



# Policies and Procedures

## *A Guide for Parents*

Please thoroughly read over the Policies and Procedures of The Savvy Apple Preschool, as it contains important information regarding your contract with our school. Please feel free to discuss any concerns you might have regarding our policies and procedures.

## *Philosophy*

We believe that children are capable and unique individuals who should be free to explore and discover the world around them in a safe, loving, and fun environment. We are also passionate about health and the environment.

Organic and natural living is a way of life at The Savvy Apple Preschool. We strive to give each child the opportunity to learn individually, form meaningful relationships, and lead a healthy lifestyle.

## *Curriculum*

Rather than following a standard curriculum model with specific pre-determined units of study, our curriculum has an underlying structure based on guided learning and collaboration. This approach engages the interests and skills of each individual child, interweaving teachings on a broad range of disciplines through real world learning. Children will engage in short and long term projects that highlight their understanding. Through these units and collaborative learning, we will integrate the "Grow Start, Grow Smart" South Carolina State Standards for preschool students.

Although our curriculum is inspired by traditional philosophies of Reggio, Montessori, and Waldorf, we also feel that it is important to make education meaningful and current.

Although our main goal is to prepare students for kindergarten, our hope is that they will leave The Savvy Apple with so much more. Incorporated into academic curriculum is the understanding of our Core Values to encourage social and emotional development. Environmental stewardship is a part of our daily lives. We teach manners and common courtesy. We also work on skills to help children become more independent, such as cleaning up messes, setting the table, serving food, pouring drinks, putting on their own jackets, etc. Most of all, we hope that children will develop a passion for learning.

## *Admission Procedures*

We have certain procedures that we must follow because of licensing protocol and others that have been set in place in order to make the admission process run smoothly.

## *Enrollment*

In order to enroll your child at The Savvy Apple Preschool, there is necessary paperwork that will need to be completed prior to their first day as well as having the enrollment fee paid in full. The enrollment fee also guarantees your child's spot in a classroom.

## *Paperwork*

The following paperwork must be filled out and returned prior to the first day:

- General Record & Statement of Child's Health (Form 2900)
- Emergency Contact Information Card
- Emergency Treatment Consent Form
- Discipline Policy
- Contract signed by all parties
- Annual Immunization Record on SC DHEC Form (provided by child's pediatrician)

## *Fees:*

An enrollment fee of \$175 per child is due before your child's first day of school. This is a one-time fee. You will never have to pay this fee again as long as your child is continuously enrolled at The Savvy Apple Preschool.

## *Wait List*

Our wait list is designed to efficiently move children from the waiting list to active enrollment in our program. We do this by having prospective parents fill out an application form, tour our facility, and review our policies and procedures. Once an opening becomes available, parents will be notified via email and/or phone. They will then have two business days to accept the position and will have five business days to pay the necessary dues and enroll their child in our program. If this is not done within five business days, their spot will be forfeited.

## *Termination*

A two-week notice is required to withdraw your child from The Savvy Apple Preschool. Full tuition for this period is required.

In the event that The Savvy Apple should ever find it necessary to end your contract, at least two weeks written

notice will be given. Such reasons for termination will include, but are not limited to: destructive, uncontrollable, or violent behaviors, habitual tardiness at pick up of child, and repeated late payment or nonpayment. These situations will be documented and will be grounds for termination of your contract. If it becomes necessary for The Savvy Apple to resort to legal action to collect tuition, the parent(s) will be responsible for any legal fees incurred.

## *Hours of Operation*

Monday - Friday, 7:00 - 5:30

## *Classrooms*

- Little Seedlings - One on or before September 1<sup>st</sup>
- Big Seedlings - Two on or before September 1<sup>st</sup>
- Little Sprouts - Three on or before September 1<sup>st</sup>
- Big Sprouts - Four on or before September 1<sup>st</sup>
- Half Day - Threes, Fours, & Fives (Multiage classroom)
- Summer Program - Rising kindergarten and up

\*\*Students will typically move as a class to the next classroom in June. Some children may move to the next classroom before this when developmentally appropriate and space is available.

