

A is for Apple

Enrollment Forms



Enrollment Check List

A is for Apple

91 DeWitt St
Kingston, NY 12401

Phone: 845-706-0552
E-mail: MaryJo@ais4apple.info
Website: www.ais4apple.info

Required Forms:

1. _____ **Application** completely filled out.
2. _____ **Handbook** read and initialed in all required areas.
3. _____ **A is for Apple Contract** completely filled out and signed.
4. _____ **NYS Day Care Registration** form completely filled out.
5. _____ **NYS Medical Statement** completely filled out.
6. _____ **FAMILY's Child Care Council** form for food program completely filled out.
7. _____ **Permissions** form completely filled out.
8. _____ **About Child** form completely filled out.

Other Forms, if apply:

1. _____ Copy of **Court Order** for parent denied permission to pick up child.
2. _____ **DSS Acceptance** letter on file.
3. _____ **Infant Feeding Instructions** for any infant or toddler not eating table food.

Miscellaneous, if apply:

1. _____ Provide **bottle**, complete **change of clothes**, including shirt, pants, coat or sweater, socks, underwear (if potty trained), and **indoor shoes**.
2. _____ Given: Help Prevent Child Abuse, As you think about care..., Together We Can, and Lead Poisoning brochures.

Note to parents: Please initial all items as they are given to provider or you (provider will also initial). In the "if apply" areas write N/A if the item does not apply in this situation. All forms must be filled out and on file **PRIOR** to the child(ren)'s first day of care.



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Family Handbook

This handbook and contract are legal documents obligating A is for Apple to provide a service for you and obligating you, the parent or guardian, to pay for that service. We urge you to thoroughly read the contract and understand that you will be held liable for each item. By signing it, you are accepting it in all its terms. A failure to enforce one or more of these policies does not waive the provider's right to enforce any other in this handbook or on the child care contract. _____ **Initial here**

Enrollment Requirements: Before care for your child will begin there are several things you must do:

- Read through and become familiar with these Policies. You will be required to initial a copy of this handbook indicating you have read, understand, and agree to all the policies as outlined.
- A complete physical must be on file and updated as needed. Please be sure to give updated proof of immunizations as they occur or a note of why you are not vaccinating if you are not.
- All appropriate forms/permissions must be filled out, signed, and on file prior to admission.
- A payment of your first week's tuition and final two week's tuition (or a payment arrangement) will be required at the end of the trial period. If care is to start more than 2 weeks in the future, a non-refundable fee in the amount of 50% of the regular rate must be paid weekly or the slot will not be held.

Hours of Operation: The hours of individual care may vary depending on the contract between parents and provider. Care is provided based on contracted hours and any hours/days outside of contract will be subject to additional fees. Care is provided on a first come, first serve basis, however full time slots will be given priority over part time slots. If you are paying for a part time slot and a full-time slot is needed, you will have the choice of paying the full-time tuition or giving your two weeks' notice. If your child must be absent from care or if you are running late, please call as soon as you are aware of the situation and before your scheduled drop off/pickup time. If no notice is given the no/late show fee will be charged. A no/late show fee may be charged even if notice is given but is then at the provider's discretion. Late drop offs do NOT allow for late pickups.

Tuition and Fees:

Monthly: charged on 1 st or 15 th of each month (no refunds)	\$950
Weekly: 30-45 hours per week	\$220
Daily: less than 30 hours per week	\$45
Hourly: less than 3 hours per day or drop in	\$10

Non-Traditional Hours: additional \$4 per hour before 7:00am/after 6:00pm Monday-Friday, and any hours on Saturdays.

No/Late Show Fee: \$25 in addition to contracted rate, assessed if child is not in care as arranged and no prior notice is given.

Early Drop-off/Late Pick-up Fee: \$10 plus \$1 per minute unless prearranged. There is no grace period.

Overtime: \$10 per hour or part thereof, for any contracted time over 10 hours per day or pre-approved time over contracted limit.

Late Payment Fee: \$25 per day that payment is not received by 6:00pm. (i.e. Monday morning = \$75)

Returned Check: \$25 plus any additional costs incurred. After a returned check, checks will no longer be accepted for payment.

Credit Card and Paypal Payment Fee: \$5 per use

Payment: Due to the limited slots, childcare tuition is due regardless of whether your child attends. You are paying for your child's slot, not attendance. Extended leaves may be accommodated at the discretion of the provider. Acceptable payment methods are: cash, check made out to A is for Apple, PayPal to maryjo@ais4apple.info (fees apply) and credit cards (fees apply).

