLICY

Scheduling and Sessions

Early Drop-Off Care: 7:30 am to 8:30 am

Morning session: 8:30 am to 12:30 pm¹

Extended Day: 8:30 am to 3:30 pm

Full Day: 8:30 am to 5:30 pm

After School: 3 pm to 5:30 pm

Green Apple Garden Playschool offers full and part time sessions along with early drop off, after school, and drop-in sessions for ages 12 months to 6 years. We also have after school, summer camp, and no school day programs for our school agers (up to age 12)².

¹ For the 2013-14 school year, the AM Preschool session will begin at 9 am and end at 12 pm.

² Please see section entitled 'Fun Days'.



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Tuition

Preschoolers (30 months to age 6)

	2-Day	3-Day	4-Day	5-Day
Early Drop Off Care 7:30 am – 8:30 am	Free to FT families \$72/month for PT families	Free to FT families \$108/month for PT families	Free to FT families \$144/month for PT families	Free to FT families \$180/month for PT families
AM session preschool 8:30 am ³ - 12:30 pm	\$320/month	\$420/month	\$560/month	\$700/month
Extended day preschool 8:30 am ⁴ – 3:30 pm	\$480/month	\$600/month	\$800/month	\$1000/month
Full Day Childcare 8:30 – 5:30 pm	\$560/month	\$720/month	\$900/month	\$1100/month

Toddlers (ages 12 months to 29 months)

	1 Day	2-Day	3-Day	4-Day	5-Day
Full day tuition Full day drop off starts at 8:30; child must be picked up by 5:30.	\$340/month	\$560/month	\$840/month	\$920/month	\$1200/month
Half Day tuition Half days run 8:30am-12:30pm	\$220/month	\$400/month	\$480/month	\$640/month	\$800/month

³ Children who are signed up to start at 9 may arrive between 8:45 and 9:00 without additional charges or denial of care.

⁴ Children who are signed up to start at 9 may arrive between 8:45 and 9:00 without additional charges or denial of care.



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Early drop-off is available upon request no earlier than 7:30am. A \$9 per day charge will be applied and added to monthly tuition for early drop off. Full time families (5 full days) may choose early drop off at no additional expense.

Drop-in rate for young toddlers is \$13/hour.

Drop-in rate for preschoolers is \$12/hour.

Tuition includes all snacks, locally sourced and organic as much as possible; lunch is provided by parents. Cloth diapers are welcomed.

There is a two morning session per week minimum for registered children. Each child is allowed to register for their own individually-tailored schedule with a combination of any of these sessions, however their schedule must be consistent week-to-week; for example, you can register for MW before school sessions, MW am preschool session and Friday Full day preschool plus after care, but this schedule will remain the same week-to-week until a schedule change⁵ or withdrawal notice⁶ is received and confirmed by the director.

Tuition includes all snacks⁷.

For information on dropping-in or flexible scheduling see section entitled 'Drop-In Care'. All time will be rounded up to the next hour in terms of applying the hourly drop-in rate.

Children who have not yet attended their Kindergarten year are considered Pre-School aged children. Any child who is preschool aged is expected to attend the program year round. Please see the sections entitled 'Schedule Changes' and 'Termination of Care' to review our policies, especially if you do not plan on attending year round through the last Friday before Labor Day of the year they begin Kindergarten.

Early drop-off⁸ sessions are available upon request no earlier than 7:30am. If part of a child's regular schedule as determined by registration or a schedule change, the monthly tuition rate listed above will be applied and added to monthly tuition. If early drop off is scheduled via a 'drop-in' process⁹, the price is \$10 a session and must be prepaid and scheduled in writing (director@GreenAppleGarden.org) with director approval. Please see section entitled 'Drop-In Care'. Full time families (5 full days) may choose early drop off at no additional expense though it must be noted on their registration form. Full time families who wish to add early drop off but are not currently registered for it will be subject to the 'Schedule Change Fees and Procedures'.

After School Care (ages 5 years to 10 years)

	1 Day	2-Day	3-Day	4-Day	5-Day
After School 3:30pm-5:30pm	\$80/month	\$160/month	\$240/month	\$320/month	\$400/month

⁵ See section entitled 'Schedule Changes'.

⁶ See section entitled 'Withdrawing from The Program'.

⁷ See section entitled 'Snacks and Lunch'.

⁸ See section entitled Early Drop Off.

