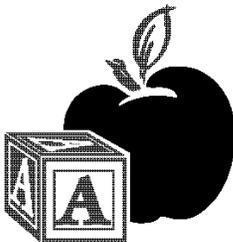


# Parent Handbook

## Purpose

*It is the purpose of Apple Grove School to provide an excellent early childhood education program for the children it teaches and the parents it serves.*



**Apple Grove Daycare & Pre-School**

**Website** [www.Applegrovedaycare.com](http://www.Applegrovedaycare.com)

**Email** [Applegroveschool@gmail.com](mailto:Applegroveschool@gmail.com)

16816 Theiss Mail Route Road  
Spring, TX 77379

Phone (281) 376-6686

Fax (281) 376-6681

Dear Parents:

Welcome to Apple Grove School, an early child development center where children learn to grow. When your child enters our program, he or she will become a part of one of the most important and rewarding experiences outside his or her home. If your child is to learn and grow normally, he or she should find this new life as simple, natural, and happy as school and home can make it.

In this booklet, you will find suggestions that we hope will be helpful as you look forward to your child attending our center.

It is our purpose to provide a quality early child development program for your child. Our goal is to help each child realize that he or she is a unique person and has a special place in the world. Our objective is to see that each child develops healthy self-esteem and a positive early childhood experience.

Our aim is that each child participates in activities that are developmentally appropriate to his or her age group. We feel that this will encourage independence, self-reliance, and a greater sense of accomplishment. Our classrooms are designed so children can learn through active exploration and interaction with adults, other children, and materials. Your child's teacher will attempt to keep you informed of the class activities. Please remember the most valuable lesson your child will bring home will not necessarily be in his or her hands but in his or her heart.

We are looking forward to having your child as a part of Apple Grove Daycare & Pre-School. If we can be of assistance to you, please feel free to contact us at the school office.

Sincerely,  
The Staff of Apple Grove Day Care & Pre-School

## **Goals**

- To provide the child an environment in which he/she is respected and accepted.
- To provide an environment conducive to the development of wholesome social relationships.
- To provide opportunities for the child to become aware of his/her world and his relationship in an environment where he is free to explore, experiment, and make decisions.
- To provide opportunities and activities based upon the child's individual needs, interests, and abilities that will build important foundations for future academic pursuits.
- To provide an atmosphere conducive to the understanding that each child is loved, unique, and very important.

## **Days and Hours of Operation**

Apple Grove School opens at 6:00 a.m. and closes at 6:30 p.m. Monday through Friday. The center is closed on the following holidays:

- New Year's Eve, New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve, Christmas Day

When a holiday falls on a weekend, the center will notify you in advance of which days we will close.

## **Release of Children**

The staff at Apple Grove takes every precaution to make sure that the proper person picks up your child. Please keep current on your child's enrollment form and the list of people who are authorized to pick up your child on a regular basis. If our staff is unfamiliar with the person picking up your child, we will ask for a photo ID, to verify that the person is a parent, guardian, or another name listed on the enrollment form.

If another person is to pick up your child, you will need to notify us in advance. Simply tell the office staff, or hand us a note when you drop off your child in the morning. If our staff does not know this person, they must be prepared to show us a photo ID we will not release the child until we contact the parent/guardian.

**A copy of the photo ID will be placed into the file with the time, date, and staff's initials.**

*Under no circumstances will a child be released to anyone unknown to the school*

*without written authorization from a parent or guardian*

### **Illness**

Your child should be kept home on days when he/she has a fever (oral temperature of 99.0 or greater, or armpit temperature of 99.4 or greater), or shows symptoms or signs of illness such as uncontrolled diarrhea, vomiting (three or more episodes within 30 minutes), rash with fever, mouth sores with drooling, wheezing, or behavior change. He/she should be free of symptoms for at least 24 hours prior to his/her return to school

If your child becomes ill at the center, we will contact you to pick up the child. Your child will be kept apart from the other children and appropriate attention given. Extra attention to hand washing and sanitation if the child has diarrhea or vomiting will also be given.

