

## **APPLE HILL PRESCHOOL STUDENT HANDBOOK**

**Apple Hill Preschool is The Highly Respected, Intimate, Private Preschool dedicated to providing supreme excellence in Early Childhood Education.** The young child is masterfully enriched through exciting academic, creative, physical, and social experiences. Every child has the right to enter modern Kindergarten confidently prepared to achieve success. Outstanding teachers, through unique, well-planned activities, lovingly educate each Apple Hill Preschool student toward this goal.

### **APPLE HILL HISTORY**

Apple Hill Academy opened its doors in Wildwood, September 1991. The Academy opened its doors at the prestigious Pierside Lane location in 1997. Graduates of Apple Hill now attend a variety of public, private, and parochial schools. In 2016, a transition of ownership took place and the name of the school changed from Apple Hill Academy to Apple Hill Preschool. Children currently attending Apple Hill reside in approximately ten postal districts across West St. Louis.

### **ARRIVAL/DISMISSAL**

**\*Arrival For All Classes** - School will begin promptly. Please have your child on the premises by the appointed time. Children may enter the building five minutes prior to their class starting time. Children will be removed from their cars between 9:25 and 9:35 for morning classes and 12:40-12:50 for afternoon classes. Pull your car up to the designated drop-off site. Place your vehicle gear in PARK. Assist your child in removing their SEAT BELT and place their BELONGINGS in their hand. An Apple Hill Preschool Teacher or Staff Member will open the car door and escort your child to the school door where another teacher will then assist your child. For safety reasons, children will be taken from the RIGHT SIDE of the vehicles only. Late children must be walked in through the front door.

**\*Dismissal For All Classes** - Children will be escorted to their designated vehicles between 12:10 and 12:20 for the morning classes, and between 3:25 and 3:35 for afternoon classes. Children are to be picked up at the same door through which they arrived (see Car Pooling if different children are being picked-up). Circle the parking lot in a slow (**5 mph**) and **careful** manner. Hold the **VEHICLE IDENTIFICATION CARD SO IT CAN BE SEEN BY THE STAFF**. Place the vehicle gear in PARK, unlock the car, and remove any obstructions. A teacher will escort your child or children to the RIGHT SIDE of your vehicle. Quickly indicate where you would like each child placed. The teacher will open and close the car doors. Parents should assist small children.

## **ARRIVAL/DISMISSAL CONTINUED**

**\*Dismissal For All Classes Continued** - We request that you then, very carefully, pull-up a few car lengths, put your vehicle in PARK, and **SECURE ALL PASSENGERS IN THEIR PROPER SEAT RESTRAINTS, prior to leaving school grounds.** Remember that this is the law. If there is any type of situation requiring you to be stopped for more than a short time, please pull into a parking place so other cars can get by. **The use of cellular phones at this time must be avoided.**

**\*Pre-Kindergarten Classes:** Arrival and Dismissal occur at the Northeast (Entry) Cul-de-Sac. Drivers should slowly (**5 mph**) turn into the school lot keeping sharply to the right, turning right again to circle the parking lot, taking the inside lane. **Please, be courteous to other parents.** At the end of the parking loop STOP. Next, parents dropping-off Pre-K children must cut across the drive in front of the school. Pulling up closely to the curb next to the building, you will be heading back toward the school lot entrance. **Make sure to keep the drive open.** Move slowly (**5 mph**), pulling up until your car is adjacent to the porch on the Northeast cul-de-sac.

**\*Three Year Old Classes, Four Year Old Classes, and Pre Kindergartners who are Arriving With Younger Children:** Arrival and Dismissal occur at the Southwest Cul-De-Sac. Drivers should slowly (**5 mph**) turn into the school lot keeping sharply to the right, turning right to circle the parking lot, take the outside lane. **Please, be courteous to other parents.** At the end of the parking loop very slowly (**5 mph**) pull ahead to the left, circling the Southwest cul-de-sac. Stop when your car has rounded the cul-de-dac. To exit, move ahead slowly (**5 mph**) being aware of crossing traffic.

**\*Breakfast Bunch** – Arrival will begin at 8:15am at the Front Door. Registration in advance for Early Drop-off is required.

**\*Lunch Bunch for Afternoon Students** – Afternoon students attending Lunch Bunch arrive between 12:10-12:20 at the Entry Cul-De-Sac.

