

APPLE BLOSSOM AFTER SCHOOL PROGRAM
&
SUMMER CAMP
ADMISSIONS POLICIES

ENROLLMENT – After School Program: Children will be enrolled on a first-come, first-serve basis. No child will be admitted into the program unless he/she is of school age and enrolled in the Twin Hills Union School District.

Camps: Any child in kindergarten through fifth grades may attend the camps. Children wanting to attend the Summer Camp must have completed one full year of kindergarten.

AUTHORIZATION FORM - It is the parent's responsibility to update the Authorization Form so that it contains the names of valid people who may pick up your child. Also, please furnish any changes in home address, phone number and work number.

AUTHORIZED PICK-UP - We will not release a child to anyone (even a relative or close family friend) unless we have that person's name on the PICK-UP FORM. If someone not on your Authorization Form is going to pick up your child, you will need to give us a written note in advance.

SIGN IN/OUT - The sign in Kiosk is located near the front door using the Procure App. Parents may continue to use the GPS sign in/out.

A.M. - Parent's must sign their child in, staff will sign your child out, when leaving for school **P.M.** - Staff will sign your child in, parents must sign their child(ren) out.

OPENING TIME - We open at **7:30 a.m.** Children are **not** to be dropped off before that time. If you drop your child off before **7:30 a.m.** you will be charged an early fee of **\$5.00 per minute.**

CLOSING TIME - We close at **5:30 p.m.** Please be respectful of our staff's time as many have other obligations after hours. If you are going to be late due to unavoidable circumstances, you must call the Program, (707) 823-3463 or Text us at (707) 828-3315, (707) 828-3316 or (707) 828-3317 to advise us. A **Late fee of \$5.00 per minute** will be charged for each minute after 5:30. If you are late 3 times you may be asked to leave the Program.

ABSENCES – No credit will be given for absences. All parents should contact us to let us know your child will be absent.

SCHEDULING - If you need care on a day your child is not scheduled to attend, you need to call before sending your child, to verify there is space available.

SICK CHILDREN - sick children **must be picked up immediately.** If you are unable to pick up your child, you must find someone on your Authorization Form who can.

MEDICATION - We cannot give your child medication unless we have a doctor's written note stating the amount, times, and duration of the medication.

ALLERGIES - On your registration form there is space for listing any allergies your child may have, please make sure you let us know about any allergies.

If your child has any disabilities or medical conditions, we will need to know, please write us a note describing it and what we may need to do.

DRESS – We follow the Apple Blossom Dress Code - No “short” shorts, skirts dresses. See through apparel or any attire that expose the midriff is not allowed. No spaghetti straps or halter tops. Boys must wear a shirt at all times (except swimming).

Clothes that make a reference to tobacco, alcohol, drugs, or sex are not permitted. If a child arrives inappropriately dressed, he/she will be sent home until properly attired.

SHOES – For safety reasons please have your child wear rubber soled shoes. **NO FLIP FLOPS.**

CAMPS - **Back Packs:** For swimming and field trips we recommend that your child carry his/her belongings in one. **PLEASE LABEL CLOTHES.**

LUNCHEAS AND SNACKS - You need to supply a morning snack and a substantial lunch; we supply the afternoon snack. If your child has food allergies, you may bring extra snacks for the afternoon snack and leave them here. We will make sure your child gets the snack.