### **Medication**

The parent must sign in all medications when any medication is required. Do not put any medication in your child's diaper bag or backpack. All prescription medications must be in the original, dated container labeled with the child's name and the prescription dosage. Non-prescription medication must be in the original container with the child's name as well as the date the drug was brought to the center. Apple Grove School is not allowed to deviate from the doctor's prescribed dosage. Please inform the staff if the medicine needs to be refrigerated. ***Remember, all medications, including over-the-counter insect repellent, sunscreen, topical sprays, diaper cream, and or ointments, must be provided by the parent and signed in.*** The Medical Log is kept at the table with the Daily sign-in/out books. Medication should be picked up by the parent daily or when no longer needed.

### **Emergency**

If your child becomes ill or suffers an accident requiring medical attention, Apple Grove School will first for life-threatening emergencies we will immediately call 911, and or we will take your child to the nearest hospital/clinic. Give the child first-aid treatment or CPR when needed. Contact the child's parent. Contact the physician or other health care professional identified on the child's record. Ensure supervision of other children in the group.

### **Discipline/Suspension and or Expulsion**

Using praise and encouragement of good behavior instead of focusing only on negative behavior.

When a problem does occur, a positive approach to discipline and guidance that

encourages self-esteem, self-control, and self-direction. There is no corporal punishment used in our school. Supervised time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. Please keep us informed of any changes in the home or daily routine of the child that might upset him/her. This will enable us to better cope with him/her if he/she should start to misbehave. We will keep you informed if there is a problem that continues to repeat itself, so we can work together to correct the problem. We can best handle a problem if we work together as a team.

It is the policy of Apple Grove that if a serious problem persists and is not corrected after a reasonable length of time, your child will be suspended. (Serious problems consist of bodily harm to themselves and or others, leaving the building, throwing off objects or furniture.) Our goal is to be able with the help of the parent to control the behavior however if all fails your child will not be allowed to return.

### **Basic Infant Care**

Apple Grove will provide the following: A staff person trained to hear, see all infants, and are able to intervene when necessary. Individual cribs that meet all Safety Standards labeled with each infant's name, sufficient number of toys to keep the infants engaged in activities. Highchairs, swings, bouncer seats and etc. with safety straps that are fastened whenever the infant is using the equipment. Apple Grove Staff will provide all breastfeeding mothers with a clean, quiet place away from other activities. A rocking chair is provided along with necessary blankets to ensure that mother and baby are comfortable while feeding. After feeding the baby mom will be allowed an area to wash her hand. Apple Grove strives to make this bonding time special between mom and baby, we will assist with a special request.

### **Safe Sleep for Infants**

Infants 12 months old or younger not yet able to turn over on their own must be placed in a face-up sleeping position in the crib labeled with the infant's name on it. Unless we have a completed Sleep Exception Form that includes a signed statement from a healthcare professional stating that a different sleeping position for the infant is medically necessary. (Same policy applies to swaddling an infant to sleep)

### **Nutrition**

Apple Grove serves meals that meet nutrition requirements established by USDA's Child and Adult Food Program. Healthy meals that start with your child's

breakfast each morning beginning at 7:00 a.m. until 8:00 a.m. Please have your child at the center no later than 7:45 a.m. to allow enough time to be served. The center offers healthy lunch daily beginning at 11:00 a.m. A snack is served mid-morning and again in the afternoon following rest time and upon arrival from public school for our school-aged children.

Menus are posted in the entry and take-home copies are available at the front door. Please inform the center if your child has any allergies or special dietary needs in writing from your child's physician that we may keep in your child's file. Apple Grove Staff will provide all breastfeeding mothers with a clean, quiet place away from other activities. A rocking chair is provided along with necessary blankets to ensure that mother and baby are comfortable while feeding. After feeding the baby mom will be allowed an area to wash her hands. Apple Grove strives to make this bonding time special between mom and baby, we will assist with a special request.