All tuition is due by 6:00pm on Friday the week before care is provided. If tuition is not received, your child will not be accepted into care again until payment, including all fees, is made. If payment is not received within 1 week at your scheduled drop off, your child care will be terminated and you will forfeit the last 2 week of prepaid tuition in placement of late payment and fees due. When you terminate the childcare arrangements giving 2 weeks' notice you will have no further obligation for normal care tuition as your final 2 weeks of care are prepaid, however you are still liable for any additional fees you may incur.

Daycare Subsidy: Parents who qualify for Daycare Subsidy must have full approval in place prior to attendance. ANY fees not covered by subsidy are the parents' responsibility and are payable in advance of each week or as accrued. This includes but is not limited to child's absence due to illness and provider's closed days. Proof of qualification must be presented to provider prior to start date or parent/guardian will be required to pay tuition and be reimbursed after subsidy payments begin.

Holidays/Vacation days: The parent will be supplied a calendar of days childcare will not be available. The provider also reserves the right to close additional days each year with as much notice as possible. Parents are responsible for backup childcare for all days A is for Apple is closed.

Open Door: You are invited and welcome to visit anytime your child is present, however are asked to try to avoid visiting during Rest Time as much as possible. Parents are also free to call and check on their child at any time. If we do not answer, please leave a

message, and we will call you back as soon as we are finished with the current activity. Texting is often the best way to contact us throughout the day.

Drop Off/Pick Up:

- No child will be allowed to leave with anyone except an authorized person, without written permission from the parent handed to us by the parent. Anyone unfamiliar to us will be required to show identification.
- It is normal for your child to cry on arrival. This usually stops within seconds of your departure and we ask that you try to keep drop off as brief as possible (a quick hug, kiss and goodbye has worked even for the clingiest of children).
- Please do not sneak out as this can cause future separation anxiety for many children.
- Please be responsible for your child during drop off and pick up times. This is when two different authority figures are present, and this will be tested to see if the rules still apply.
- It is highly recommended that the person picking up the child NOT be under the influence of alcohol or drugs at the time of pick-up.
- If you are over 30 minutes late picking up, and we have not been notified, first a call will be made to the normal pickup person, then if no answer, an alternate. If we get no response, from any of the listed numbers, within a reasonable amount of time, then a call to the police will be made.
- When exiting, please do not allow your child to open the door or go out before you.

Court Order: If there is a court order, we must have a copy on file. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Behavior Management: Corporal punishment is not accepted in childcare. Discipline will be in accordance with age and understanding level. Praise will be used to promote good behavior. Younger children will be redirected to another activity. For more severe misbehavior children may be separated from the group, but within view of the provider at all times for as long as may be needed for the safety of all. If a child becomes a persistent behavior problem, we will address it with you privately and we will try to resolve it together.

Meals: We provide meals and snacks however if your child needs a special diet, you must furnish these foods. Please list on the medical report any food allergies your child may have. Please do not send any food or drink with your child. Please see below for a list of meal times; if your child arrives after a meal/snack time, he/she will wait until the next meal/snack time to eat (does not pertain to infants).

Activities: Age appropriate activities are scheduled, with flexibility allowed to respond to the needs of the individual child and day. We offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. We do many arts and crafts where the focus is on the process, not the product. An example of a day:

8:00AM Breakfast	12:00PM Lunch
9:00AM Preschool/Learning Activities.	12:30PM Story Time
10:00AM Snack Time.	1:00PM Quiet/Rest Time.
10:15AM Outside Play	3:00PM Afternoon Snack.
11:30AM Lunch Prep/ <i>Possible</i> Educational TV	3:15PM Preschool/Learning Activities. Crafts.

Dress Code:

- All children should be dressed before they arrive. The activities may be messy and weather permitting, we will spend time outdoors. Do not send your child in clothing that you do not want stained. If there is a special occasion that calls for special clothing, please send the clothing with your child and we will help them get dressed prior to your picking them up.
- Please send your child in sneakers for outdoor play. Sandals, open toe shoes and clog style shoes are not permitted as they become a hazard when running outside. If you have read this and are new to our care, please note the hidden phrase is bubblegum and I will give you ten percent off one week of childcare services.
- Each child will need a pair of slip on, indoor only, shoes (ie. Crocs, canvas shoes, hard soled slipper).
- We prefer Velcro ties until the child can tie their own shoe.
- Please no jewelry or hair ties/styles with beads, this includes, but is not limited to, teething necklaces as the pose a choking hazard within a group care setting.