⁹ See section entitled 'Drop-In Care'.



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Tuition includes all snacks¹⁰.

Summer Camp

Summer Camp is for school-agers (1st grade in upcoming Fall to 12 years). Each weekly session has a different theme and involves lots of wet, silly outdoor fun! Please be ready for your children to come home messy and tuckered!

Build your own <i>flexible</i> and <i>individual</i> schedule using our summer camp registration form.	<u>Sessions:</u> Mon-Fri 9 am – 12 pm From Mid-June to Late August	Camp Tuition is : \$160 weekly \$32 daily
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Summer Camp runs Monday through Friday 8:30 am to 12:30 pm and includes a healthy morning snack¹¹. Additional options may be available for Summer of 2013 – Please inquire for details.

*Example 1: you may sign up for a one week session in June and a one week session in July. You would pay \$160 of tuition by May 25 and another by June 25.

*Example 2: you may sign up for Monday/Wednesday for the duration of the summer. You would pay \$640 for 10 weeks summer tuition; those weeks that fall mostly in June will be due in full by May 25, those that fall mostly in July will be due in full by June 25, and those that fall mostly in August will be due in full by July 25.

Fun Days

Fun Days are days that the Ann Arbor or Lincoln School Districts have no school for students and Green Apple Garden is open to school agers. Each school district has their own registration form which shows which days we will offer for Fun Days for the current school year. Fun days are non-refundable from the moment you register for them, and you will be held responsible for them financially even if your child does not attend. Fun days are billed to you with that month's tuition, on the 15th of the month prior and are due on or before the 25th of the month prior to care. If you are registering for a Fun Day after the 25th of the month prior, they will be due in full a time of registration. Fun days that are registered for at least two weeks in advance are \$50 per child, and those that are registered for without 2 weeks' notice will be \$60 each. As always, registration needs to be in writing, specifically on the Fun Day form, and is subject to availability and director's approval. Fun day forms can be placed directly in the director's mailbox in the office.

Tuition Reductions/Day Swapping

¹⁰ See section entitled 'Snacks and Lunch'.

¹¹ See section entitled 'Snacks and Lunch'.



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For all programs, there is no reduction in tuition for absences, sick days, holidays¹², inclement weather, or emergency closures as these events are already configured in our rates. There will be no swapping of days/hours... Your registered schedule is your registered schedule and there is no form of compensation or adjustment if you are absent. Please see our 'Drop-In Care' section about adding sessions. Please see our section on 'Vacation Policies' for information on vacation credits.

Registration and Enrollment

A \$50 non-refundable application fee must be submitted with your registration form and paperwork to hold your spot. We will not accept registrations with start dates that are more than six weeks away (the director may make an exception for Fall registrations. If your registered start date is more than one month away, we will ask for a half month's tuition deposit (to be applied to your first month's tuition) in addition to the registration fee to hold your spot. All registrations require director's approval and are dependent upon space in the desired programs. You can find all associated forms on our website at www.Green Apple Garden.org . Forms will be divided for children who are pre-school aged and children who are school-aged (they have already begun kindergarten or beyond).

Although we enroll students year round, we do ask for at least 1 week notice before enrolling a child to allow for the time it takes to give a parent tour, conduct an orientation and checklist of paperwork and policies, and to ensure that all enrollment procedures have been followed through.

In order to limit the disruption that parent tours and visits can cause in the classroom: parent tours are limited to one 1 hour visit with the Director present and must be scheduled with the director and approved via email in advance. If a parent chooses to enroll after their visit, they may complete the registration process and can visit (if they wish) for up to three visits of 1 hour each before their start (this requires half a month tuition deposit before the first visit). These visits must be scheduled in writing with notice via email and are subject to director approval.

Billing Cycle

Tuition amounts are billed and emailed monthly on the business day closest to the 15th of the month to the email address designated on your child's registration form. Tuition for the coming month is due on or before the 25th of the month.

Payments

Payment may be made by auto draft, cash, or by personal check. Auto draft is an option where you may give us your credit or debit card number and your payment will be automatically deducted on the 25th of each month for the amount of your outstanding balance. Parents may also initiate online by parents monthly. There

¹² See section entitled 'Center Closures'.



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is a link in your invoice each month that says, 'Pay Online' and any debit or credit card may be used. Payments should be made payable to: Green Apple Garden.

