

Applebee Montessori Academy

Parent Handbook



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Updated 12/2022

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Applebee Montessori reserves the exclusive right to amend, change, add or remove any policies to or from this handbook at any time, for any reason. Any changes will be communicated to you as far in advance as possible.

Mission

Our mission is to guide each student on their path of development by providing a carefully prepared environment, which nurtures the mind, body, and spirit of each individual. Our goals are to awaken a love for learning, passion for knowledge, and joy of creativity in each student, and to support the development of independent and self-confident learners. We will foster a strong sense of self, respect for others and an ability to work as part of a team and develop a repertoire of life skills and a strong academic foundation. We encourage regular practice of self-reflection and nurturing the peace within one another.

Philosophy

The Montessori Method was developed in the late 19th century by Dr. Maria Montessori, Italy's first female physician. She realized that a young child has great learning potential. To challenge a young mind, she developed an alternative method of teaching that had an emphasis on specially trained teachers working with uniquely designed learning materials. The Montessori approach to education was developed after Dr. Montessori spent countless hours observing and understanding children and their approach to learning and development. She observed that each child learns in different ways and at different stages of development and she came up with an educational program to meet every child's goals. Dr. Montessori said, "What I have done is merely to study the child, to take and express what he has given me. He must choose to educate himself." Her goal was to cultivate respect for themselves, others, and the environment. The environment in a Montessori classroom is very social in which children interact with, and care for, each other.

The Montessori program helps a child develop concentration, inner discipline, and good working habits. The classrooms are designed to work with multi-age groups whereby the children of different ages interact with, and learn from, each other. Our teachers are Montessori certified and are well equipped to understand child development, the Montessori philosophy and the use of the materials provided. They are there to help, guide and teach the children as they accomplish each task and move on to the next level.

To achieve these goals, we all must work together as one unit – the child, the teacher and the parent. According to Dr. Montessori, *"A child's work is to create the person she/he will become"* and our goal at Applebee Montessori is to help and guide the children towards becoming a whole person.

Enrollment Documentation

The following information is required before any child may attend class and is due **BEFORE** the child's first day. If the file is incomplete by the agreed upon start date, AMA will push the start date until the file is complete. Files are audited throughout the year and must stay current for a child to continue to be enrolled at Applebee per Child Care Licensing. Management will notify families of forms that need to be resigned or updated and families will have 1 week from notice to provide Applebee with the needed forms. Failure to provide information needed in your child's file may result in termination of care.

1. Completed State Admission Form
2. Reviewed and signed Applebee forms
3. A copy of the immunization record from a physician or clinic (which will need to be updated over time)
4. Vision and Hearing Screening if 4 or older
5. Monies Due before or by the first day: Please see your Tuition Agreement for all fees due before your child's first day.

Enrollment Information

1. The completed Admission Form and payment of all fees will ensure that we hold your child's place in our program. All monies are non-refundable except for your deposit, which is refundable if upon your disenrollment/last day you have provided the required 30 day notice. 1a: Withdrawal Procedure: Should you ever need to disenroll your child, we require a 30-day notice. Please let the front office know and they will provide you with the next steps. Families are responsible for the full month of tuition unless your last day falls in the middle of the month, then you have the option to be charged the daily rate.
2. With completed Admission Forms and paid fees we will confirm your start date and you will receive an "All About Me" questionnaire designed to help your teacher get some basic personal information about your child and your family to ensure as smooth a transition as possible. This should be provided to the school prior to the first day so that we can prepare.
3. If your child did not have the opportunity to meet their teacher during tours or prior school visits, then a meeting can be scheduled at parents' discretion.
4. You will receive an invitation from the school with instructions on loading the Child Pilot app onto your phone and computer. Your Parent Portal on the app will include your own unique access code for the front door. We use Child Pilot to accept payment, send messages, track attendance, and so much more. It is very user-friendly and super convenient. You are able to edit information on your profile through your app.
5. Other forms (e.g. Diaper Rash Cream Form, Sun Screen Form, Bug Spray Form, etc.) will be sent home for signatures as needed.

6. Tuition is due before your child attends school on their first day. Once paperwork is turned in, you have authorized AMA to run any necessary payments to secure your child's spot. All families must enroll in ACH auto draft via Child Pilot.
7. We will always do our best to accommodate changes in schedules, but we must maintain state mandated teacher / child ratios, and so as much notice as possible is appreciated.
8. When a program is full, we will maintain a waiting list.
9. At the end of each school year we will require families to let us know if their child will be attending summer camp and/or returning for the fall. If you have not provided us with a confirmation by the dates mentioned in the summer newsletter, your child may lose their spot.
10. For summer enrollments, families must submit a form to register for camp. Due date will be announced prior to adding the charge to your account.

Hours, Fees and Tuition Details

Applebee Montessori Academy is open from 7:00am-6:00pm. Academic hours are between 8:00am and 3:00pm. Half Day hours are from 8:00-12:00. Full Day is from 7:00am-6:00pm.

Applebee has a cut off time of 9:00 am. Drop offs after 9am will only be permitted if the child has a doctor's appointment and the parent provides a note to the front at drop off. After 3 late drop offs a late drop off fee of \$1 per minute will be applied to your account. Excessive tardiness may result in termination of care. Our cut off time ensures there will be no interruptions to the Montessori work cycle.

Every family must complete a tuition agreement. The tuition agreement is your contract and by signing you agree to all terms and conditions listed within the agreement. Tuition agreements are subject to change and families will be notified before changes are made.

I understand that Applebee collects tuition monthly. 100% is due on the 1st of each month. Any tuition remaining after close of business on the 3rd will accrue late fees of \$15.00 per day, per child. Any tuition/fees remaining between the 5th through 8th will result in \$30.00 per day, per child. Any tuition/fees remaining after the 8th, may result in suspension of care until the balance is paid in full.

