

# WELCOME TO APPLE TREE COMMUNITY CENTER



**Apple Tree**  
COMMUNITY FOCUSED LEARNING

5/4/2021

Family Handbook for Members

Apple Tree offers a consistent place where kids and families can come to access learning tailored to each unique individual. This is a haven for youth and families to hang out, explore, play, learn, study and form friendships in a safe environment.

# Welcome to Apple Tree Community Center

## *Family Handbook for Members*

### *Program Overview*

Apple Tree offers a variety of programs tailored to support kids and families. We strive to offer a wide range of activities in a community environment. Our facility includes resources for arts and crafts, a varied library, board games, music, gardening, food preparation (and eating!), science exploration, 3D printing, Legos, Lego robotics, Bearded Dragons, and more. Our programs include Afterschool, Homeschool/Online School, and Apple Tree Summer. We also welcome Community Builder members.

At **Apple Tree Afterschool**, youth grades 1 through 8 participate in a balanced program of open choice learning and structured activities. Every activity is carefully designed to spark your child's imagination and encourage lifelong positive values. Program components may include, but are not limited to, recreation, health enhancement, arts and humanities, nutritional snacks, service learning, character development, homework assistance and learning encounters. Apple Tree Afterschool staff members offer youth a unique mix of activities that focus on developmental assets, which are the building blocks that teach children how to make positive decisions.

At **Apple Tree Homeschool/Online School**, homeschool and online school youth have the opportunity to participate in curricula or activities provided by their parents or their school, and also to use the wide variety of resources available at Apple Tree. Homeschool kids are welcome to stay for the Afterschool program for no extra charge, as long as there are vacant spaces.

At **Apple Tree Summer** we offer full-day and half-day programs with focused, thematic projects and activities, as well as lots of free time to play and enjoy the company of other kids. Each week will feature a different theme. Kids may also choose their own projects, with staff support.

**Apple Tree Community Builders** are general members and supporters with access to Apple Tree's space and resources. They may schedule social get-togethers, specific activities, and craft nights. In the past we have welcomed special needs families for young-adults and their care-takers. Community Builders may also volunteer in various activities or even lead workshops.

### *Hours, Days and Months of Operation*

**Afterschool** programs operate from 3:30 until 5:30 pm, Monday through Friday. The program follows the Lincoln County School District's calendar and adjusts for holidays and early release days based on that calendar.

**Homeschool/Online School** programs are available year-round, from 9:00 until 2:30. Kids in the homeschool program may stay through the Afterschool program for no extra charge.

**Summer** programs start at 9 am until 4:30, with morning and afternoon activities. Kids may sign up for individual activities, half days, and full days.

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### *Personalized Logistics*

Members take advantage of Apple Tree services and space in ways that work for them. Below are general guidelines for our services. We are flexible, and Apple Tree exists to meet families' needs that are not being met elsewhere. We do a one-on-one orientation with each member to ensure needs are well met.

### *Apple Tree Afterschool Arrival and Departure Procedures*

The W70 bus comes to 15th and Nye, where we meet it at about 3:48 daily and walk together to Apple Tree. Also, we can arrange to pick up your child at school, you can bring her, or she can walk. When kids get here they sign in and make contact with staff.

Apple Tree Afterschool is not a child care program. Children are free to come and go at any time. We require that they sign out, and will attempt to notify parents/guardians should they leave our facility. Typically, children are picked up between 4:30 and 5:30.

### *Health and Safety (Illness and exclusion criteria)*

As long as the pandemic emergency is in place we will be following Covid precautions. This includes masking, a health check on arrival, frequent handwashing, and thorough sanitizing of the facility at the end of the day.

In order that we protect the health of all youth in our care, please keep your child at home if you notice that they begin to show signs of an illness or contagious disease or if they feel too ill to participate in a group setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. We follow the same guidelines for school attendance as the Lincoln County School district. It is recommended to wait 48 hours after fever abates before returning.

If your child becomes ill during the program day, we will isolate them and contact you to pick them up. In case of injury, parents will be notified immediately.

### *Medication Policy*

Regular and ongoing medication are the responsibility of parents. For emergency medication, please complete a medication form. This form requires you to note the specific dosage your child is to be given. All medications must be accompanied by a prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact. Please let us know if your child has a change in medication that may affect their behavior or have other side-effects.

### *Medical Emergency*

In case of an injury, we will contact the child's parents/guardians and secure proper medical care as deemed necessary, ranging from minor first-aid to calling an ambulance. In the event we choose to call 911, responding emergency medical personnel will determine whether the child should be transported to a hospital. We will provide them with physician and insurance information from your child's records. For your child's safety, you sign a medical release as part of your membership.

### *Discipline and Guidance Procedures*

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. The Apple Tree Afterschool programs use

positive guidance methods including “I statements,” reminders, critical thinking, logical consequences and redirection. Self-management skills are taught using the following guidelines:

- Consistent rules are clearly stated.
- Children are expected to ask for guidance when exploring unfamiliar material.
- Behavior expected of children is appropriate per development level.
- An atmosphere of trust is established for children to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help children become acquainted with themselves and their feelings. This will help them to learn to cope with their feelings and control them responsibly.