Any alternate payment arrangements must be sent via email to director@GreenAppleGarden.org and must be approved by the director. Any tuition due dates established in this manner will be subject to late fee, termination of care, and collections policies.

If a check is returned the director will notify you via email and will ask for payment in cash. After the second returned check, Green Apple Garden will accept only cash. There will be a \$25.00 returned check charge in addition to any other fees.

Late Fees and Insufficient/Lack of Tuition Payment

If payment is not made in full for the outstanding balance of the account by the established due date, there will be a \$30 late fee assessed to the account. Any families that have not paid for tuition for a current session of care may be asked to pay the outstanding balance before being able to return to care. Green Apple Garden reserves the right to terminate care via written communication to a family's designated email due to multiple late or insufficient payments or lack of payments for current sessions.

Late fees will continue to accrue and your account may be turned over to a collections agency/small claims court, if payment is not received within a month.

Drop-In Care/Flexible Scheduling

Green Apple Garden allows for flexible scheduling through the use of our Drop-In Care Program. The student must complete the registration process¹³. Drop-ins are sessions that are non-recurring, meaning you schedule them individually no more than one month in advance by emailing your desired dates and times to director@GreenAppleGarden.org. Approval of these sessions is subject to availability and family balance. Approval must be received via email for a family to attend for the desired sessions. Once approval is sent to the family's email, it is their spot and they are financially responsible to pay even if their child does not end up attending. Teachers may ask you to fill out a 'Drop-In' form when you arrive for pick up or drop off that day; Please sign this form, you will not be billed twice for the same session. Payment for Drop-Ins is due in advance, at the latest at drop-off the day of.

Any child that is dropping in for a session that occurs before or after their regular scheduled session will pay an hourly rate of \$12/hour (all time is rounded up to the nearest hour) or the difference of a daily rate drop in and their original tuition rate. Daily rate drop-ins, which are rates for any student who does not normally attend on that day, are as follows: \$45 for AM Preschool, \$65 for Full Day Preschool, and \$75 for Full Day Childcare. Toddler prices are: \$50 for AM session, \$70 for extended care, and \$80 for a full childcare day. Please see the tuition/session table above for drop-off/pick-up times. Students who wish to drop in and do not attend regularly must complete all registration processes including fee and all necessary paperwork.

Early Drop Off

¹³ See 'Registration and Enrollment'



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Children are expected to arrive on time for their scheduled session, but no earlier, as we staff according to the children's schedules and an early drop-off can leave our teachers over-ratio or unprepared. All attempts will be made to remind parents of this policy, and doors may be closed if the session has not yet begun. Children who are signed up to start at 8:30 may arrive between 8:30 and 8:45 without additional charges or denial of care. If a child is dropped-off earlier than their allotted time, there will be a fee assessed for hourly drop-in care reflecting the time they arrived and the time their scheduled session began. All time is rounded up to the next hour in terms of hourly drop-in rates. Children may not be left with a teacher before the start of the day; if teachers arrive earlier than the center is scheduled to open it is specifically to prepare the environment.

Late Pick Up

If a child is picked up more than 5 minutes later than the end of his/her session, there will be a charge applied to their account of \$5 per every 10 minutes after the end of their session. You may be asked to sign a form indicating this charge; the late pick-up form is not necessary for the charge to be applied as there are times our teachers must focus on other things. Payment for late pick up is due at the beginning of the child's next session.

Financial Assistance

Department of Human Services and Child Care Network reimbursement is accepted. Drop-in care is available for registered students dependent upon space and Director's approval; please see the section entitled 'Drop-In Care'.

Discounts

Green Apple Garden offers a 10% sibling discount for any family that has more than one child enrolled in any given month. Any faculty or staff of University of Michigan will receive a 10% discount off of current tuition rates (listed above). The 10% will be taken off of the child with the least expensive monthly tuition. Discounts may not be combined. Anyone who is not currently subject to the current rates may not claim the UM discount, but may claim the sibling discount.

Days Green Apple Garden is CLOSED:

In addition to the Holidays listed below, Green Apple Garden is closed approximately three weeks of the year: from Christmas Eve to the first business day of the New Year, Ann Arbor Public School Spring Break, and the week before Labor Day.

