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Mission Statement

The mission of Apple Tree Children's Centers is to provide exceptional care, nurture and age appropriate learning opportunities in the context of a Christ centered worldview. This mission is accomplished through the dedicated effort of management and staff whose concern is for the welfare of the children entrusted to their care.

*Apple Tree Children's Center Inc. participates in the Child and Adult Care Food Program. (CACFP)
CACFP is available to all participants without regard to race, color, national origin, sex, age or disability.*



APPLE TREE CHILDREN'S CENTERS

Dear Parents,

Thank you for choosing our center to serve you during this very important period in your child's life!

We want your child to have the best possible experience while attending our center. This handbook contains information about our program and policies that will help answer any questions you may have.

This handbook is intended only as a guideline to familiarize you with our basic policies and procedures. These policies and procedures may be changed with a prior two-week notice if situations arise which warrant their change. We will make reasonable decisions in dealing with these situations. If you have questions about any of the policies, please feel free to contact the director.

We hope your association with our pre-school and childcare center will be a helpful and pleasant experience.

Apple Tree Children's Centers, Inc.

ENROLLMENT POLICIES

As stated in the enrollment information, we accept children from the age of four weeks through 12 years. Each center is licensed for different ages, please check page 17 for more details on each center. Due to state ratio requirements, we ask that all children three years and older be toilet trained in order to be in preschool.

During the initial two weeks of attendance, either the parent or center may terminate the tuition contract without notice. After the initial two-week period, a two-week notice is required from either party for termination.

A current immunization record is required by the State of South Dakota licensing standards before any child may attend school, and it must be kept up to date. Please see page 6 or your director if you have any questions.

TUITION POLICIES

- A. **REGISTRATION FEE:** There is a \$25.00 registration fee per family. This pertains to new enrollments as well as any return enrollment that have previously withdrawn. This non-refundable fee is paid only once for children attending continuously year round.
- B. **WAITING LIST REGISTRATION:** If a specific classroom or age level program is operating from a waiting list, the registration fee of \$25.00 will be taken in advance to secure a child's space. This fee is refundable only up to two weeks in advance of the child's start date.
- C. **FAMILY DISCOUNT:** There is a 20% discount on multiple children. The child with the highest weekly charge pays the full amount.
- D. **PAYMENT OF TUITION:** Tuition is due on Monday for the current week. You may pay in advance. There will be a \$5.00 late fee assessed if payment is not received by 6:30 P.M. Wednesday of each week. If tuition becomes two weeks delinquent, you may be asked to immediately withdraw your child until the entire balance is paid in full. If payment is made with cash, please be sure you receive a receipt and retain for your files. Please remember that a portion of your childcare expenses may be tax deductible. Tax statements are available after the first of the year in the office. These tax statements are not mailed. Apple Tree will, if necessary, use agencies to collect any outstanding balances.

- E. **KINDERGARTEN AND SCHOOL AGE:** rates revert to regular full-time preschool rates (same as three, four and five-year-old rate) during summer vacations. An activity fee may be added for some of the scheduled field trips.
- F. **TUITION EXEMPTION:** For the protection of all children enrolled in our centers, children will be sent home with illnesses that are contagious. Please see our **HEALTH GUIDELINES** on pages seven - nine for more specific information. In case of major illness or hospitalization, credit will be given for days missed if a doctor's written statement on clinic letterhead is submitted. Examples of illnesses qualifying for exemption are: bacterial meningitis, chicken pox, diphtheria, hepatitis A, mumps, measles, RSV, pneumonia, scabies, whooping cough, pink eye, roto-virus, strep throat, influenza, hand/foot and mouth, pneumonia, diarrhea and asthmatic conditions that require emergency room treatment or hospitalization. Please see page 10 & 11 for full list. If the time involved is less than one full program week, tuition for the remaining days shall be charged as stated in the current tuition rate schedule. For example: A child who is normally enrolled five days per week and whose parent claims tuition exemption for three days in any given week, would pay the two-day rate.
- G. **CENTER SCHEDULE AND HOLIDAYS:** The center will be open from 6:30 A.M. to 6:30 P.M. Monday through Friday, with the exception of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Our centers usually close at 3:00 p.m. on Christmas Eve day or when applicable, the work day prior to Christmas Eve day. If a holiday falls on a Saturday, the centers will be closed Friday, if the holiday falls on a Sunday, the centers will be closed Monday. Tuition for holiday weeks will be charged as a four-day week for five-day per week enrollees. **Tuition for less than five-day enrollments will remain the same.** Holidays for full time students will not be counted against a family's "free days".
- H. **FREE DAYS:** Credit will be allowed for time absent from the center equal to two weeks of the program in which each of your children is enrolled. This credit may be taken at the parent's discretion during each enrollment year. Free days taken in quantities less than one full program week shall be charged at the rates stated in the current tuition rate schedule. For example: a five-day per week child who takes three free days in the same week will be charged the current two-day tuition rate. A free day slip must be submitted before or during the week of credit. Free days are accrued per each child's anniversary date, which is the date of enrollment. Each child must be enrolled for four complete weeks before any free days can be used. Free days may not be accumulated from year to year.
- I.
- J. **LUNCHES AND SNACKS:** Lunch and snacks are included in tuition for all schedules. Children may also bring their own lunches. See page 11 for more information.

