

The Apple Tree Learning Centers Policies and Procedures

Enrollment and Disenrollment Procedures

Each child must be enrolled in the ATLC program before she/he can attend and participate. To enroll, the parent/guardian must visit the child care center and complete the following:

- Registration Form and Emergency Card
- Payment Agreement
- Attendance schedule sheet
- Sign In/Out authorization
- Custody Papers (if applicable)
- Signed Family Handbook Acknowledgement (located at the last page of this handbook)
- Current photocopy of immunizations to be left at center
- Pertinent medical information such as food allergies, medical conditions, sensitivity to medications, and environmental allergies.

A staff member will check and sign the registration forms and collect the registration fee (\$85 non-refundable). Children will be enrolled on a space available basis.

Reasons a child would be dis-enrolled from the learning center or before and after school program is:

- Non-payment of fees owed to ATLC
- Failure to complete required forms
- Failure to follow program policies and procedures
- Behavior of the child or parent that presents an emotional or physical danger to others and inhibits our ability to provide quality service for other children and/or threatens the work environment for staff.
- Non-attendance for three days without notice, absenteeism, without payment for one week
- Non-payment without prior agreement
- Parent or guardian must provide the Director, in writing, the child's departure date two weeks in advance.

Procedures in preparing for an emergency

- Practice fire drills
- Maintain an easy access to list of local emergency services
- Emergency numbers are posted near a phone
- First Aid supplies are on hand
- Staff trained in CPR & First Aid
- Have written plan for lockdown procedures