Toys: Please DO NOT send anything from home with your child. A special toy or item for sleeping will be allowed but it will remain in the child's cubby until Rest Time. We assume NO responsibility for lost, stolen, or broken things from home. Should the child deliberately destroy our toys or other property through misuse or willfulness, the parent will be required to replace it.

Rest Period: All children are required to have a rest period. No child is forced to sleep; however, they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Children will nap in daycare area on a mat/cot or in a play pen and may be monitor electronically and physically checked every 15 minutes. All infants will be placed on their backs to sleep unless a doctor's note is provided.

Transportation: At times, it may be necessary for us to transport your child by car. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Unless it is an emergency, you will always be notified prior to any outing from us and reserve the right to refuse however you will be expected to make other child care arrangements on that day for your child.

House Cleaning: Our main concern is the care of the children. We clean the house during Rest Time, if all are asleep, and during non-business hours. The children will clean up toys before meals and naps.

Television: There is limited TV use, of child appropriate programs, in the daycare area, and children are not required to sit and watch.

Child Abuse/Neglect: We are required by law to report any suspected signs of child abuse and/or neglect.

Smoking: The house is a non-smoking environment. There is no smoking in the house or on the property.

Supplies: All children's items should have their full name written on them. You must provide the following things to be left here:

- (3 for potty training) complete change of clothing, including shirt, pants, socks, and underwear.
- jacket or sweater (including in the summer in case child feels cold in air conditioning)
- For infants, 1 bottle and Breast milk if breastfeeding (formula is provided by A is for Apple)

Note: Donations of diapers, wipes, tissues and paper towels are GREATLY appreciated.

Toilet Training: We will assist you in toilet training your child with the understanding that it will be successful only if we all work together. We will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/off clothing, like sweatpants or stretch pants, until they can completely undress and dress themselves as buttons hinder getting the pants off as fast as possible. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Pets: There is a cat and 2 dogs in our house. All are kid friendly, kept healthy and receive all shots.

Illness: Under no circumstance is a contagious child to attend care. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. For children in school, any child to ill for school is too ill for childcare.

For the benefit of all involved, the following policies will be strictly enforced:

- Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period should remain at home. Examples of symptoms include, but are not limited to, fever of 100F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice.
- Provider reserve the right to determine whether a child should remain in care where illness is a consideration.
- Parents of any child who becomes ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. If the parent cannot be reached, the person designated as the emergency contact will be notified. A sick child will, if possible, be isolated from the other children to minimize exposure.
- If a child becomes ill during childcare hours they will not be readmitted until 24 hours after all symptoms have resolved without medication and for at least 48 hours after pickup.

Immunizations will require the child to be excluded from care for 48 hours so the parent can watch for any possible reactions. The provider highly recommends Friday appointments for these visits.

Medications: At this time, we can administer most medications with the correct paperwork on file.

Hand Washing: Everyone will thoroughly wash their hands with soap and running water at the beginning of each day, when they are dirty, after contact with any bodily secretion or fluid, and after coming in from outdoors, after toileting or assisting children with toileting, after changing a diaper, before and after food handling or eating.

Power outage: There are flashlights located throughout the house. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child.

Non-Medical Emergencies: We always keep a copy of our emergency plan on file and invite you to review it. If we need to implement our plan you will get a phone call or a note will be on the door with instructions where the children can be found if you cannot be called.

Medical Emergencies: Although supervision is constantly given, we cannot always be by the child's side to prevent falls, tripping, bumps, etc. If the child is injured in a non-life-threatening way, we will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. In case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If immediate intervention is required, we will take appropriate immediate action including calling 911 and having your child transported to Kingston Hospital. *Parent/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. A is for Apple, (including employees, family members and property owners) will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.*

Termination of Care: After a two-week trial period, clients must give 2 weeks written notice of termination of care. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child is in care. Please be advised that you will be charged the No Show Fee until you notify us that your child will not be returning for up to 1 week of the first no-show. The provider may terminate the childcare agreement at will.

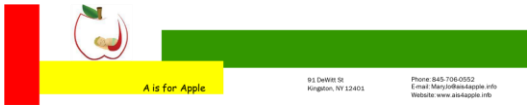
Changes to Policies: Changes may be made to these policies, contracts, consents, and forms as needed with 2 weeks' notice. Please give written notice of any changes that may occur, especially of name or address.