Federal holidays are observed and the daycare will be closed. These holidays are:

Labor Day
Thanksgiving Thursday
Thanksgiving Friday
Christmas Eve



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Christmas Day
New Year's Eve
New Year's Day
Martin Luther King Jr. Day
Easter Friday
Memorial Day
Independence Day

There is no tuition reduction for the occurrence of federal holidays as they have already been configured in our rates.

You will need to find alternate care for days the daycare is closed.

Vacation Policy

Children who are pre-school aged are eligible for one week of tuition credit reflective of their particular weekly schedule at the time to be used during 'Summer Break' (we use the Ann Arbor Public Schools calendar to determine the beginning and end of Summer). This vacation credit will only be applied if notice is sent in writing to director@Green Apple Garden.org at least 2 weeks in advance of the start of the vacation. There will be no exceptions to this rule. The purpose of this policy is to allow for families to be able to plan family vacation time outside of the three weeks that we are already closed. School Age children are able to individually tailor their schedules over summer, and so are not eligible for vacation tuition reductions.

Please notify the center of any absences and vacations. If your child is not here within 20 minutes of their scheduled time, and no notice has been received of their absence, the center will assume they will be absent and may make changes to the day which result in an inability to accept the child should they show up.

School Year vs. Summer for Preschoolers

Our old policy of providing flexible scheduling over summer for preschool aged children proved to be too great a hardship for the center. Because our primary concern is to be able to continue to offer excellent care for your children year round, we have decided that children who are pre-school aged will be responsible year round for their registered schedule. Please see the section entitled 'Schedule Changes' or 'Termination of Care' for information regarding families whose plans will change for the summer or at any other time during the year.

Schedule Changes

Children are able to make changes to their schedule by submitting a written request in writing to director@Green Apple Garden.org ; Schedule changes are subject to available space, director's approval, and a \$25 schedule change fee will be applied to your account if the schedule change in question results in less monthly tuition.



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If you are a family who wishes to have fuller schedules in the school year than in the summer, you may use this above policy to change your schedule, or the below policy to terminate care for the summer. Things to keep in mind: Once you give up any session on any day of the week, it is able to be sold and filled; Also, if you terminate care and wish to re-enroll at any time (for example, in the Fall), this is also dependent upon space and director approval, and the entire enrollment process must be re-completed (including but not limited to necessary paperwork and fees).

Termination of Care

If for any reason you decide to stop bringing your child to the program, a two-week written notice is required. Payment is due for the two-week notice period whether or not the child continues to attend. Any outstanding fees must be paid on or before the child's last day.

If it becomes necessary to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on behalf of Green Apple Garden Childcare and VanHorn Educational Services, LLC.

If it is not possible for your child to continue, two weeks' written notice will be given, if possible, via email. There might be a time when immediate termination could be warranted for failure to follow policy or for extreme behavior which inhibits our teachers' ability to supervise and provide excellent care for the other children. Please note that it is important for the management of the center for policies to be followed; not following policies essentially results in undue stress on our teachers and can inhibit our ability to be the best we can be for the children in our care.

Examples of why a child may be terminated with or without notice include (but may not be limited to):

- **Failure to complete required forms.
- **Lack of parental cooperation.
- **Failure of child to adjust to the center after a reasonable amount of time.
- **Our inability to meet the child's needs without additional staff
- **Lack of payment
- **Lack of respect for the provider or other children, by the parent or child
- ** Violence upon any person or child

Refunds

Refunds may be issued, however a refund check fee of \$25 will be applied. We highly encourage parents either pay their exact amount due, or keep any credit on their account for future use. Refund requests must be communicated via email to director@Green Apple Garden.org with an address to which they wish it to be sent. Please allow 2 weeks processing time for refunds to arrive at the address you provided.

CAREGIVERS



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Caregivers are all in compliance with licensing regulation and trained to follow the policies outlined in this manual. Parents will be encouraged to meet all teachers as schedules may rotate. Assistants will be familiar with appropriate discipline, children's individual needs, CPR/First Aid certified, and be of a trustworthy, responsible nature. A biography of all of our teachers is listed on our website for your convenience. Please see also: '*Communication with Teachers*'.



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PARENT POLICY CONTRACT

By signing this contract clients agree to abide by the written policies in the Green Apple Garden Parent Policy Manual. Green Apple Garden Playschool may amend the policies by giving clients a copy of the new or changed policies one week before they go into effect.

Child's Name: _____

Client's Signature(s)

Date _____

Date _____