

## **APPLE HILL PRESCHOOL STUDENT HANDBOOK**

**Apple Hill Preschool is The Highly Respected, 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. 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 inside the school. For safety reasons, children will be taken from the RIGHT SIDE of the vehicles only. Late children must be brought to the front door.

**\*Dismissal For All Classes** - Children will be escorted to their designated vehicles. 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** as soon as possible upon entering the parking lot. Place the vehicle gear in PARK, unlock the car, and remove any obstructions. A staff member will escort your child or children to the RIGHT SIDE of your vehicle. The staff member will open and close the car doors.

## **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** – Registration in advance for Early Drop-off is required. Breakfast Bunch will not be offered at the start of the 2022/2023 School Year.

**\*Lunch Bunch** – Morning students attending Lunch Bunch will be dismissed from the same door in which they arrived for class.

**\*Parent Escorted Children** - Please hold your child's hand. Park in the designated parking areas only; never along the building. Proceed to the front door and show your ID to the surveillance system to verify your identity.

**\*Late Pick-Up - Any child being picked-up after dismissal has ended will need to be brought out the front door upon your arrival.** 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. If you choose to send in birthday goodies for each student in the class, please make sure it is a non-food item. 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**

For a child to participate in a car pool please email a list of all alternative drivers and children along with the driving schedule. When car pools change, the office must again be notified. This policy is for the protection of the children and the efficiency of dismissal. **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.

**ALL CHILDREN** are required to store at school one complete SET OF NAME LABELED CLOTHING in a zip lock bag. Students enrolled in the Two to Three Year Old Preschool Classes must also send a name labeled bag including 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.

## **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 or email. The teacher will contact you as soon as possible.

## **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 and will be invoiced when the application is processed. 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.

### **\*Breakfast and Lunch Bunch**

Breakfast Bunch (BB) and Lunch Bunch (LB) are typically offered 1 hr before/after school. Invoices will be emailed at the end of the month for all BB/LB attended.

### **\*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**

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.

### **\*Tuition**

Tuition is divided into ten equal payments due by the 10<sup>th</sup> of the month. 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 checks may be placed in the white mailbox by the front door of Apple Hill. All tuition is nonrefundable.

## **FEES CONTINUED**

### **\*Waiting Lists**

Applicants will be placed on a Waiting List if all classes have filled. Parents will be notified as soon as an opening becomes available. The Application Fee will not be invoiced to Waiting List applicants.

### **\*Withdrawal**

If you are moving or need to withdraw, please give written notification so we can un-enroll your child. Tuition is not refundable for withdrawal mid-month. Once a student has been un-enrolled, the hold on their class placement will be removed. If a decision is made to re-enroll at a later date, the parent must contact the school. Placement is not guaranteed.

## **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:**

Extreme fatigue (perhaps, let them sleep late), fever within the past 24 hours, medicated for fever with fever-reducing medicine within the past 24 hours, rash or hives, coughing, thick nasal discharge, stomach ache or diarrhea, earache or sore throat, shortness of breath, body aches, headache, loss of taste or smell, vomiting within the past 24 hours, an infectious disease, or Head Lice (May return one week after first treatment is administered. A Head check will be required upon reentry).

**\*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.

## **MEDICAL INFORMATION CONTINUED**

**\*COVID-19** – All Staff members and all students are required to be screened for their health prior to arriving at Apple Hill Preschool. If your child feels ill or registers a temperature of 100.0 degrees or above while at school, the parent/guardian will be notified and must pick up your child as soon as safely possible while your child waits in a designated area outside the classroom.

Masks are optional for all students and staff. If a student or staff member tests positive for COVID-19 they must notify the school, quarantine for 5 days, and must be symptom free for 24 hours prior to returning to school. If a student or staff member is in close contact with someone who tests positive for COVID-19, they must be monitored closely for any COVID-19 symptoms. If a child or staff member is showing symptoms following a close contact, they must stay home. If a child or staff member is not showing symptoms following a close contact, quarantining will be up to the parent/staff member.

Depending on the situation at Apple Hill Preschool and throughout the community, a decision could be made by Apple Hill in conjunction with St. Louis County Health officials to close or reduce the capacity of the school for a temporary or long-term period.

**\*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 Nut 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, as part of their registration requirements. 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.

**\*Immunizations** – Each student is required to submit up to date documentation of their immunization status as part of their registration requirements. In addition, any time a student receives an Immunization, an updated report must be submitted immediately. 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.**

## **TOURS**

Families that wish to tour the facility must contact the school via phone or email to provide contact information and select a date and time. Upon arrival for the tour, adults must show approved identification to the security system to allow entry to the school.

## **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 to 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.