Applebee reserves the right to attempt to collect balances and fees owed to us by running the account information you provide upon enrollment, and if necessary, by opening a claim with a collection agency. We do not prorate tuition for illness or vacation. (Except for Vacation Credits which you will find on your tuition agreement). Applebee does not refund tuition for inclement weather days or other instances when the school is closed.

Suspension of Care: If your family needs to apply a suspension of care the holding fee is 50% of your child's monthly tuition per month that they will be gone and is due no later than the day before your hold begins. Suspension may only be applied to absences that will extend 4 or more consecutive weeks. This account suspension may only be used 1 time per enrollment year. If the fee is not paid, your spot may be given to a child on the waitlist. Suspension requests are due in writing 30 days in advance and must be approved by the owner and director. If a suspension request is not provided 30 days in advance, the family is responsible for the full tuition. Your child may not attend at any time during the dates of suspension.

Vacation Requests: Applebee offers 50% off for one week of vacation time for FULL TIME families after 6 consecutive months of Full Time enrollment. The week must be taken all at once Monday-Friday and the child may not be in attendance at any time during the credit week. You must submit the request a full 2 weeks (Monday-Friday) prior to the vacation to be eligible. If your account has a balance on it that is outside of your billing schedule, you will not be eligible for a vacation credit. If you receive any additional tuition discounts other than the standard 10% sibling discount you are not eligible for vacation credits. Vacation credits do not roll over and any unused credit will expire on the last day of the year.

With prior notice our School Day and Half Day Students may arrive one hour earlier or be picked up one hour later for an additional \$15.00/hour.

Late Pick Up Fees: Habitually late pickups may result in a meeting with management or disenrollment.

Full Day: Late fees of \$1.00 per minute will be applied starting at 6pm.

School Day: Late fees of \$1.00 per minute will be applied starting at 3pm.

Half Day: Late fees of \$1.00 per minute will be applied starting at 12pm.

With prior notice children who attend less than 5 days a week may request a "drop in day" for an additional fee. Please check fee amounts with the office. This is subject to availability as it would require changes to our regular staffing. The drop-in rate is due at or before dropping off the day of their extra day.

Discounts(1 per family if applicable): 10% off the oldest sibling, 5% Military, Police, Fire and EMS with proper documentation. Only applies to Full Time enrollments.

NSF Fees: If Applebee receives a returned check or NSF notice, you will be charged a \$35.00 NSF fee. After 3 NSF fees you will no longer be able to use ACH, and we will only accept a check or money order.

Tuition and Fees are non-refundable. Applebee will not issue refunds for school closure due to weather, illness or other "Acts of God". Applebee will issue refunds in the form of a check for any accounting errors or overcharges.

Applebee reserves the right to increase tuition by 3-4% each year in order to remain competitive in the industry and maintain the high quality our families are used to.

General Information

Age Requirements and Transitions

Applebee Montessori Academy accepts infants-after-school. Our classrooms are divided into multi-age grouping. Children will be placed in classrooms based on each child stage of development, not necessarily age alone .

Children may not attend our Primary Program until they are fully potty trained.

Kindergarten and Transitional Kindergarten class will consist of children who miss their districts cut off for Kindergarten or who have families that wish to enroll them in our Kindergarten program. You will need to reach out to your school district to determine how to process your child attending Kindergarten outside of the district and ensure our program meets the district requirements. All children have individual needs and transitions into new rooms will always be a discussion and process involving the child's family, teacher and the director.

There are some instances where children will move to another room for a day due to staff shortage or to maintain ratio compliance. This is not your child's transition period. We will always communicate to you before your child officially moves into their next room.

Children transitioning to new rooms based on age and developmental milestones. When your child is ready to transition, you will receive an email from the Director. Your child's tuition will change to their new rate effective on the 1st of the following month.

Arrivals and Departures

The school opens at 7:00am and our Montessori work session begins at 8:30am. Arriving on time helps minimize classroom interruptions and maximize the Montessori work time. As such we have a 9:00am cut off time for drop offs. All children must be at school no later than 9:00 am.

Each child should be checked in on the Child Pilot app by their parents upon arrival. Parents can check-in their child using the tablet at the front desk, the QR code on the front door, or by using the GPS function on your parent app, children can be checked in on your phone in the parking lot. A record of arrivals is also maintained in each classroom.

Please note that all children must be awake and alert at drop off and must not be dropped off while asleep.

If you decide to keep your child at home for the day, please call the office or send us a message on Child Pilot. This is particularly important for our After Schoolers because absences at the ISD greatly impact our After School pick up process.

Our school closes promptly at 6:00pm. We charge late pick up fees. More than 3 late pickups may result in termination of care.

Please note that your child is under your supervision once they are in your presence. During school events that parents attend your children are under your supervision.

Please call the school if you are running late for pickup or we may call your emergency contact to pick up your child.

Please keep in mind that children thrive on consistent schedules and routines. Being able to anticipate the day provides a sense of security.

Authorized Pick Ups

Only authorized persons listed on the child release authorization form will be allowed to pick up your child. A copy of a valid driver's license is required.

At the time of pick up the office will make a copy of his/her driver's license and keep it in the child's file. If anyone other than a parent or authorized pick up listed on the Admission Form (page 1) is to pick up your child, a parent must provide written express permission for this new person to pick up your child. You must provide this person's first name, last name, driver's license number, and contact phone number. When the authorized pick up arrives, they must present their ID. The Director or office staff will match it to the information given in the email and make a copy to be placed in the child's file. This will be kept in the child's file until the child withdraws, per parent request, or for 90 days. The authorized pick-up person will remain in the lobby and a staff member will bring the child to them. They will sign the child out on our sign in and out sheet. Parents will be asked to add that person to the admissions form as an authorized pick up if they are to regularly pick up the child.