**\*Optional Afternoon Enrichment Workshops** – Workshop students arrive between 12:40-12:50 at the Southwest Cul-De-Sac. Students are dismissed between 2:40-2:50.

**\*Parent Escorted Children** - Please hold your child's hand. Park in the designated parking areas only; never along the building. Enter through the front door.

**\*Late Pick-Up** - **Any child being picked-up after dismissal has ended will need to be picked-up in the office.** There is a \$1.00 per minute per child late pick-up charge. In an emergency, be sure to notify the school concerning any delay picking-up a child.

## **ARRIVAL/DISMISSAL CONTINUED**

**\*Authorized Persons** - Please notify us in writing if anyone other than normal should pick up your child. This includes going home with a classmate. **WE CANNOT ALLOW A CHILD TO LEAVE WITH AN UNAUTHORIZED DRIVER!**

## **ATTENDANCE**

Call the school if your child will not be in attendance due to health or vacation.

## **BIRTHDAYS**

Please notify the teacher when you wish to celebrate your child's birthday or early summer birthday. This would be a nice day to attend school with your preschooler or come in, if you like. You may send in a **non-food**, individually bagged treat, if desired. (Ex. a cute pencil, a small deck of cards, etc.) Let your child pick the treat as this is their special day. No balloons, please.

To avoid hurt feelings, send party invitations to school only if the entire class is being invited. Please write a name on each envelope so we are certain we distribute them properly. A class directory will be distributed to each parent including contact information.

## **CAR POOLING**

We encourage parents to form car pools. We will be happy to supply names and phone numbers of interested persons in your neighborhood. For a child to participate in a car pool, a signed list of all alternative drivers and children must be left in the school office by each party involved. The driving schedule must also be submitted. When car pools change, the office must again be notified in writing. This policy is for the protection of the children and the efficiency of dismissal. **Car pool drivers will be issued a florescent vehicle identification card with their number to use when picking-up their car pool group. Car pool drop-off and pick-up is at the cul-de-sac designated for the youngest child in the car pool.**

## **CLOTHING**

Please use common sense when dressing your child. PRESCHOOL CAN BE MESSY. CLOTHES CAN BE RUINED. Gym shoes and play clothes are strongly suggested; as requested by all of our teachers. Clothes should be weather appropriate. It is recommended that all outerwear, including mittens and hats, be labeled. Mittens are preferred over gloves. **Sandals, snow boots, and western boots are awkward and can be unsafe.** Overalls and belts are hard to get off in a bathroom emergency. Jewelry is frequently broken or lost.

## **CLOTHING CONTINUED**

All children enrolled in the Two to Three Year Old Preschool Classes are required to store at school one complete SET OF NAME LABELED CLOTHING in a zip lock bag. Also, we request that YOU FURNISH ANY NECESSARY PULL-UPS, DIAPERS, AND DIAPER WIPES.

## **COMMUNICATION**

### **\*Emails**

Emails are sent on each child's attendance days to enhance the parents' understanding of concepts and material covered at Apple Hill. This affords parents the opportunity to compliment learning at home.

### **\*Class Calendars and Newsletters**

Monthly class Calendars and frequent all school Newsletters also keep parents informed.

### **\*Written Communication**

All notes, checks, book orders, etc., sent to Apple Hill must be pinned to the outside of your child's school bag. Communications sent home may be placed inside the school bag. School bags must be emptied after each class because notes are frequently time sensitive and the children need to have their masterpieces praised.

## **CONFERENCES**

Two formal Parent-Teacher Conferences will be scheduled for all Preschool and Pre-Kindergarten parents. It is very important that you participate. Please approach the conference with a relaxed, positive attitude. We care for your child and always want the best for them. Each child develops differently. Children should never be compared. Parents should never discuss other children.

Dialogue between parents and teachers is encouraged throughout the school year. Informal talks can be very helpful and informative. Our teachers will notify you if they have concerns about your child. We feel that working together we can overcome almost any obstacle. When you wish to confer with a teacher please call, email, or drop-in and leave a message with the office. The teacher will contact you as soon as possible. Please do not interrupt the class in session! Time is valuable and we feel this is unfair to all of the children.

## **ENROLLMENT**

Apple Hill Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities accorded or made available at the school.