### **Immunization**

A child may be exempt from immunization requirements for a medical reason or reason of conscience, including religious belief.

An official immunization record or photocopy must include the child's name, date of birth, type of vaccine, number of doses, month day, and year the child received each vaccination. Signature including a rubber stamp or electronic signature of the health care professional who administered the vaccine.

Clinic contact information is generated from an electronic health record system.

**Apple Grove employees are required to have Covid-19 vaccines.  
Employees that show any level of risk will not be allowed to return to work until the employee becomes clear and free of all symptoms.**

### **Vision/Hearing Screening**

State law requires that all four-year-olds enrolled in childcare must have vision and hearing screening test results on file. In compliance with this law, Apple Grove School must furnish a report on each child to verify screening. Please furnish a copy of the report to the school to be kept in your child's file.

### **Enrollment Procedures**

A completed Enrollment Form and Emergency Medical Release Form must be on file.

A completed health form must be signed and dated indicating immunizations are up to date and that your child's health will allow him/her to participate in the school activities. This form must be in the school office within one week after

enrollment in the center or your child will not be able to attend. *This is a state requirement.*

A report of vision and hearing screening results from a certified screener must be on file for all four-year-olds. *This is a state requirement.*

A Parent Contract

Childcare Food Program

### **Change of Address and Telephone Numbers**

We cannot stress enough the importance of keeping addresses and phone numbers up to date at all times. This includes home, office, and cell phone numbers. This will be our only source in case of illness or emergency. Please remember to also update the names and numbers of the authorized persons listed to pick up in case of an emergency.

Apple Grove will notify parents of policy changes by providing each parent with an updated copy or amendment to any changes in this handbook.

### **Transportation/Field Trip**

Apple Grove provides transportation to and from public schools and field trips. The transportation is provided in a licensed, insured van, equipped with child seats, and seat belt for each child, and driven by a properly trained and licensed staff member. Each van has a Kiddie Voice System installed to assure that all children have been counted and properly exited the vehicle after each trip. Please inform the office of your child's transportation needs. **It is imperative that Apple Grove Staff knows as soon as possible if your child's schedule changes or is not to be taken or picked up from school on any given day.** If your child does not show up for the van at the close of his/her school day, we will contact Apple Grove and then proceed to the center. Our van drivers check attendance daily before they leave the public school. All children riding the Apple Grove School van, whether on a field trip or to/from public school, must have a signed transportation authorization on file. We will not transport any child without written permission.

### **Abuse and Child Neglect**

Our staff at Apple Grove are required to take annual training in Child Abuse and Neglect. We take every precaution to make sure that no child is abused or becomes a victim of abuse. The following is additional information available to parents for help with concerns: Child Assessment Center, Local Fire Department, Constables, and the Harris County Sheriff Department, reporting suspected abuse makes it possible for a family to get help. If you or someone you know needs

assistance with reporting Child Abuse and Neglect. Call the Abuse Hotline toll-free at 1-800-252-5400, 24 hours a day 7 days a week nationwide.

Methods for increasing employee and parent awareness:

Apple Grove defines Child Abuse as but is not limited to the following: non-accidental physical injury a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting with a hand, stick, strap, or another object), burning or otherwise harming a child, that is inflicted by a parent, caregiver, or another person who has responsibility for the child.

Apple Grove defines Neglect as but is not limited to the following: by failure or a parent or guardian, or another caregiver to provide for a child's basic needs. Can also be physical, medical, educational, or emotional. Apple Grove will assist parents with pamphlets and or websites to keep parents aware of where to get help in the community.

If we suspect a child is being abused or neglected or exploited, we will report it to DFPS.