Any updates to the Authorized Pickup Person should be communicated to us by email

Parking / Fire Lanes

NO PARKING or standing is allowed in any fire lanes which includes the front drive (carpool lane) with the exceptions being between 8:00 and 8:30 and 2:30-3:00 minutes each afternoon when a member of staff is supervising drop off and pick up.

You may park in any space that is labeled Applebee Montessori only when you are visiting the school, or during pick up/drop off, extended parking in Applebee spaces is not permitted. You may be towed from any other spaces!

Open Door Policy

Applebee Montessori Academy has an open-door policy and encourages parents to visit and observe their child any time. Classroom activities may be observed through the classroom window or by visiting the lobby and viewing the cameras, parents may not step into the classroom.

Dress Code

All toddler and primary students are required to wear the school uniforms Monday through Thursday. Fridays are casual days for all students. "Fun Dress" day will be outlined in each month's calendar.

Uniforms are available at DM Uniform in Plano located at 700 Alma Dr #112, Plano, TX 75075

Or online at: DMUniform.com New families are extended a two-week grace period to order and obtain uniforms. By the first day of the third week, children must follow the dress code.

Things at school can sometimes get busy and messy so please send two extra (non-uniform) sets of clothes labeled with your child's name, and place them in a Ziplock bag. The extra set of clothes need to be weather appropriate but do not have to be the uniform. We ask that you update the spare clothing both seasonally and as they grow. Applebee is not responsible for lost or damaged uniforms, or plain clothes

Please ensure your child wears closed toe, rubber soled shoes so that we can make the most of outdoor play time.

Student's may not wear any dangling earrings. Only small studs are permitted. AMA is not responsible for lost or damaged items.

Medical Emergencies / Illness / Accidents

Should your child be involved in an incident during the course of the school day, a staff member will complete an Incident Report via Child Pilot or paper forms. You will view and sign the report.

In the event of an emergency such as major injury or illness, we will attempt to contact you immediately using the phone numbers you have provided on the emergency contact information provided upon admission to the school. Should we be unable to reach you, we will contact those listed by you as your emergency contacts.

The Incident / Illness Report can be useful if you need to take your child to the doctor. It may help the doctor better understand the circumstances of the injury or illness.

Should your child become ill during the day at school, and require a pick up, we will reach out to you. Children need to be picked up as soon as possible.

To protect all our students and staff from communicable illnesses, students infected with certain diseases are not allowed to come to school while they are contagious, per Child Care Licensing rules.

In the event of an urgent medical emergency we will call an ambulance/ 911, we will administer any first aid or CPR as appropriate while waiting, and your child will be transported to the nearest hospital (Baylor Hospital in McKinney located at 380 and Lake Forest), unless otherwise informed by EMS. You will be notified immediately and, as appropriate, your child's physician may also be contacted. The Director or other designated staff member of Applebee Montessori Academy will accompany your child until you can get to them.

Students must be fever and/or symptom-free without medication for at least 24 hours before returning to school. The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. These regulations follow the requirements of the local and state health authorities, and Applebee Montessori Academy guidelines. Applebee does reserve the right to exclude a child care even if the below criteria is not met, management will use their best judgment.

Students with any of the following symptoms must be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated or submits a signed physician's statement that he/she is not contagious.

Students cannot attend school with:

- Armpit Temperature of 100 degrees or more. Students must be fever free for 24 hours, without medication, before returning to school.
- Nausea, vomiting or diarrhea. Students must be symptom free for 24 hours, without medication, before returning to school
- Any Pain and/or swelling
- Undetermined rash over any part of the body accompanied by fever
- Undiagnosed scaly patches on the body or scalp.
- Red eyes or discharge from eyes.
- Intense itching with signs and symptoms of a secondary infection
- Open, draining lesions
- Jaundice (yellow glow to skin color)
- Lice or Nits on shaft of hair, until cleared by a physician.

Inclement Weather/School Closures

If McKinney ISD is closed, our school will be closed as well. If McKinney ISD delays opening for an hour, our school will open at 10:00 am. If McKinney ISD is delayed longer than one hour, we will open at noon. We are unable to make up or refund missed days that result from bad weather and acts of God.(Acts of God include but are not limited to: closures for repairs that may be the result of weather)

Facebook and Child Pilot will be the main form of communication when these closures are likely to happen.

Outdoor Play

We will be going outdoors on most days as long as the temperature is over 40 degrees and under 98 degrees with no precipitation. Please dress your child appropriately for the weather.

During periods of the year when the heat prohibits extended periods of outdoor play, the school will provide other opportunities for gross motor play indoors.

Sneakers and closed-toe shoes are required on all children starting once the child is walking.

Guidance / Discipline

We discipline by guidance. If a child is being disruptive and redirecting, talking, changing the environment or “taking a break” does not change the behavior, a parent conference will be held with the Director and teacher to devise a plan to be implemented at school. We define “taking a break” as time away from the group, in a chair in the classroom. “Taking a break” will never be longer than one minute for each year of age of the child. If the behavior is dangerous to other children, the child may be asked to leave the program after all other options are exhausted. Under no circumstances may corporal punishment be used at Applebee Montessori Academy by our staff, visitors, parents or family members while on the premises.

Biting

Experts in the field of child development agree that biting is within a range of expected behaviors among toddlers 13 months to 3 years of age. Common reasons for biting are: exploration, teething, frustration (frequently due to lack of language), anxiety, mimicking, the need for autonomy and control. At the first sign of biting, we evaluate the environment and activities at the time of the bite. If warranted, adjustments in the environment, routines, or the transitions in the classroom may be made. If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the bitten area with soap and water. Staff will complete an Incident Report for the parents of the biting child and an Accident Report for the parents of the bitten child. We are bound by privacy rules and so no names will be disclosed in these reports.