## *Tuition (weekly rates) & Times*

### **Full Time, All Classrooms (full day)**

Monday - Friday: \$185 Weekly

### **Little Seedlings, Big Seedlings, & Little Sprouts (full day)**

Tuesdays & Thursdays: \$100 Weekly

Mondays, Wednesdays, & Fridays: \$130 Weekly

\*We do not offer part time enrollment in the Big Sprouts Classroom

### **Half Day Program (8:30-12:30, arrival beginning at 8:15)**

Monday - Friday: \$130 Weekly

Tuesdays & Thursdays: \$70 Weekly

Mondays, Wednesdays, & Fridays: \$100 Weekly

**Summer Program (8:00 - 4:00)**

All 10 Weeks: \$150 Weekly

You Choose Weeks: \$160 Weekly

Extended hours (before 8:00 or after 4:00): \$10 per week

*Payment*

Your specific rates will be outlined in your contract. Tuition will be due on the first day your child attends school each week (Full time - Mondays, Part Time - Monday or Tuesday, depending on the combination of days your child attends). If tuition is not received by the end of the day on Tuesday of each week, it is considered late and a late fee of \$5 per day will be applied. The tuition in full plus any late fees due will need to be paid the following day. A statement indicating tuition and any late fees due will be e-mailed to all parents on Tuesday evening. We accept payment in the forms of cash, check, or credit. Credit payments can be made through Brightwheel and will be charged a \$6 fee.

The success of our preschool depends upon the prompt payment of tuition. Tuition and fees are used to pay for the following: · Organic and natural food · Health, curriculum, and learning supplies · Outdoor classroom activities and equipment · Employees' Social Security, Medicare, Workers Compensation, Unemployment Compensation and Employee Benefits · Employees' continuing education · Employees' wages · Building rent and up keep

Tuition and fees are based on enrollment and the space that we are reserving for your child, not solely upon attendance. To maintain a reserved space, fees must be paid during the absence of your child due to illness, holidays, vacation, or any other reason.

*Overtime Rates and Late Fees*

Late Pick-up Fee: .....\$5 per minute late

Late Payment Fee: .....\$5 per day

Returned Check Fee:.....\$30 per returned check

## *Definitions:*

Late Pick-up Fee: Late fees will be assessed beginning at 5:31 for our full day program. Late fees will be assessed beginning at 12:31 for our half day program.

Late Payment Fee: Accounts not paid in full by Tuesday of each week will be assessed at \$5 per day late fee until payment is received. Care may also be suspended until the overdue account is paid in full.

Returned Check Fee: In the event of a returned check, parent(s) will be responsible for a \$30 returned check fee as well as any fees incurred by the bank due to the returned check. Upon the second returned check within 6 months, only cash will be accepted for 3 months.

Any fees or payments due will be communicated through e-mail. We will e-mail you an invoice with the total amount due. Late pick-up fees will be due the following day.

## *Receipts:*

Receipts/Statements will be sent out weekly on Tuesday. This will detail your account activity for the previous month and show any balance due for the following week. If your account balance is a negative number, this means you have a **credit**.

## *Attendance*

Payment obligation is based on the time slot you agree upon in your contract, not on the actual hours of attendance. Tuition will be charged based on contracted days including missed days due to illness, holidays, vacations, or any other reasons. No refunds or deductions will be made for days your child is absent. You are paying The Savvy Apple Preschool for your child's space as well as for our services.

If your child is scheduled to attend part time (either Tuesdays/Thursdays or Mondays/Wednesdays/Fridays), we occasionally will accept requests for them to attend on a day that is not one of their scheduled days. This depends on the space we have available. If they do attend additional days, a charge of \$30 per additional day will be added to your account.

Please be courteous and call if your child will not be attending that day. This helps us to prepare the appropriate amounts of food for snack and lunch without being wasteful by having a surplus.

## *Supplies*

All parents must supply the following items:

- Blanket or lovey for naptime that stays at the school (full day programs only)
- Spare change of clothes
- Sunscreen
- Bug Spray
- The following items must be supplied if needed by your child: Diapers or pull ups, diaper ointment, pacifier

All personal belongings should be marked with your child's name. Eating utensils, cups, dishes, nap mat sheets and wipes will be supplied. Any items brought are not the responsibility of The Savvy Apple Preschool and if lost, we will not be held liable. If you send your child to school with a cup in the morning, it must be labeled with his or her name.

## *Allergies*

If your child has food allergies, and requires a modified diet, we must be notified of this in writing. We will need to have a physician's written instructions describing any foods the child is not permitted to eat. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide replacements for his/her meals and snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites (called a "no thank you bite") of everything. Sometimes they are surprised by what they like!

## *Holidays and School Closings*

Payment is expected for all holidays, vacation time, staff development days and any other days the school may be closed. In the event of severe weather, we will follow the Beaufort County School District's decisions in regards to school closings, late arrival, or early release (for example, if the BCSD is on a two hour delay, we will also be on a two hour delay). The school will be closed in observance of the following holidays/breaks this school year:

- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Break (Wednesday-Friday)
- Christmas Break (Christmas Eve, Christmas Day, and the day after)
- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday - Easter Break

Please be reminded that tuition is due for all days as stated in your Parent Contract, regardless if your child attends or not.