Confidentiality: The provider will do all possible to protect your family's privacy and will abide by the state and privacy law. The provider will keep all records and information about your family confidential. Before any information is released to outside persons, a release form will be required.

A is for Apple Rules:

1. Have a positive attitude.
2. Be respectful of others and the environment including our house.
3. Be polite and show good manners.
4. Use a voice that is appropriate.
5. Only adults pick up babies and toddlers.
6. Stay with an adult at all times.
7. Only adults open doors.

Parent Initials _____



Parent/Provider Agreement

This is an agreement between _____ (herein called Family) and A is for Apple (herein called Provider).

Family agrees to abide by all policies stated in the Family Handbook. Family understands that they will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against Provider will be made in writing and will be followed up in a timely manner.

Family agrees childcare fees are due regardless of attendance.

Family also understands that any breach of policies may be grounds to terminate childcare.

Family agrees to complete all forms required and given by Provider and understands that child/ren cannot remain in care without proper documentation on file.

Family agrees to update personal information as it occurs.

SCHEDULE

Non-School Age		School Age		
		School Days		No School Days
Monday	from _____ until _____	Monday	from _____ until _____	from _____ until _____
Tuesday	from _____ until _____	Tuesday	from _____ until _____	from _____ until _____
Wednesday	from _____ until _____	Wednesday	from _____ until _____	from _____ until _____
Thursday	from _____ until _____	Thursday	from _____ until _____	from _____ until _____
Friday	from _____ until _____	Friday	from _____ until _____	from _____ until _____

FEES

This arrangement will become effective and childcare services will begin for (name of child/ren) _____

on (start date) _____, for the tuition of: Monthly \$950, Weekly \$220, Daily \$45, Hourly \$10, per child, based on the agreed days/times as scheduled above.

Any additional fees accrued during the week will be due on the day they are accrued.

Family agrees to pay:

- additional \$4 per hour before 7:00am/after 6:00pm Monday-Friday, and Saturdays.
- \$10 per hour or part thereof, for any contracted time over 10 hours per day or pre-approved time over contracted limit.
- a late pick up/early drop off fees of \$10 plus \$1 per minute unless prearranged and understands there is no grace period.
- a returned check fee of \$25.00, and additional costs incurred, for any returned check.
- No/late Show fee of \$25.00 if no notice of lateness or absence is given to Provider.
- late fee of \$25.00 per day if payment is not received by 6:00pm the Friday prior to services being provided.
- all costs associated with collection of any unpaid debt to Provider.
- \$5 fee for each credit card or PayPal payments made to the provider.

Family agrees that if payment is not received within 1 week at scheduled drop off, child care will be terminated, and Family will forfeit the last 2 weeks of prepaid care in replacement of late payment and fees due and the collection's process begun for any additional fees incurred.

If on Subsidy, family agrees to pay for services not covered under the New York Subsidy program including but not limited to all above fees incurred and any unpaid tuition. The family pay portion for this family is \$_____ per documentation provided by DCFS.

Two weeks of pre-paid care will be required for all families. This will be used as the last two weeks of payment if all tuition has been paid in full upon two weeks' notice.

I (their family) have paid \$_____ toward the final two weeks of care to A is for Apple. I still owe \$_____ to be paid by _____ in installments of \$_____ every _____.

I (**the family**) hereby acknowledge that I (**the family**) am aware of the conditions stated in this agreement and agree to abide by all policies. I (**the family**) understand this is a legally binding agreement.

Parent/guardian Signature: _____ Date: _____

Parent/guardian Signature: _____ Date: _____

Provider Signature: _____ Date: _____

Child Pickup Authorization

CODE WORD:

Name: _____ Address: _____ Relationship: _____ Phone: _____	Name: _____ Address: _____ Relationship: _____ Phone: _____
Name: _____ Address: _____ Relationship: _____ Phone: _____	Name: _____ Address: _____ Relationship: _____ Phone: _____
Any person(s) NOT authorized to pick up my child/children: _____	

Note: Any person unfamiliar to me will be required to show proof of identification and state the code word. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the family given to me by the family directly. **Family Initials** _____

Permissions

I, _____, give permission for my school aged child, _____, to be out of "direct visual contact" of A is for Apple providers for "short periods of time". **Family Initials** _____

I give any representative of A is for Apple permission to photograph my child/children. I understand these pictures are for personal use and for use on the childcare's website and Facebook page. I understand that at no time will my child's face be displayed on any internet-based advertisement for A is for Apple. **Family Initials** _____