## **FACILITY**

Apple Hill was designed and built EXCLUSIVELY to create the perfect PRESCHOOL environment. Located on an ACRE-AND-A-HALF picturesque, lake front lot; this serene, NEIGHBORHOOD SETTING adds to the security and comfort of our students. Each of SEVEN CLASSROOMS is age appropriately equipped and has an attached child height sink and kiddie commode. OBSERVATION WINDOWS are strategically placed for parent viewing. In keeping with today's technological requirements, the school has a state of the art COMPUTER CENTER. The UNIQUE GYMNASIUM provides for large motor activities when weather prohibits the use of the LARGE DECK and DUEL PLAYGROUNDS.

## **FEES**

### **\*Application Fee**

The Application Fee is paid for each child, is nonrefundable and due annually. \$120 per child to accompany student applications. If you have already paid an Application Fee to another school, please provide proof of this payment and your Apple Hill Application Fee will be waived.

### **\*Event Fees**

A few of the Apple Hill optional special events are at an additional charge to our students.

### **\*Late Fee**

For payment received after the tenth of the month, \$15 must be added to the tuition payment. Tuition and late fee must be paid by the 20<sup>th</sup> of the month in order to avoid an additional \$15 late fee and will continue to compound accordingly. If tuition payment is more than 15 days late, the student will not be able to attend classes until the monthly tuition and all incurred fees are paid in full.

### **\*Refund**

There are no refunds for days missed due to illness or weather. Apple Hill Preschool provides the most days possible for your money. The number of days each group will have within the school year is totaled, taking into account holidays and several "snow days." Days lost for any reason will not be made up.

### **\*Service Fee**

A \$30 fee will be charged for bank returned checks. The past due payment, late fee, and service fee must be paid immediately in order for the child to remain enrolled at Apple Hill Preschool. Re-enrollment can take place only after all past due accounts are paid and only if the child's spot has not been filled by a waiting enrollee.

**\*Supply Fee**

**None! Apple Hill provides all school supplies.**

**\*Tuition**

Tuition is divided into ten equal parts. *The first tuition payment is due by May 10<sup>TH</sup>. The remaining nine tuition payments are due no later than the tenth of each month, August through April.* Tuition must be paid on time in order for your child to remain enrolled at Apple Hill Preschool. If school is not in session tuition may be placed in the white mailbox by the front door of Apple Hill. All tuition is nonrefundable.

**\*Waiting Lists**

A \$10 fee is due, upon your request, for each waiting list placement. Phone the office for class availability information. Following class availability notification, you will have 48 hours in which to respond. Lists expire the first day of classes.

**\*Withdrawal**

If you are moving or need to withdraw, please give written notification so that teachers can send home all of your child's work. Tuition is not refundable.

**INSTRUCTIONAL THEME UNIT TEACHING APPROACH**

Simply stated, all relevant developmental and readiness areas are addressed within the context of entertaining, age appropriate, academically based monthly themes. These themes are in the content areas of science, social studies, and language arts. The Instructional Theme Unit Approach addresses not only the obvious reading and math readiness concepts but also gives children a much broader knowledge of self and environment. Future learning is much more easily related to, understood, and retained. **This approach, when combining developmental and academic readiness, is the most enjoyable, effective method of Early Childhood Education.**

## **MEDICAL INFORMATION**

We will miss your child but they **MUST STAY HOME FOR ANY OF THE FOLLOWING:**

1. Extreme fatigue (perhaps, let them sleep late)
2. Fever within the past 24 hours\*
3. Rash or hives
4. Bad cough or thick nasal discharge
5. Stomachache or diarrhea
6. Head Lice (May return one week after first treatment is administered. A Head check will be required upon reentry).
7. Earache or sore throat
8. Vomiting within the past 24 hours

\* Children must be fever-free without the aid of fever-reducing medication for at least 24 hours before returning to school.

**\*Infectious Diseases** - Please notify the school **immediately** if your child has an infectious disease so that we may notify the other parents and, if necessary, disinfect the school. Your pediatrician will tell you when your child is no longer contagious.

**\*Medication** – No Medication will be administered at Apple Hill by school personnel. No medication can be sent to school. This includes Benadryl, cough lozenges, eye drops, and ointments. Epi-Pens (we require the double pack) are the only exception and are required for all Peanut Allergies and must be accompanied by a Doctor's note.