The child who has bitten will be removed from the immediate area and closely supervised for a period of time after the incident. It is important to remember that biting is a developmentally appropriate behavior. For children who continue to bite, more specific intervention will be initiated, including a conference with the family and the creation of an intervention plan. Each case will be assessed on an individual basis.

School Rules

Classroom rules are always simple, clear, repeated frequently, fair, consistent and communicated in a respectful and loving way. We want our students to learn self-discipline and self-control as well as respect for the rights of their fellow students, their teachers, and their school.

We know that children feel more secure when they have limits that are appropriate and consistently enforced. Limits allow children to make independent decisions. Good relationships with teachers and caregivers that children know they can trust helps provide the security of knowing that there are adults who will not let them go beyond reasonable boundaries when their own self-control fails them, that mistakes are OK if you are trying, and that they are loved, supported, and encouraged to try new things and develop new skills.

Observation Period

Applebee acknowledges that not every school is the right fit for every child/family. As such, we follow a 90 day observation period. During these 90 days Applebee staff observe and will determine if the environment is best for the child/family. If during the observation period it is believed that Applebee may not be the best fit, we will provide the family with an "End of Care" date. The notice period of the "End of Care" date will be based upon the severity of the reason for ending care. During this time, if a family finds that Applebee is not the best fit for them, they may end care without the normally required 30 day notice and instead can submit a 2 week notice. By submitting two weeks' notice in this instance, you would forfeit your deposit.

Accommodation Policy

Below you will find an outline of our program's policies and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parents' primary language. Please notify Center Management if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with your family:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.

2. Participation in all comprehensive meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to the child's physical or developmental needs.
4. Provide materials and resources in parent/child's primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

We want you to know that we will do **everything** possible to work with families and children to keep children here, however there are times when the child's needs exceed what Applebee is capable of providing. Please see below for a list of some reasons we may have to suspend or end care.

Expulsion

The following are reasons we may have to expel or suspend a child from this center:

- The child is at risk of or is causing serious injury to staff, other children or him/herself.
- Failure of a child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting

There are some parent actions that may cause suspension or expulsion:

- Failure to pay/habitual lateness in payments.
- Failure to complete/provide required forms including the child's immunization records by due dates
- Habitual tardiness when picking up or dropping off your child
- Any abuse or threat of abuse to staff, children or other families
- Making false or defaming statements about Applebee or its staff on social media
- False reports to CCLC

Applebee Montessori Academy staff will take proactive actions to try and prevent expulsion including redirecting from negative behavior, reassessing the environment, ensuring appropriate activities and supervision, using positive methods and language while guiding children, praising positive behavior including attempts to improve behavior, ensuring consistent application of rules and consequences, verbal warnings, helping with strategies to combat

frustration, documenting behavior for Director and parents, and providing written reports of disruptive behaviors.

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem.

Making a complaint to the Office of Licensing, reporting abuse or neglect, and questioning center policies and procedures are not grounds for expulsion.

Medication/ Diaper Rash Cream / Sunscreen / Bug Spray

The use of sunscreen, bug spray and diaper rash cream all require written permission by a parent. The forms are available via email from the Director and office staff, or at the front desk. AMA will administer medicine that has been prescribed by a doctor. We will only administer per the directions on the prescription. We do not administer medication to reduce symptoms of illness.

Employment Policy

As required by Childcare Licensing, all members of staff must pass a criminal background check including fingerprinting (as necessary) and staff members MUST advise management of any arrests or incidents which could cause their background check to prevent them from working in a childcare center. A breach of these policies is grounds for instant dismissal.

Further, each year every staff member receives at least 24 hours of training various child care topics. This is in addition to the Montessori Certifications and Montessori refresher training that staff attend.

Personal Items

LABEL EVERYTHING - Please label everything your child brings to school (backpacks, jackets, rest mats, sippy cups, bottles, etc) with your child's name. Also send a change of clothing (including socks and shoes if possible) for us to keep at school in case of an accident (or the inevitable spills). Applebee reserves the right to ask that certain items stay at home if they prove to be a disruption.

Transitional Objects ("loveys")

Children may bring a stuffed animal or small toy that is special to them (same items every day) for difficult times and rest time. Pacifiers may only be used in the Infant classrooms for difficult times and rest time. We want to encourage children to express themselves verbally and it is difficult when they have a pacifier in their mouths. While teachers may schedule show-and-tell times in their classrooms, we ask children NOT to bring toys from home unless specifically requested.

Breastfeeding

Parents who breastfeed are more than welcome to come to school to feed their child. Applebee Montessori Academy makes the infant classroom available at any time for nursing mothers to breastfeed their attending infant. There are additional private areas where a nursing mother might also be comfortable. Ask the staff about designated areas.

Toys

Toys should not be brought to school unless there is a special reason. Toys from home are a frequent source of conflict and are often lost. Our staff will put personal toys away in a backpack if they are introduced into the classroom. Applebee Montessori Academy will not take responsibility for any lost or broken toys/personal items that are brought from home.

Show and Tell

Children frequently like to share souvenirs or memorabilia that has significance to them or their family. Please look to the school calendar and newsletter for specific days and themes of show and tell. Applebee Montessori Academy will not be responsible for any lost or broken items that are brought from home.

Rest Time

Rest time will be scheduled for each classroom as appropriate. Please check the daily schedule posted in your child's classroom for specific nap times. We ask that you bring a labeled nap mat / nap sack or a labeled crib sheet or blanket for rest time. These will be sent home at the end of every week for you to launder. Each child will rest on their own nap pad that is disinfected daily.

For children genuinely unable to sleep after at least 30 minutes of trying, quiet activities like puzzles or reading will be provided.