### **Inclement Weather/Emergency Preparedness**

In the event of severe or threatening weather, we will follow the procedures of the Klein Independent School District. If they decide to close school for the day, we will close. Please listen to your radio or television for information. If school is already in session and severe weather becomes threatening, we will contact parents regarding early closings.

**Fire** – In case of a fire we will go to the nearest exit, at our meeting place. Once outside we will do a face to child count of each child in attendance. The director or manager left in charge will call 911.

**Our Emergency Preparedness plan consists of the following:** The staff person in charge will lock and secure **all doors, and they will remain locked until there is an all-clear from the Emergency Personnel. Apple Grove will immediately go into Lockdown - Please do not come to the daycare to pick up your child/ren they will not be released.**) All children will be relocated to the Round and Pre-K rooms at the center of the building. Infants/toddlers that are not yet walking will be transported in our emergency crib. Once all children have made it to their secured classrooms a second headcount will be made to ensure all children are accounted for. If for any reason we need to relocate as always children will be transported by the Apple Grove Vans over to Zaxby's Restaurant located at 8103 Louetta Rd Spring, TX. When we arrive at Zaxby's we will contact all parents using the current emergency forms on file. Each staff member in charge of each classroom will maintain the ratio and attendance and follow normal release procedures until parents/guardians pick up their children. Our

director/manager will make sure to take along emergency and medical release forms. Children will receive food, sing songs, and coloring sheets while waiting for parents/guardians to pick up children. Our emergency contact number while away from the center is 414-915-0286.

**Stranger alert** - We will sing a song that all children know to notify everyone there is a stranger in the building and call 911.

**Missing children - We** will do a face to child checklist, then proceed to check all classrooms bathrooms, storage areas, etc. We will call 911 and notify the parents.

### **Fees and Tuition**

Tuition is due on Monday of each week. If tuition is not paid on Tuesday, a late fee of \$30.00 will be assessed to your account on Tuesday and \$ 10.00 each day rest of that week. **Children will not be accepted on the following Monday until all tuition and late fees are paid.** Attendance for any 1 or more days in a week constitutes attendance for the whole week. Tuition is reduced to half any time your child/ren is out for the **full week**.

Attendance for any part of the day constitutes attendance for the day. **Tuition can be paid online through the Bright wheel app.**

Apple Grove School closes promptly at 6:00 p.m. If your child is not picked up by closing time, there will be a charge of \$1 per child for every minute or fractional part, until your child is picked up. After the third late pickup, the rate is \$2.50 per child for every minute or fractional part.

There is a \$30 charge on all returned checks. After two checks are returned, you must pay online, cash, cashier's check, or money order. If your account is delinquent for one week, your child will be dropped from the center and will not be allowed to return. Tuition should be placed in the mailbox at the reception desk or given to a staff member please get a receipt if you pay in cash to staff. Please do not send your tuition in your child's belongings.

### **Curriculum**

Apple Grove Staff creates a comprehensive curriculum using developmentally appropriate activities for children 12 months through Pre-K.

The curriculum provides for all areas of a child's development—physical, emotional, social, and cognitive. The difficulty and challenge of the activities are increased as children master an understanding of the concepts.

At Apple Grove School children also learn by doing through learning centers which provide a variety of learning opportunities. A learning center is a special

section located in the classroom that contains activities and materials that are related by purpose, skills, or the theme of the week. These centers are changed as often as needed to keep the children stimulated and to meet the needs of the lesson to be taught. There are enough learning centers and activities going at one time that the child has a wide variety of choices each day, choices that always challenge children with a specific learning goal that we have set for them. The children are also offered a balance of active and quiet activities throughout the day. The children are further challenged through a variety of outdoor experiences.

A program with choices prepares children to utilize their intellectual and creative abilities in future learning tasks. The program we pursue is geared toward helping children develop healthy self-esteem and gives them an awareness of their own feelings. We encourage each child to develop habits of questioning, listening, observing, and experiencing. Our program not only offers children plenty of choices, but it also ensures each child plenty of time to do the most important task they have at the present time to learn to grow while at the same time enjoying being a child.