### *Truth-telling*

The policy at Apple Tree is that we tell the truth at all times. Kids, when they do something they think we think is wrong, often lie to avoid disapproval or punishment. Kids need to understand that they will be called out when they lie, and be asked to acknowledge the truth. Telling the truth may be uncomfortable, but it helps solve problems and conflicts, rather than suppressing them.

### *Meals and Snacks*

At Apple Tree we like to eat well! Snacks are available throughout the day. When we have breakfast or lunch kids often help in preparation. Variety is a keyword, and we strive to have something a little different every day. We are sensitive to allergies and the dietary needs of our members. Parents and children are asked to make us aware of any allergies or sensitivities so that we can properly accommodate.

### *Enrollment Procedures and Notification of Policy Changes*

Membership forms can be accessed online at our website [www.exploreappletree.com](http://www.exploreappletree.com) or in person at Apple Tree. New members receive a private orientation to determine good fit prior to enrolling.

Scheduled visitors are welcome when considering membership in Apple Tree Afterschool.

### *Field Trips*

Outdoor time is frequently a 10-minute walk to Frank Wade Memorial Park. We look forward to adding field trips or off-campus adventures this summer. They will be announced to parents and youth as plans develop.

### *Procedures for Parent Interaction - Visiting, Communication and Conferences*

Our most common modes of communication are text, in-person conversation, phone, and email, probably in that order! We appreciate input regarding program expectations, suggestions, ideas, volunteer-led sessions and comments on ways to improve our offerings to youth and families.

As a part of your member orientation, we’ll ask how you prefer to give feedback. Nobody knows your child better than you. Members can anticipate quality communication that meets the needs of their family and our Apple Tree family.

### *Parent Participation in Program and Volunteering*

Parents are encouraged to participate with their children in a variety of activities. Membership discounts are available for those who do.

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Volunteers need to be background checked to participate in Apple Tree programs where kids are present. We will also provide you with orientation to our programs. Parents and volunteers are never left alone with a group of children and will have a staff member with them at all times.

### *Emergency Preparedness Plan*

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tsunamis, earthquakes, etc.) and fire escape routes are addressed in staff training. In the event of a need to evacuate you will be notified immediately to come and get your child. At all times, we will place an emphasis on keeping children safe.

In cases of inclement weather, Apple Tree will usually follow the Lincoln County School District recommendations. If the school is closed, or if after school extracurricular activities are cancelled due to weather, the Apple Tree Afterschool program will also be closed. If the weather begins to worsen during the day, we will ask you to come pick up your child as soon as possible so our staff may get home safely.

### *Fee Schedule*

We have an extremely simple fee schedule:

Full Days: \$40/day

Half Days: \$25/day

Afterschool: \$15/day

Everyone signs in and out, so we have a record of your attendance. You pay only for the days you attend.

### *Payment*

For most programs we bill by the day, at the end of the month. An invoice will be provided. Checks and cash are welcome. As of this writing we do not take credit cards or on-line payments.

### *Financial Assistance and Scholarships*

We have a limited number of scholarships and may also be able to provide some financial assistance on a case-by-case basis. The Department of Human Services offers partial support with their ERDC (Employment-Related Day Care) assistance for working families. The ERDC program provides reimbursement based on the number of hours per month your child attends. They do not generally cover our full costs, and parents are responsible for the balance. Other support may also be available depending on your situation. Please schedule an interview with the Director if you would like to determine whether Apple Tree can assist.

### *Apple Tree Afterschool Program Staff*

We at Apple Tree believe that staff training is essential to providing quality programs. We conduct regular training and discussion on a variety of topics for our staff and volunteers. Apple Tree staff maintain current First Aid and CPR certifications. Each staff member must also pass background screening. Staff have been trained as mandatory reporters for any suspected child neglect or abuse.

### *Child's Belongings*

Items brought to the program by your child should be labeled and we expect children to be responsible for their personal belongings. Apple Tree cannot credit or compensate for any lost,

damaged or stolen items. Any concerns regarding personal belongings may be addressed with program staff.

### *Apple Tree Afterschool Program Policy on Homework*

The Apple Tree Afterschool Program is a center for learning. We remind and encourage, but do not force, children to do homework. At request from the child or parents, Apple Tree staff or volunteers will assist with homework or provide tutoring in a way that is supportive and encourages your child's success. Parents are always invited and encouraged to communicate their wishes and concerns.

### *Creating a Peaceful and Enjoyable Learning Environment*

All children are entitled to a pleasant and safe environment while participating in this program. The core values of respect, responsibility, honesty, caring and trust will be used at Apple Tree.

We expect children, volunteers and parents to:

- Treat themselves and others with respect.
- Be responsible for personal choices.
- Contribute positively to groups in which they participate.
- Use and develop communication skills to the best of their ability.

Apple Tree programs are community focused. We are building a community of trust, respect and safety. If your child is displaying behavior which is considered to be unsafe or creates an issue that affects the ability of any member to peacefully enjoy or contribute to the community, we will follow up with the parent or guardian about the issue by phone or in person. It is always our preference to find solutions with input from, and communication with, members and their families.

*We thank you for your membership in Apple Tree Community Center. We hope that your family has a wonderful experience with us and thrives in our community of learning!*

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