Celebration of Life

Birthdays are special days in a child's life. We encourage the parents to make a poster with pictures of the child at every stage of his/her life. This will add to the festivity and will also give more to the importance of the celebration. On that day, a special snack or treat may be sent to the school with your child to share with his/her classmates. We must require that only store-bought food is provided so we can review the ingredients and watch out for any allergic reactions. Also, as we encourage healthy snacks, please do not bring any heavily frosted cakes or cupcakes. Minimally frosted cakes or cupcakes are allowed along with pre-cut seedless fruits. Parents may also bring a box of cake mix, and the corresponding ingredients and materials and we will bake the treats as a class! The teachers have a very unique way of celebrating birthdays. Please stop by the office to pick up a form to set a day and time for the celebration.

Children with Special Needs

As a community preschool, we are committed to serving as many children and families as possible. We may come upon a situation where we are asked to include a child with special needs in our program. If we can do so and maintain the safety and quality of service that each child receives, we will consider enrolling that child, possibly in conjunction with outside resources and / or McKinney ISD.

Fundraising

From time to time we may earn income from school photos and other fundraising programs. Unless otherwise stated, monies earned go to developing and enhancing our program, expanding our enrichment curriculum (languages, music, arts, science, etc.), upgrading our educational manipulatives and purchasing equipment.

Surveys

During the year, AMA will send home surveys for families to fill out and return. The results from these surveys will be used to help us make any necessary changes, add or remove programs, offer additional services and set goals for the growth of AMA.

Staff Vaccines

Please note that at Applebee Montessori Academy we strongly encourage all our staff members to get regular TB tests, flu shots and whooping cough boosters, but we do not mandate this as a requirement of their employment. We also encourage our staff to get the Covid Vaccine, but we do not require it.

Security

The school is wired inside and out with cameras to ensure the safety of all our students and families.

At the point of registration, each family will be issued with their own unique security code for front door access. This permits access any time the school is open. Please do not share your access code.

Firearm Policy

Please note that we do not permit firearms of any sort inside Applebee Montessori Academy.

Enrichment - Music & Movement

Music is a vital part of a young child's life, and it is an important part of each classroom. Therefore, Applebee Montessori Academy students will enjoy music instruction each week as

they are exposed to all aspects of music and movement including playing instruments, yoga and dance.

Enrichment - Spanish Instruction

Given the innate ability of preschool brains to learn new languages, we are also offering Spanish instruction each week. It is often delivered in the form of song and is reinforced throughout the day as new words are practiced in the classroom.

Technology

According to Child Care Licensing, children under two years old may not have ANY screen time. Children older than two years are only allowed two hours of screen time per week at school. Our After School friends are only allowed 1 hour per day while in our care.

We discourage our students from bringing ANY electronics (iPads, smart phones, portable gaming devices, etc.) to school. If it is necessary for your After Schooler to have these items in their possession during their time at Applebee Montessori Academy, please note that they will be allowed to use them after 5 PM ONLY. Applebee Montessori Academy is not responsible for lost, broken, or stolen electronics.

Summer Program

Applebee Montessori Academy is a year-round school. Montessori classes will continue in the summer with themed weeks that include opportunities for instruction in new concepts and for reinforcing learning that has taken place during the school year. However, we always have some fun and excitement planned for the summer. Our plans include water play days, ice cream days, movie days, special visitors and many more.

Contact Information

If you have questions or concerns related directly to your child, please address them to your child's teacher who will engage the necessary resource as required. If you have any questions about the program as a whole, we strongly encourage you to meet with the Director.

As regulated by our License, you may look at our copy of the state's minimum standards for licensed child care centers which is at the front desk. Our most recent licensing inspection report is posted on the bulletin board outside the Director's office.

Our Licensors' phone number is 214-901-4710

The Child Licensing Intake number is 214-583-4253

The Child Abuse Hotline number is 1-800-252-5400

Web site for the Protective and Regulatory Services Department is www.tdprs.state.tx.us

Applebee Montessori Academy office number (469) 842-7300 via our Child Pilot app, through Facebook, or via email director@applebeemontessori.com.

Parent Involvement

Communication between home and school is important for the overall development and well-being of each child. The teachers always have your child's best interest at heart, and it is important that we be made aware of any changes in your child's life that may impact their behavior at school.

Please remember to keep us informed of changes to addresses, phone numbers, email addresses, immunizations, etc. Also please remember to update your emergency contact information as well.

You may use the Child Pilot app to update some of your personal information.

For our part, information will be provided to parents in regular newsletters with general information, policy changes, and reminders about upcoming special events and school closures.

The Child Pilot app will be used to provide more timely updates or anything requiring immediate response.

Important announcements will be posted on the bulletin board in the school hallway, and also on the entry doors or classroom doors.

Parents should check Child Pilot and their emails frequently, for updates and information from their child's teacher and the school.

Any changes to our operational policies will be communicated through these means in addition to having the teachers notify you verbally and individually.

Parent / Teacher Conferences

Progress reports are utilized by the teachers to share with the parents the scope and sequence of the child's learning. The Progress Report has all the concepts listed under the various sections (Practical Life, Sensorial, Language, Math and Cultural) based on the Montessori curriculum. The teachers record the child's progress based on their observations in the classroom. Formal parent / teacher conferences are scheduled twice a year in the Fall and Spring semesters. During the 1st conference the teachers share with the parents how the child is adapting to the classroom environment and together with the parents lay down the expectations for the rest of the year. The second conference will focus more on the academic achievements of your child and a detailed progress report will be provided. Any time during the year if parents have questions or

concerns they can request for a phone call or in-person conference with the teacher. Zoom meetings are not offered for meetings.

Babysitting and Social Media

Applebee Montessori Academy staff may not babysit for any of their currently enrolled students or families. If they engage in home-based care at the home of a currently enrolled student, they are putting their employment at risk. They are also strongly discouraged from connecting to enrolled families through social media. Applebee Montessori Academy will not be held liable for any accidents, incidents, or grievances on the part of the employee or parent nor should it be assumed that Applebee employees personal views reflect the view of the school.