Other closures may occur and parents will be notified of this with at least 30 days notice.

### *Family Vacations and Personal Emergencies*

If possible, please notify the staff at least one week in advance if your child will be absent due to a family vacation. Full payment is required for any days your child is absent.

We understand that personal and family emergencies arise, often times without warning. That being said, please let us know as soon as possible if your child will be absent. You can simply message us on Brightwheel to let us know your child will be absent. If we don't hear from you we will attempt to contact your family for three consecutive days. If there is no success communicating with a member of your family about the status of your child's attendance, we will terminate our contract with your family, and legal action may be taken, if necessary, to acquire any delinquent fees.

### *Confidentiality Policy*

The only information teachers should share with parents is information concerning his or her own child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal. We keep all of the children's files in a secure location and only necessary staff members have access to them.

### *Open Door Policy & Security*

Our doors at The Savvy Apple Preschool are always open to parents and authorized personnel. We love having

visitors but please keep in mind that frequent and/or long visits can disrupt the flow of the classroom.

Your child's safety is of extreme importance to us. You will receive a code upon enrolling your child that you must enter to access our building.

## *Signing In & Out*

We require that parents or authorized representatives sign children in and out each day. There is an electronic kiosk at the front desk. Parents and/or authorized representatives should sign children in and out by using their four-digit code created through the Brightwheel App. This gives us a record of the child's attendance, hours, and the person who brought/picked up the child each day.

Our procedure is to release the child only to his/her parents, or someone else the parent has designated on the Authorized Pick Up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time, if possible. A verbal notice is fine on the day of, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission from you to release your child. Please inform all emergency contacts that they must present a photo ID at the time of pick-up.

Drop off and pick up are not good times to discuss serious problems, little ears and minds hear and understand a lot. Your child's teacher or director can set up a time to conference with you privately.

## *Tracking Children*

In addition to keeping up with your child's arrival and departure each day electronically, all classrooms keep a written record of every child's arrival, departure, and movements around the building throughout the day.

## *Arrivals & Departures*

It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please make your drop off brief - the more prolonged the departure, the harder it becomes for both the child and the parent. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Children are nearly always quick to get involved in play or activities as soon as parents are gone. You are more than

welcome to call at any point during the day to check in on your child.

If children are going to arrive to school after 10:00, we require notice via phone, e-mail, or by verbal notice the day before. This allows us to efficiently prepare for the day. If children arrive later than this time without prior notice, they may not be allowed to attend that day. No children will be allowed to arrive during or after naptime.

## *Advertising Photos*

Occasionally photos of the children will be taken and used for advertising purposes. By signing your contract and agreeing to our policies and procedures you are agreeing to allow this. If you would prefer to not have photos of your child used for advertisement purposes (on our website, blog, Instagram, or Facebook) please let the director know and we will have the parents sign a waiver excluding your child from this. If you choose to sign a waiver, pictures of your child may still be taken but will not be used for any advertising purposes.

## *Meals & Snacks*

Well-balanced, natural, and mostly organic meals and snacks will be served at The Savvy Apple Preschool. We serve a morning snack, lunch, and afternoon snack in our full day programs. Children enrolled in our half day program will be served morning snack. Food is offered to your child, and we encourage children to take at least a small bite of everything. Children will be encouraged to finish the food served to them before a second serving is offered. We have found that if children try different foods (even foods they "don't like") and are given several opportunities to try it, they realize that it's not so bad! Sometimes it even turns into a favorite.

If your child will be arriving after the specified meal time, please be sure to provide them a meal before they arrive.

**Peanut-Free School:** We are a peanut-free school since this is a common and dangerous childhood allergy. We use Sunbutter as a peanut butter alternative.

**Food From Home:** Since we have many children in our care who have food allergies or intolerances, we ask that parents refrain from bringing food or beverages from home. Homemade cupcakes (prepared in The Savvy Apple's kitchen) will be served in the classroom for each child's birthday.

Organic: At The Savvy Apple Preschool, we strive to provide the best foods possible for your child. Organic foods have a number of health benefits, especially for young developing minds and bodies. We want your child to have the highest quality foods possible!

## *Going Green*

We are a center that not only focuses on providing the best and purest experience for your child, and we also want to do our part for our environment. We implement many "Green" practices in our daily routines to minimize our negative impact on the environment. Some of these practices include: using recycled materials, buying locally grown foods, using natural cleaning agents, reducing the use of natural resources and educating our staff and children about environmentally conscious practices. As a part of our "Green" initiative we try to limit our use of paper products as much as possible. One of the ways we do this is by only sending out emails and not using the traditional paper flyers (although newsletters and other publications are available in print upon request). Please give us an updated e-mail address that is checked regularly.