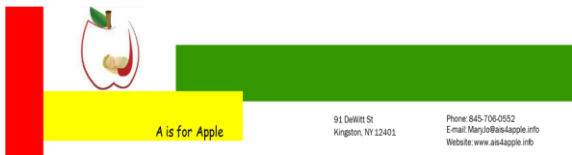
I give permission for my child/children to sleep with use of an electronic monitor as an indirect means of supervision. I understand that the provider will physically check on my child/children every 15 minutes and will leave any doors in between rooms open. I understand that my child will sleep on a mat/cot or a pack and play and only in the approved childcare areas. I understand that the provider will always remain on the same level as children. **Family Initials** _____

I give my permission for my child/children to participate in water play activities. I understand that this does not pertain to wading pools as they are prohibited by New York State for use in childcare. I understand that the child/children will always be supervised. **Family Initials** _____

I authorize any representative of A is for Apple to take my child/children on walking trips, special excursions, and to nearby public park facilities. I also authorize the child/children to ride as a passenger in the vehicle owned or leased by the above-named persons. I understand all such trips are under the supervision of the Provider and that health and safety precautions are taken in compliance with New York State laws and standards. **Family Initials** _____

Parent/guardian Signature: _____ Date: _____

Parent/guardian Signature: _____ Date: _____



About Your Child

Adult's Full Name: _____ Home Phone: () _____
Address: _____ Cell Phone: () _____
Driver's License #: _____ Email: _____
Name of Employer: _____ Work Hours: _____
Employer Address _____ Work Phone: () _____ ext. _____

Adult's Full Name _____ Home Phone: () _____
Address: _____ Cell Phone: () _____
Driver's License #: _____ Email: _____
Name of Employer: _____ Work Hours: _____
Employer Address _____ Work Phone: () _____ ext. _____

Person with legal custody of child(ren) _____

Adults are: Married Living Together Divorced Separated Widowed Single Other

Other Household Members:

Name	Age	Relationship
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Emergency Information

Insurance Company: _____ Phone: _____

Policy #: _____ Expiration Date: _____ Blood Type: _____

FOODS your child especially likes? _____ dislikes? _____

Favorite toys, games, activities? _____ Special toy or blanket for NAP? _____

Has your child been taking an afternoon NAP? _____ If so, how long? _____

If not, why? _____

Is your child TOILET TRAINED? _____ What words does your child use for toilet? _____

How does your child express ANGER or frustration? _____

Does your child have any special FEARS? _____

When your child is upset, what helps to COMFORT him/her? _____

How do you DISCIPLINE your child? _____

Special FAMILY situations (such as *custody specifications, problems arising from situations, etc.*)? _____

Anticipated ADJUSTMENT problems? _____

Any disorders/developmental (slow, advanced) diagnosed or suspected? _____

Previous childcare child has attended: Any problems at previous daycares? _____

Health History

Has your child been HOSPITALIZED? (*explain*) _____

Has your child had INJURIES with fractures or loss of consciousness? (*explain*) _____

Last VISION Test Date _____

Last HEARING Test Date _____

Last DENTIST Visit Date _____

Any other members of your family with SERIOUS ILLNESS recently?

Any other members of your family history of: ASTHMA DIABETES EPILEPSY

Child medical history: (*please circle and that apply*)

Convulsions	Urinary Problem	Bronchitis	Whooping Cough
Diarrhea	Stomach Upsets	Chicken Pox	Tuberculosis
Fainting Spells	Soiling	Diabetes	Scarlet Fever
Frequent Colds	Skin Rash	Heart Disease	Polio
Frequent Ear Infections	Ringworm	Hepatitis	German Measles
Frequent Sore Throats	Lice	Impetigo	Asthma
	Worms	Constipation	

Other ILLNESSES? (*besides above*)

Your EXPECTATIONS of Provider:

Other COMMENTS?

Trial Period Agreement



A is for Apple

91 DeWitt St
Kingston, NY 12401

Phone: 845-706-0552
Email: MaryJo@Ais4Apple.info
Website: www.ais4apple.info

A trial period of child care will begin on _____ (*insert date*). The client will pay \$45 per day. During this time, either the client or the provider may cancel the contract immediately, without written notice. Payment is due for each day unless the contract is cancelled before the day begins in cash or credit (no checks allowed during trial period). All policies in the handbook are in effect as of the first day of this agreement.

Parent or legal guardian's signature _____

Date of signature _____

Parent or legal guardian's signature _____

Date of signature _____

Provider's signature _____

Date of signature _____