

We do not discriminate in providing services to children or families based on race, religion, cultural heritage, political beliefs, national origin, disability, marital status, or sexual orientation.

Enrollment is secured on a first-come, first-served basis, with priority given to currently enrolled children and their siblings. Enrollment also depends on space availability for an age group and the ability to match schedules. After applications are received, confirmation for childcare will be made. Parents who wish to enroll their child in our program must contact us prior to the start of the desired school year. At that time, parents are given a tour of the facility and invited to observe the program when it is in operation. During the initial visit, the Director and parents will review the Parent Handbook. We strongly recommend that parents bring their child to visit the program prior to the first day of enrollment.

Space Reservation

Completed application must be submitted with a \$50 non-refundable application fee. Within one week of notification that a new student has been accepted for enrollment parents must return the Enrollment Agreement to hold a space at Three Apples School. A deposit which includes an initial registration fee and the two-week's tuition is required for each child. Please refer to the Tuition Sheet. The registration fee for child re-enrollment is due by June 30 each year.

Waiting List

If a child is placed on a waiting list, we will keep parents informed of openings that might occur. If space becomes available before a child is age-appropriate, the parent has an option to accept the space and immediately begin paying the tuition, or to waive the right to that space and retain their place on the waiting list. There is no charge for a waiting list placement.

Transitional Days

All prospective parents and their children shall view the Center, review the policies and meet with staff members. In addition, we encourage all parents to make arrangements to attend Three Apples School with their child prior to the child's first full day of care. These two transitional days help your child become familiar with her/his teachers and the daily schedule. The Director will work with parents to establish convenient transitional dates.

Health Requirements

Before a child can be admitted to our program, a completed written statement signed by a physician or a health agency confirming that the child is in good health and indicating any conditions that may require special care needs to be submitted. This statement must be submitted annually thereafter. We also ask parents to provide an up-to-date record of immunizations. In addition to annual physical examination and verification of age-appropriate vaccines we require a verification of a lead test. Children must be screened for lead poisoning once they turned 9 months and again at ages 2 and 3. During the intake process, teachers are notified of any allergies, developmental issues, or emergency medical information concerning that child. This information is posted in the classroom. Procedures for protecting children with specific allergies are discussed with the family and followed as needed throughout the Center. When a child has a specific health care issue, the parent, teachers, and health consultant will meet to set up a plan for that child.

What to Bring from Home:

(Please check with classroom staff as well). All items brought from home must be labeled. Naptime toy (if needed), diapers/wipes/cream, 2-3 changes of clothes, gym clothes (loose fitting tee-shirt and shorts/pants), sweatshirt, indoor shoes, outdoor clothes (seasonal), toothbrush/toothpaste, comb, photo of family, a smile.

What Not to bring from Home:

Toys of violence, candy/gum, food with nuts or nut by-products, “jellies”/Crocs/flip-flops/high heeled shoes, anything unlabeled, a frown.

Children's Records

Before a child begins attending Three Apples School, the following enrollment forms must be completed, signed and returned:

- Enrollment Application
- Face sheet
- Development History and Background Information
- Health Record and Immunization Form
- Authorization for Medication Form
- Consent forms (emergency first aid and transportation to a hospital; authorized pick-up of a child; photo/video permission; permission for field trips and off the premises activities)
- Emergency Card
- Photograph of a child
- Enrollment Agreement

At least every six months, you should either meet with the Center's staff to discuss your child progress, or receive a written **progress report** of your child's activities and participation in the Three Apples School. This report will become part of your child's record. Center staff will bring any concerns or significant developments to your attention as soon as they arise.

Information contained in your **child's record** is privileged and confidential. Our staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You should be able to have access to your child's records.

Financial Information.

The rates are based on those charged by programs of similar quality and vary according to the ratio of the group your child attends. Tuition rates for Three Apples School are reviewed annually and are effective September 1st of the year. Fees are charged for enrollment, NOT for attendance. Time off due to vacations, sick days, doctor appointments, parents' days off, etc. will still require payment to hold placement in group. This is a standard procedure at the majority of facilities. Parents are obligated to make continuous tuition payments - regardless of absences - as long as their child remains enrolled in the Three Apples School. Anyone who is more than two weeks behind in payments will not be allowed to attend. Fees do not include the provision of diapers/wipes/cream, insect repellent, sunscreen lotion, other topical ointments and special diet foods that cannot be prepared by the Center.

Enrollment Fee

A non-refundable fee of \$ 50.00 is due at the time of registration, and annually thereafter, for all part-time and full-time students.

Prepaid Tuition Fee

Upon admission into the program, a prepaid tuition charge equal to two weeks tuition will be collected. The prepaid tuition will be held on account until the final two weeks of attendance. Your prepaid tuition will be applied toward this obligation, as long as you have provided our Center with at least two weeks written notice of the intended withdrawal. Failure to provide written notice at least two weeks prior to withdrawal will result in forfeiture of the prepaid tuition.

Tuition Payment

Monthly tuition is due in full by last day of attendance of previous month.

Returned Check Fee

A penalty fee of \$ 25.00 will be assessed for any returned checks.

Early Drop-Off and Late Pick-Up Fees

There is a \$2.00 per minute charge when your child is dropped off too early or picked up too late. (\$1.00 per minute paid directly to each inconvenienced staff member who stays with your child). Payment is due the night of late pick-up or the next business day. Please note, your arrival to pick up your child at 5:30 is considered a late pick-up. You and your child is required to leave the building BEFORE closing time. Please, plan accordingly.

Holiday and Closure Fees

You are not responsible for paying fees on these following holidays our school will be closed: Labor Day, Thanksgiving and Day after, Christmas Eve, Christmas, New Year Day, Memorial Day, 4th of July. We also will be closed from Christmas Eve to January 2 (if not a weekend), and last two weeks in August in order to prepare school for the new school year.

Second Child Discount

If more than one child from a family is attending Three Apples School, there is a second child discount of 20% off the lower of the two rates. If a third sibling is enrolled, the Director will establish a new rate for that family.



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