Parents are responsible for having updated emails on file and for reading the emails sent from The Savvy Apple Preschool. This is extremely important as it is our primary source of communication.

## *Clothing*

All children must arrive dressed and ready for the day. When dressing your child, please keep in mind that we do many messy activities such as painting, playing outdoors, and use "messy" items. Please do not dress your child in clothes that you would not like to get dirty. Please refrain from dressing your child in sandals, as they can either hinder playing abilities or fail to protect them from hurting their toes. Flip flops are prohibited. We also ask parents not to send their child in clothing that has drawstrings or cords as they could be a hazard. Girls should wear bloomers or shorts under dresses.

## *Outdoor Play*

Outdoor play time is extremely important to us and a part of our daily routine. We will go outside every day unless we are experiencing extreme weather conditions (extremely high temperatures, extremely low temperatures, storms, etc.). If it is slightly sprinkling, we may still have limited

outdoor time. If it is cold, we will bundle up and still go outside. If it is hot, we will apply sunscreen and go out for a very short period of time. We are firm believers in the importance of getting fresh air, having unstructured gross motor playtime, and being outside with nature! Your child will most likely get dirty. They may even be sweaty. They will most definitely have fun! We allow children to explore, dig in dirt, lay in the grass, dive in hay, and run out energy. We feel that these are all very important parts of an authentic childhood.

We will apply sunscreen and bug spray (provided by you) before going outside. We will reapply as needed.

### *Nap/Quiet Time*

In support of a child's natural rhythm, there will be a daily resting period. This rest period will last for about two hours (or less depending upon age group). Naptime will be from about 12:30 - 2:30 in the Little & Big Seedlings classrooms and 1:00 - 2:30 in the Little & Big Sprouts classrooms. We ask that if you must pick up your child between these hours, please call ahead to let us know. Children are not allowed to be dropped off during nap time.

### *Diapers/Toilet Learning*

Diaper changes are scheduled for every one and a hour to two hours with the exception of rest time, at which time your child will be diapered as soon as he/she awakens. Each child will be changed as needed. We ask that parents provide a pack of diapers and will be notified when the supply is running low.

Toilet training at school will start when the **child** consistently shows interest and a jumpstart has been provided at home. Pull-ups are required during the toilet training process, but we encourage wearing underwear under the pull-ups. We will assist in the toilet training process as much as possible! Please make sure that there is a change or two of clothes for children who are toilet training. No child will ever be disciplined for accidents.

Please keep in mind that all children are different and develop at different times. Some children are fully toilet trained right after turning two while others are not toilet trained until after they are three - and that's completely okay! Often, pushing a child to toilet train before they are ready can delay the process.

This is definitely a collaborative effort between the child, the home, and the school.

## *Transitions*

When moving children from class to class, we will notify and discuss the transition with the parents first. Class changes are not made by a change in age (birthday); instead, our children move up with their classroom at the beginning or just prior to the new school year. When necessary, children may move to the next class in the middle of the year when developmentally appropriate and space is available.

## *Things Your Child May Bring to School*

Nature items for the nature table (rocks, shells, leaves, flowers) Fresh flowers Books Special blanket or lovey for naps (We prefer that children do not bring toys from home.)

## *Guidance and Discipline*

Spanking or any other forms of corporal punishment are prohibited at The Savvy Apple Preschool. Your child will not be subjected to discipline that is severe, humiliating or frightening. The actions taken to discipline a child are as follows:

1. The child will be redirected from inappropriate behavior.
2. If redirection is not effective, the child will be addressed by a teacher, who will explain the behavioral expectations. The teacher will gain eye contact and let them know that "that is not okay", followed by a positive statement of redirection..
3. If the inappropriate behavior continues, the child will be directed to "take a break" and will be placed in the break area within the classroom for an age appropriate amount of time.
4. If the child's behavior continues to be disruptive to the learning environment or poses a safety risk to his/herself or to others, the parents will be contacted.
5. If the child remains a risk, parents will be asked to remove the child for the remainder of the day. A conference

with the parents will be scheduled to discuss the incident or situations, and an action plan will be developed.

6. If this complete cycle of disciplinary actions take place three times, the child will be expelled from The Savvy Apple Preschool.

The Savvy Apple Preschool reserves the right to immediately expel a child for grievous conduct harming a child or member of the staff.