### **Enrichment Classes**

Our Preschool program includes Music, Computer, Cooking, and or Art and Crafts that is taught each week. The goal is for the children to enjoy learning through various types of activities.

### **Personal Belongings/Clothing**

If you allow your child to bring personal toys from home Apple Grove will not be responsible, for any toys and personal items have a way of getting lost or broken resulting in an unhappy child.

The school has an adequate supply of paint smocks to use during messy activities.

Choose clothing for school that can be subjected to outdoor play and appropriate for various physical activities and projects.

Think about the weather each day. Choose appropriate clothing. Provide sweaters, coats, hats, etc. as needed during the fall. It is much better to remove an unneeded item than to risk missing outside playtime—or worse, becoming ill—because it was too cool.

Please remember to label everything with your child's name. Many children forget which item is theirs, or sometimes we will have duplicate coats and cannot tell which one belongs to which child.

*Please*, no open sandals, flip-flops, cowboy boots, or Jellies. They are extremely

dangerous on the playground. They do not give secure footing, which can result in falls and stubbed toes.

### **Special Occasions**

We celebrate birthdays during snack time no home-baked goods are allowed due to State Rules, store-bought only. Children may bring special treats to share with their classmates. Please plan in advance with your child's teacher. We celebrate most holidays with parties and encourage your assistance with these. If you would like to help with a specific party, please contact your child's teacher or sign up in the office.

### **Parental Hints**

A child's attitude toward school often reflects the attitude of the home.

Encourage your child to look forward to school and he/she will be more likely to make a good adjustment.

Encourage independence, confidence, and self-reliance in your child by giving him/her opportunities to solve problems independently and by giving him/her approval for accomplishment.

A child's work in school is important to him/her. If you show a sincere interest in the things he/she brings from school, it will help him/her develop respect for his/her work. Fix a place in his/her room or another area of your home for his/her work to be displayed. On days when there are not any take-home projects ask questions about his/her day.

Give your child time to grow. Over-anxiety when your child progresses slowly only makes additional problems.

### **Gang Free Zone**

Any gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Apple Grove Day Care & Pre-School is a violation of the Texas Penal Code 71.028 and 71.029. Parents are encouraged to contact the local municipality or courthouse to obtain more information or copy of the map if you so choose.

### **Open-Door Policy**

If you have any questions, concerns, or would just like to know what your child's day is please feel free to ask the director or manager, feel free to drop in at any time and observe, spend the day, or even eat lunch with your child. There is no need for an appointment to visit.

Apple Grove School is licensed by the Texas Department of Family and Protective

Services and adheres to the minimum standards set by the state. You may view those standards by going to [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us). This center is inspected on a regular basis and those inspection reports are available for you to review on the TDFPS web page and posted outside the infant room. If at any time you wish to contact Child-Care Licensing, you may do so by calling their main number at (713)940-5200. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400.

**IT IS THE POLICY OF THIS CENTER TO ACCEPT CHILDREN WITHOUT REGARD TO RACE, NATIONAL ORIGIN, OR RELIGIOUS CREED.**

### **Physical Activities**

Physical activities promote healthy growth and development in children. It helps in the development of better motor skills (such as hand-eye coordination), thinking and problem-solving skills, stronger attention skills, and improved learning and concentration. For infants, tummy time at a minimum of three times a day helps the baby develop strong neck and shoulder muscles and promotes motor skills. Children under three years are scheduled for 60 minutes of indoor and/or outdoor activity in their daily schedule. Similarly, children of age three years and older are scheduled for 90 minutes of indoor and/or outdoor activity in their daily schedule. Recommended clothing for children needs to be comfortable clothes along with closed-toe shoes for any outdoor and physical activity. In the event of extreme weather, alternate physical activities will be conducted for all ages in the round room. This includes activities that can be done indoors such as indoor exercise, jumping jacks, indoor ball play, and tunnel play.