**\*Medical Examination** - Each student is required to submit a completed MEDICAL FORM, signed by the child's physician, upon entering Apple Hill Preschool. This medical examination form is provided by the school. Medical forms must be submitted in order for your child to begin attending classes. The MEDICAL FORM is not required to be submitted annually unless there has been a change in the child's health.

## **MEDICAL INFORMATION CONTINUED**

**\*Immunizations** – Each student is required to submit updated documentation of their immunization status upon entering Apple Hill Preschool and upon return each school year in order to begin attending classes. Children that are fully immunized must submit an IMMUNIZATION REPORT showing up-to-date immunizations. Children that are not fully immunized must submit a current, original, In Progress or Medical Exemption card issued by the Missouri Department of Health and Senior Services. Parent/Guardian Exemption cards are not accepted. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. Parents may request notice at initial enrollment or any time there after whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

**\*Medical Emergency** - When a Preschooler becomes ill or injured at school and should be sent home, first the parents, then the persons listed on the admission form will be called. **Please help us keep our emergency information up to date by informing us when changes occur.**

In the event of a major medical emergency, the parents, then the persons listed on the medical examination form will be contacted along with the child's physician or dentist. The emergency care given will be consistent with the care needed and is to be of an emergency nature only. Cost of medical attention and ambulance are the responsibility of the parents.

**It is essential for the welfare of the child that the school be informed and given appropriate emergency phone numbers when the parents are out of town.**



## **SCHOOL POLICIES**

### **\*Behavior**

The Faculty and Directors of Apple Hill Preschool will use the philosophy of positive reinforcement which utilizes praise, reward, encouragement, and redirection to promote and achieve desired behavior.

Apple Hill Preschool expects courtesy, consideration and respect for others at all times. Disruptive behavior which interferes with the learning, enjoyment, or well-being of other children cannot be allowed.

If a child chooses not to grow, learn, work, or play within these guidelines, separation may be the necessary course of action. A parent, faculty, and Director conference may also be necessary. If the situation persists, dismissal will result. Apple Hill Preschool will confidentially require that the child, in the best interest of that child and the other students, attend another school better suited to his or her needs.

### **\*Family Participation**

School is a child's second home. It is only natural that parents, siblings, and grandparents are welcomed. There are many formal and informal events planned throughout the school year to encourage family bonding within Apple Hill Preschool.

### **\*Optional Services and Events**

During the school year various services or events will be offered **AT YOUR OPTION TO PARTICIPATE**. Some of these services or events will require a fee. Parents will be given prior notice of all optional services and events.

### **\*Toys**

**ALL PERSONAL TOYS MUST BE LEFT AT HOME!** They cause distraction and personal items are easily lost or broken at school. Apple Hill Preschool cannot be responsible for them. Teacher requested items that enhance study units are the only exception to this rule.

## **SNACK**

We ask that parents send a Nut Free snack and drink (preferably water) to school each day.

## **SNOW DAYS AND EARLY DISMISSAL**

**Apple Hill Preschool will not meet when Rockwood (R-6) District is closed due to bad weather.** This includes closings during the school day. School closing announcements can be found on local television stations and online when weather is threatening. In any event, use your own discretion in bringing children to school on snow or ice days and during any inclement weather.

If early school dismissal is necessary for any reason including weather, our Staff will attempt to relay the message to each parent as quickly as possible. Children must be picked-up immediately.

## **STAFF**

**The Staff of Apple Hill Preschool is our finest and most important resource.** The Directors and teachers hold Bachelor's and/or Master's Degrees in Elementary Education, Early Childhood Education or other specialty related fields. Strong teaching experience, a positive attitude, a loving nature, creative technique, and a progressive teaching philosophy are also required.

## **SUPPLIES**

Apple Hill Preschool will **furnish all school supplies and materials.**

Each child needs to bring a roomy **SCHOOL BAG WITH THEIR FIRST NAME VERY CLEARLY VISIBLE FROM THE OUTSIDE.** In the interest of safety, we require bags that have no wheels or trinkets hanging off of them.

## **VEHICLE IDENTIFICATION CARD**

A **white** vehicle identification card will be furnished to each Apple Hill Preschool family. **This card must be visible upon each pick-up.** **Drivers without the I.D. card must park and come in the front door to retrieve their children** in order to avoid a traffic jam. If your family needs a second card the request must be made in writing. Notify the office immediately if you lose your card. A new card number will then be issued to you.