Parent Participation / Volunteers

Parents are invited and encouraged to be involved at Applebee Montessori Academy. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events.

Any parent who volunteers in the classroom on a regular basis will be required to submit to a criminal background check as required by our licensing regulations. Parents may only volunteer in their child's class if it does not cause any interruptions. Any person with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom.

All parent volunteers and field trip chaperones must meet with the Director to review Applebee policies and procedures before being eligible to be a volunteer.

Health and Nutrition

Water is available to children throughout the day. Toddlers and two year olds should bring "sippy" cups from home each school day. No bottles will be allowed, for children over the age of one because we are striving for more independence and language development. Please label everything your child brings to school. Please save candy, soda, and other non-nutritious foods for times other than school.

Catering is available for an additional monthly fee. New catering enrollments start on the first of each month.

State licensing guidelines require that children bring one food from each of the four food groups. Our catering company provides these to us, however if you are not enrolled in catering you are responsible for sending a nutritionally balanced lunch. If you pack a lunch please be sure to include an ice pack.

Milk: Milk, cheese, yogurt

Fruit and Vegetables: 100% fruit juice or ¼ cup fruit or vegetables

Protein: Meat, eggs, beans, poultry, nuts or seeds

Grain: Bread or crackers

For more information on child nutrition you may visit the CDC website and search [Good Nutrition Starts Early | DNPAO | CDC](#) or simply click this link if you are viewing the handbook in a web browser.

Allergy Action Plans

If your child has a diagnosed allergy that requires the school to keep an EpiPen or other medication on site, the school will require an action plan from your pediatrician. This plan will help us understand the allergy, what to avoid, how it manifests in your child, and what steps are to be taken. Our Allergy Action Plan Form is available from the Director.

Hand Washing

Our staff and students are required to wash their hands at regular and frequent intervals during the school day. Everyone MUST wash their hands upon arrival and after going to the bathroom. Even our diapered children are required to wash their hands after diapering, as are their caregivers.

Hand washing must also take place after coming inside from outside play time, before eating, before putting on protective gloves, and as needed.

Caregivers MUST wear gloves when changing diapers and when dealing with all bodily fluids.

Medication

Applebee Montessori Academy staff members cannot administer any medications to your child without signed permission from both a parent and physician. See the Director or office staff for a Medical Authorization Form which will require your signature. Please note that both prescription and over-the-counter medications must be in their original container and clearly labeled with the child's first and last name. Only the Director will administer prescribed medication - and only as directed on the container. If the required dosage or frequency vary from what is printed on the container, we will need a note from your child's physician explaining how to administer the medication.

Please do not send any medication with your child or in their backpack including inhalers, cough drops, lozenges, etc.

Immunization Policy

Given the number of pregnant mothers and young children that are in and out of the school each day, children enrolled must meet the applicable immunization requirements specified by the Texas Dept. of Health – proof of which is required with enrollment.

Once a year the Health Department conducts random audits of the preschools in the county. If we are selected, we are required to turn in all the shot records for all of the children in our care. Their nurses audit our records and if any children are found to be behind on their shots, they allow us 1 week to receive new records from families. The Health Department requires us to temporarily end care for anyone that is not compliance with the Health Department timeline for shots, until the child is brought to current status and it reviewed by the auditors.

We do accept waivers, and just like shot records, we do require the official waiver before a child can start with us. At any time, if there is a community outbreak of a vaccine preventable disease, any child who has not yet received that vaccine or has a waiver will not be permitted to attend until cleared by the Health Department.

At this time, children in our area are not required to have a tuberculin (TB) test.

Please remember to bring us updated copies of your child's immunization record.

Please see the immunization chart at the end of this handbook for the required immunizations per the State of Texas.

Vision and Hearing Screening

The State Health Department requires all children aged 4 years old to Kindergarten have their hearing and vision screened within 120 days of enrollment. We are required to gather proof of these screenings. If your child turns 4 while in our care, you will have one month from their 4th birthday to provide the records to the school.

Toileting Information

We require our parents to provide all diapers, wipes and pull-ups. We request that we can keep a good supply at school. Please provide the pull ups that detach at the sides like diapers do.

Children will be introduced to potty learning in our Pre-Toddler class with the use of books and the establishment of language. The Toddler class will focus more on the physical activity.

Transitions class will continue to focus on potty training as the children must be potty trained before moving up.

All students in our Primary classes must be able to use the toilet independently. Children not yet able to use the bathroom independently will be enrolled in our Transition class where potty learning help will be provided.

Please note that the ability to use the toilet independently is based on two things – the physical ability and the desire. Also, children develop at different speeds so please don't allow toilet learning to become a source of tension.

Soiled Clothing

As required by Child Care Licensing, any clothing that has been soiled (urine, feces, blood or vomit) will be double bagged to be sent home at the end of the day for laundering.

Hazardous Waste

As required by Child Care Licensing, all hazardous waste, including used diapers, will be double bagged before being disposed of.

Transportation Policy

Only authorized employees may use school vehicles. In addition to the three-pronged criminal background check and fingerprinting conducted on all staff, a motor vehicle record (MVR) check will be completed by the school's insurance agent prior to any employee becoming an authorized driver of a Applebee Montessori Academy vehicle. All employees must wear a seat belt while operating a school vehicle. All employees authorized to use a school vehicle must have successfully completed at least two hours of transportation training.

If an authorized employee incurs any citations, damage, or traffic incidents while operating a school vehicle, they must report the incident to a member of the Director immediately. Failure to report immediately may be subject to disciplinary actions up to and including termination. Employees will be responsible for any citation fines or penalties incurred and may be subject to disciplinary actions up to and including termination.

No Applebee Montessori Academy employee may operate a school vehicle while under the influence of alcohol or drugs (either illegal or prescription).

If an employee receives a violation, citation, or D.U.I on or off company time during the course of employment with Applebee Montessori Academy, they must notify the Director immediately within 24 hours of the incident.