**Children need to wear shorts if they are wearing a skirt or a dress.**

### **Medication**

Medication will be administered to 3 years and older children, only if the authorization is signed by the parent daily. The childcare center staff typically does not provide medication that is administered at home. If there are special needs, illnesses, allergies, respiratory problems, or other situations, the center will administer those medications. The medications need to be in the original

container and a permission form will need to be signed to provide the center with authorization to dispense the medication.

Parents are encouraged to bring their insect repellent, sunscreen, diaper cream, and other such products for their child(ren) for the staff to administer as it is needed. Please provide the front office with these products upon drop off and label them. These products will be administered only if the authorization form is signed by the parent.

## **Your Child's Health**

Health and safety concerns are extremely important at Apple Grove Daycare and preschool. We want to provide a safe and healthy environment for all children and staff. Our staff is trained annually on child safety and health, child abuse, neglect reporting in addition to responding to and caring for local sicknesses. The State of Texas requires that all members of a childcare center be on the lookout for, and report to the State, all cases of abuse to a child. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect. Abuse should be reported by employees and/or parents to: [www.txabusehotline.org](http://www.txabusehotline.org), or you can call the abuse hotline's toll-free number at 1-800- 252-5400. Any employees and parents who are seeking further information are also referred to the website above.

In abiding by state guidelines, each child must have a current physical examination (within 12 months) signed by a physician, and an up-to-date certificate of immunization prior to attending the childcare center. Immunization records and Statement of Health must be provided at the time of enrollment, and updated records must be provided regularly. If the child has a known medical condition (such as allergies, asthma, diabetes, seizure disorder, etc.), please notify the Director. Please also notify the Director if there are any special instructions or procedures for the care of the child if a concern should arise.

We depend on the parent's assessment of their child's health before sending him/her to the childcare center. Germs are spread quickly in childcare environments. Listed below are the guidelines we follow at Apple Grove Daycare and Preschool,

- As we greet each child at the front door, we will check for general appearance.
- Children who become ill at school will be separated from the group and cared for in a separate area until they are picked up.
- Parents will be notified immediately when a serious illness or injury occurs.
- If necessary, emergency services and/or the child's physician will be contacted.

- All accidents of any kind will be reported verbally and in writing to families.
- Parents are requested to contact the preschool if their child acquires a contagious symptom so we can notify staff and other families.
- If there is an occurrence of a communicable disease, a notice will be posted outside the main entrance door of the Preschool. The notice will include the communicable condition, the symptoms associated with the condition, and the period of communicability.
- Any sign of the contagious or communicable disease is reason enough for parents to be contacted and be requested to pick up their child immediately.
- A child who becomes sick (i.e., exhibits a fever, vomit, and/or diarrhea) at home or at the childcare center must stay home for 24 hours as these symptoms are contagious. If a child exhibits these conditions at the childcare center, parents will be contacted to pick up their child immediately following our call.
- If a child has a fever of 100 degrees or higher, the child will need to stay home until fever-free for 24 hours without the use of fever-reducing medications. If the child develops a fever of 100 degrees at the childcare center, the child will be separated from the group and cared for in a quiet area, and the parents/guardians will be contacted to pick up the child immediately following our call.
- If a child has head lice, scabies, impetigo, ringworm, pink eye, etc., the child may not return to the center until 24 hours after treatment has been provided.

Updated on 05/01/2022

Your signature indicates that you have received, read, and agree to follow the updated policies as stated in the Apple Grove Daycare and Preschool Parent Handbook.

If you have any questions or concerns, please do not hesitate to speak to a member of the center's management.

---

CHILD'S NAME (please print)

---

PARENT'S NAME

---

SIGNATURE

---

PARENT'S NAME

---

SIGNATURE

---

DATE

---

DATE