### *Communication and Daily Reports*

We know that parents are interested in their child's day and what they have been doing while at school. We utilize an electronic system called Brightwheel to give parents real-time information about their children. When your child is enrolled, you will receive an e-mail from Brightwheel with instructions on how to set up your account and download the app to an electronic device (a tablet or smartphone). You will receive pictures, updates, reminders, and/or messages throughout the day from your child's teacher. You will have the capability to also initiate communication with your child's teacher via two-way messaging. Payments can also be made through Brightwheel's online portal. Please contact us if you would like to make payments through Brightwheel.

Newsletters & Menus - we will e-mail classroom newsletters and menus on Sunday evenings. Please read and review both. The menu will inform parents of snacks and meals planned for the following week. The newsletter will tell about the activities and material planned for the following week. Invoice of fees due - any overdue fees will be communicated via e-mail. An e-mail will be sent the day that the fee has occurred. The late fees will be due within 24 hours.

Announcements, News, and Reminders - we will send these via e-mail.

### *Field Trips*

Occasionally, the Little Sprouts and Big Sprouts classrooms will take walking "field trips" near our school grounds. There are a couple nature parks and variety of experiences in our school's community that are valuable learning

opportunities for our students. Our Little Sprouts and Big Sprouts will walk on these “field trips” but our Little Seedlings and Big Seedlings will be secured in strollers when they go. We have enlisted the help of our neighbors and friends, the Port Royal Police Department, to help us cross the street when needed.

## *Health Policy*

Our center is kept clean and sanitized on a daily basis to help control germs and bacteria. Our staff follows health and safety procedures, which are taught to children as well. To help us maintain a healthy environment for your children, please follow the health rules listed below which are in the best interests of all children at The Savvy Apple Preschool.

We require children with the following symptoms to remain at home:

1. Fever over 100 degrees by mouth or 99 degrees under the arm
2. Diarrhea
3. Bad colds: discolored nasal discharge, persistent cough, Feeling so “under the weather” that they cannot participate in normal daily activities
4. Vomiting, stomach flu
5. Ear infections or discharge from the ear
6. Eye discharge, bloodshot or swollen eyes
7. Skin rashes
8. Head lice

Your child will be allowed to return to The Savvy Apple Preschool when they have been free of signs or symptoms of illness for 24 hours or with a doctor’s authorization stating that the child is not contagious. If your child needs to leave early one day for an illness, they will not be allowed to return the following day unless they have a doctor’s note.

## *Emergency Preparedness Plan:*

If your child needs immediate medical assistance, The Savvy Apple Preschool will call 911. If possible, we will request

your child be taken to the hospital listed on his/her enrollment form, however, the final decision will be made by the paramedics. Parents must sign a waiver relinquishing all liability of The Savvy Apple Preschool from medical expenses or bills accrued from an injury that occurs on our premises. This includes but is not limited to ambulance fees if our staff decides that your child should be taken to the hospital by an ambulance.

## *Medications*

Written consent from a doctor and/or parent is required for any medication being administered to children - both prescription and non-prescription medication. All prescriptions must be in original containers labeled with the child's name, expiration date and specified administration amounts. This will be strictly enforced.

## *Accident Report Forms*

If a child is involved in a mishap that requires any type of attention or first aid, and the school does not feel that a parent needs to be called, the parent will be notified with an accident report on Brightwheel. The parent will be advised of what happened, where it happened, and what action was taken. A copy will be given to the parent when the child is picked up that day.

Should an accident require emergency medical treatment, the parents will be contacted immediately to meet the staff member and the child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet.

## *Child Abuse Reporting*

The Savvy Apple Preschool is required by state law to report any incidences of suspected child abuse. Our first concern is for the safety of the children in our care. If we suspect any child has been subjected to abuse, we will file a report with the proper authorities. By signing your contract, you are acknowledging and agreeing to this policy.

## *Fire Drills and Emergency Preparedness*

We have written fire and emergency plans in every classroom and near every exit door in the school. The staff is well trained in fire and emergency preparedness. The school will have a fire drill at least once a year in which we

will practice how to safely exit the building (without the use of the fire alarm).

## *Licensing*

We are licensed through the State of South Carolina's Department of Social Services. We work very hard to comply with the rules and regulations of the Department of Social Services. Most of the procedures outlined in this manual are for licensing, health and safety purposes. We appreciate your cooperation in keeping all of our children safe and healthy!

## *Policy and Procedure Changes*

The Savvy Apple Preschool has the right to make changes to our policies and procedures during the year. If we do make changes, you will be notified. A new copy of the policies and procedures will be issued and signed.