Applebee Montessori Academy employees are NOT permitted to transport students to or from the school in any personal vehicle. The campus includes the parking lot and all outside areas. Failure by a staff member to comply with this policy may result in disciplinary action up to and including termination of employment.

The passenger van in use by the school has been inspected by a certified mechanic and is fully insured. The passenger van contains attendance and emergency contact information for each

student on board, a fully stocked first aid kit, a fire extinguisher, and a method by which the driver can contact the school.

The driver will help all children with seatbelts and open and close all vehicle doors.

Emergency Procedures

“Breathe, remain calm and remember what you have practiced

Building Evacuation

There are a number of situations in which a building evacuation would be necessary. If there was no power for a period longer than three hours, no water on site, fire, a bomb threat, or a hazardous materials spill, it may be necessary to evacuate the building.

In the event of an emergency requiring evacuation, the following steps will be taken by Applebee Montessori Academy to ensure the safety of all the children in our care.

The notification to teachers to evacuate will come in the form of a fire alarm or intercom announcement by the Director.

There are multiple exit points in each classroom and throughout the school. Each teacher will assess the situation to determine the safest exit point. We will not mandate an exit door in case that is where the danger is. These problem-solving skills will be reviewed during our mandatory monthly and quarterly drills.

Each class and teacher will exit the building at the safest point and make their way to the south side of the building to meet up at the handicap parking spots on the south side just outside the gated infant playground. The infants will be placed in their evacuation cribs. Pre-Toddler will be strapped into their buggy. The Transition Class will use a guide rope for the students to hold onto and to help the teacher keep track of the children while transitioning.

Each teacher will have their attendance book with them. A roll call is taken at this time. The Director will make the final decision (with the assistance of first responders and emergency services) regarding whether the children may return to our school building or whether it is necessary to move to our second location.

The Director will take the Emergency Binder and begin a final sweep of the building closing doors and checking for anyone left behind. The sweep will start at the Primary or North end of the school and conclude at the Infant or South end of the school -at which point the Director can provide assistance evacuating younger children if needed.

Any enrichment or office staff in the building will be assigned to assist classroom teachers with students who are 24 months or younger, or have limited mobility or mental, visual or hearing impairments.

The Emergency Binder in possession of the Director contains parent contact numbers as well as Allergy Action Plan and other important medical information found on the Emergency Authorizations filled out and notarized upon registration. The Director will have the school's cell phone (972) 832-6090.

Relocation

Should we need to relocate to a safer location, we will walk the children to:

Dermatology & Skin Cancer Surgery Center
1790 N. Stonebridge Drive, McKinney, TX 75071
972-390-9002

PLEASE NOTE THIS INFORMATION IN CASE CELL TOWERS GO DOWN AND YOU NEED TO FIND US.

The Director will notify the following persons of the emergency via the Director's cell phone.

Police / Fire / EMS

Licensing

Parents of children in our care

Staff will have their attendance books to account for all children. The Director has the Child Pilot app on the school's cell phone.

Applebee Montessori Academy staff will continue to supervise children until the emergency has been rectified and we can return to the preschool, or until all children have been picked up by a parent.

Any child requiring special assistance during an evacuation, including toddlers under the age of two, may be transported by wagon or assigned a specific caregiver to ensure safety.

No child will be released to anyone, including parents, during the process of relocating to a safe location. Families are welcome to walk with us to the new location. Once every child has been accounted for by their teacher, they may be released to their families.

Lockdown Procedure – danger on the premises

In the event of a disruptive person or stranger on site, or an armed or potentially violent intruder in the building, the school will execute the Lockdown Procedure. The Director will alert the teachers by announcing “Rabbits in the hole” over the intercom. At that time each teacher will lock their classroom door, turn off the lights, close blinds on exterior windows, cover the interior windows, and where possible, gather all children in the restroom. Infants must be kept as calm and quiet as possible in their cribs. The teacher must ensure the children remain calm as they conduct a head count and await the all clear signal which is the Director announcing “Rabbits out of the hole” over the intercom. In the unlikely event that a child is found not to be in the classroom, the teacher must put the name of the child on a sticky note in the window facing the hallway.

All teachers and students must follow any instructions from emergency services personnel like Police or Firefighters.

Lockdown Procedure – danger near the premises

In the event of danger outside the school close by, the Director will lock the front door and advise all teachers of the procedure. The children will not be aware of the lockdown procedure. Teachers must ensure all exterior doors are secure and that all window blinds are closed. Teachers are also required to advise the Director of any missing children immediately. The Director will continue to ensure the building is secured, locate children who may be in restrooms, and will track events as they unfold – updating the teachers as appropriate. Only the Director can issue the all clear for activities to return to normal.

Shelter In Place

In the event of a tornado or hurricane warning, all students and staff will shelter in the Hallways. If you feel that you need to pick up your child in the event of severe weather , you would need to do so before a shelter in place order is announced. Once shelter in place starts, no children will be allowed to leave the building.

The teachers must keep the children calm and conduct continuing head counts using their Attendance Books. They should also have their classroom flashlight with them since they will be in an interior area and power may go out.

The Director will notify all classes when it is safe to return to their classroom.

Communicable Disease Outbreak

All staff members vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness.

In the event of an outbreak, the Director will inform the Health Department and Child Care Licensing and ask for guidelines specific to that outbreak. The Director will also inform all staff

and enrolled families in writing within 48 hours, and share with them the guidelines and protocols provided.

All staff are reminded that student-specific medical information is to be kept confidential, and questions further than the written communications sent out by the Director should be brought to the Director.

Child Abuse Policy and Reporting Procedure

Child abuse is defined as any mistreatment of a child that results in harm or injury. There are four basic types of child abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Children who are abused may show physical and behavioral signs, or they may show a sudden change in their behavior. Such signs include:

- Nervousness
- Reluctant to go home
- Passive or withdrawn
- Aggressive or disruptive
- Tired or not sleeping well, having nightmares
- Fearful and anxious
- Missing school frequently
- Lack of hygiene
- Lacking medical care
- Unexplained bruises or other injuries

Every member of Applebee Montessori Academy staff receives annual training on how to identify and report suspected abuse and neglect, and they understand that they are mandated reporters.

If you need to report maltreatment or abuse - please call 1-800-252-5400.

If you are in need of immediate assistance, please call local law enforcement or 911.

You may also find resources and help available at the Children's Advocacy Center located at 2205 Los Rios Blvd, Plano, Texas 75074. You may contact them at 972-633-6600.

Applebee Montessori Academy

Operational Policy on Infant Safe Sleep

(For parents of children under 18 months old)

Purpose: This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at Applebee Montessori Academy. A signed copy is required from parents enrolling children younger than 18 months old. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at:

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at Applebee Montessori Academy will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327]. The form is available from the Director or on the Health & Human Services website (Form 2550).
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (a baby sleep sack or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].

- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e- cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

This policy is effective as of April 2017.

Child's Name: _____

Signature Parent: _____

Date: _____

Signature Owner / Director: _____

Date: _____

Signature Caregiver: _____

Date: _____

Applebee Montessori Academy

Discipline and Guidance Policy for Applebee Montessori Academy

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate for the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A teacher or caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Using brief supervised separation ("take a break") from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

These Discipline and Guidance Policies have been developed pursuant to Texas Administrative Code 40, Part 19, Chapter 746, Subchapter L regarding Discipline and Guidance.

Signature: _____

Date: _____

Applebee Montessori Academy

Guidelines for Child Safety

Children may be removed from the Applebee Montessori Academy Program for any behaviors and/or conditions which are beyond the abilities of our highly qualified, Montessori Certified teachers and / or which pose a potential danger to other students.

Conditions and / or behaviors which are considered beyond our expertise include:

1. Children who are unable to be separated from their primary care provider without adjusting to a new setting in a reasonable amount of time.
2. Children who hurt themselves or others (children or adults) on an on-going basis (more than 3 times).
3. Children who intentionally damage property that cannot be replaced for less than \$5 (three or more times).
4. Children who have medical or educational conditions that are beyond the experience, knowledge or abilities of the Applebee Montessori Academy staff.

The Director will make the final decision in these situations. The input of the child's teacher / caregiver will be an element of consideration.

All areas of concern will follow a specific plan of action. Parents will be notified by letter, phone or in person of the area of concern. After a second incident or awareness of concern, a conference with parents, teacher(s), and director will be held. At this meeting a specific behavior plan will be developed. This will be considered a last chance attempt for the child to remain in the program. Consequences will be clearly defined for staff, parents and child.

Signature: _____

Date: _____



Applebee Parent Handbook Acknowledgement

I _____, have read and agree to the terms of the Applebee Parent Handbook. I understand that it provides guidelines and a summary information about Applebee policies. I also understand that the policies in this handbook are subject to change at any time and Applebee will alert me to these changes.

Where can I find the handbook?

Online at Applebeemontessori.com, under the Admissions tab select "Downloadable Forms"

Child's Name: _____

Parent Signature: _____ Date: _____



Billing Agreement

As per Applebee's Billing Agreement, by signing you agree to all terms and conditions listed within the agreement. Please note that in addition to tuition, we do have non-refundable supply fees(billed 2x a year), a non-refundable registration fee and *refundable deposit.

Applebee collects tuition monthly. 100% is due on the 1st of each month. Any tuition remaining after close of business on the 3rd will accrue late fees of \$15.00 per day, per child. Any tuition/fees remaining between the 5th through 8th will result in \$30.00 per day, per child. Any tuition/fees remaining after the 8th, may result in suspension of care until the balance is paid in full.

Applebee reserves the right to attempt to collect balances owed to us by running the account information you provide upon enrollment, and if necessary, by opening a claim with a collection agency. We do not prorate tuition for illness or vacation. (Except for Vacation Credits if applicable). Applebee does not refund tuition for inclement weather days or other instances when the school is closed. If you need to bring your child additional hours outside of their enrolled program, please call the Director for both availability and fees.

Applebee Montessori Tuition Collection

If I withdraw my child, and there is a balance on my account, I understand that Applebee Montessori will attempt to collect that amount from the information I provided upon enrolling or a money order for up to 5 days from my child's last day of attendance.

If after that time Applebee is unable to receive payment, I understand they will submit my balance to their collection agency. Once my account has been sent to collections, I will no longer be able to make any payment directly to Applebee and will have to go through the collection agency.

Parent Signature: _____ Date: _____

Terms and conditions apply



Applebee Montessori Academy ACH/Credit Card Authorization Form

- ☐ **ACH/E-Check Information**
- ☐ **Credit Card Authorization Form**

ACH/E-Check

Child's Name: _____

Parent Name: _____

Name of Banking Institution: _____

Routing Number: _____

Account Number: _____

Credit Card Type

- ☐ Amex
- ☐ Visa
- ☐ Mastercard
- ☐ Discover
- ☐ Other _____

Cardholder Name (as shown on card): _____

Card Number: _____

Expiration (MM/YY): _____ Security Code : _____

Cardholder Zip Code: _____

I authorize Applebee Montessori to run my payment according to my billing agreement

Signature: _____ Date: _____



Applebee Montessori Academy

Permissions

Can AMA staff apply sun screen?

YES

NO

Brand I will provide: _____

Can AMA staff apply diaper cream?

YES

NO

Brand I will provide: _____

Can we post your child to social media and marketing? (This can include Facebook, Instagram, school website, print materials etc) Our parent app Child Pilot is not considered Social Media.

YES

NO

Signature: _____ Date: _____