- K. **CHARGES FOR LATE PICK-UP:** The center closes each evening at 6:30 P.M. There will be a late charge of \$1.00 per minute per child. This fee is charged up to the exact time parent and child leave the building. The amount is payable to the center.
- L. **RETURNED CHECK POLICY:** There will be a \$30.00 service charge on any returned checks. If there are more than two checks returned parents may be required to pay by cash or money order.
- M. **WITHDRAWALS:** The parent agrees to give the director a minimum of a two-week written notice when choosing to withdraw a child from the program. The center reserves the right to withdrawal a child if necessary. A two-week notice would also be given to the parent if this situation were to arise. If you are being asked to leave because of your bill, you may be asked to leave sooner.
- M. **FIELD TRIPS:** You may be asked to supply a car seat for your child. All children must wear the centers specific color of Apple Tree shirts to attend a field trip. You may purchase the shirt, or borrow one from the center for your child for the day. Tennis shoes are preferred for all field trips. Please refer to the *Clothing* section on page 15 for approved footwear.

HEALTH

- A. **STATE & CENTER HEALTH REQUIREMENTS:** Before a child may be enrolled in a childcare center, the center requires a child's parent or guardian to submit a written statement signed by a licensed physician, physician's assistant, certified nurse practitioner or community health nurse showing the immunization status of the child. Minimum age-specific immunization levels for children attending daycare centers are:
1. Two months, one dose diphtheria, pertussis, and tetanus (DPT), and one dose polio, and one dose Haemophilus Influenzae type B (Hib);
 2. Four months, two doses DPT, and two doses polio, and two doses Hib;
 3. Six months, three doses DPT, three doses polio, and three doses Hib;
 4. Twelve to 18 months, four doses DPT, three doses polio, four doses Hib, and one dose measles, mumps and rebecca (MMR); one dose Varicella (chicken pox)
 5. Four to six years, five doses DPT, four doses polio, four doses Hib, and two doses MMR, two doses Varicella (chicken pox)

All parents and the Department of Health must be notified if any child in the childcare center contracts a communicable disease. The center must have on file the name, address and the

telephone number of each child's source of regular health supervision as well as other emergency medical information.

- B. MEDICATION:** Medications may only be administered with the written consent of the parent or guardian. Medications must be kept in their **ORIGINAL CONTAINER** with the **ORIGINAL LABEL**. The label for prescription medications must contain legible directions for use, the expiration date, the specific child's name and the physician's name. A drug container without a label or with an illegible label is not permitted. Medications will be stored in a locked container, which is inaccessible to children. Medication requiring refrigeration must be placed in another nonabsorbent locked container and labeled "medications". ***Absolutely NO medication should be left in backpacks, diaper bags, etc. Make sure they are given to a staff member upon your arrival at the center.***
- C. ILLNESS:** We strive to prevent the spread of illness, and your cooperation with our policies regarding this will be of tremendous help. If your child has a fever, diarrhea or any other symptoms of a contagious illness, in all fairness to the other children and staff, please keep him or her at home. Since minor respiratory problems are common and danger is minimal, we do not require that your child stay home due to a cold. However, all children are taken outside twice a day for fresh air and exercise. ***If your child is too ill to participate in outdoor activities, your child is probably too ill to attend the center.***

Should your child become ill while at the center we will separate him/her from other children and always phone you to make you immediately aware of his or her condition. If your child has a temperature of 100F degrees, you will be alerted by phone and you must remove the child from the center within an hour. If you are not at the center within one hour of the call, your child's emergency contacts will be called to pick up your child. For this reason, your emergency contacts should be within a half-hour drive from the center. Please read the following health guidelines to further acquaint yourself with our policies regarding illness. All infectious diseases must be reported to the South Dakota State Health Department.

HEALTH GUIDELINES

GUIDELINES FOR SENDING A CHILD HOME

- I. If a child has a temperature of 100 degrees F.
- II. If a child is vomiting or has any type of undiagnosed rash.
- III. If a child has a temperature of 100 degrees F and/or has one or more of the following:

Chicken Pox - Slight fever; fine blisters on scalp, face or body.

Diarrhea - At least two watery bowel movements within two hours.

Measles - Runny nose; watery eyes; fever; cough; blotchy body rash.

Mumps - Pain in cheeks; swelling over jaw and front of ear.

Pink Eye - Red eyes; discharge from eyes; crusted eyelids.

Streptococcal Infections - Fever; sore throat.

Scarlet Fever - Fine red rash over body.

Body Lice, Head Lice - Little bugs on body; itchy scalp.

Ringworm - Itchy, scaly patches on scalp or body.

Pin Worms - Itchy rectum, small white, wiggling threads on rectum/stools.

Impetigo - Small blisters that become crusted and contain pus.

Thrush - Sores usually in mouth & throat.

Shingles - Fluid-filled blisters, extreme itching.

Croup - A type of influenza, coughing, fever.

RSV - Viral respiratory illness, fever, vomiting, diarrhea.

Hand, Foot & Mouth - Lesions in/around mouth, palms, fingers & soles of feet.

IV. The center may send a child home if behavior indicates illness.

GUIDELINES FOR RETURNING A CHILD TO THE CENTER

A child sent home because of a fever may return the next business day or after their temperature is normal without the aid of aspirin, Tylenol or ibuprofen. Your director may ask for a doctor's note stating that your child may return to the center.

A child sent home because of any one of the following communicable diseases may return to the center when:

Chicken Pox - Sores dry up or crust; no new blisters appear.

Diarrhea - Symptoms are gone for 12 hours.

Measles - Rash has faded; no fever for 24 hours.

Mumps - Swelling is gone.

Pink Eye - Redness or discharge disappears. 24 hours after antibiotic treatment is begun.

Streptococcal Infections - 24 hours after antibiotic treatment is begun.

Scarlet Fever - Rash is gone; resting pulse is under 80/minute.

Body Lice, Head Lice - After treatment and when no bugs remain in hair.

Ringworm - After medicine is applied and sores are covered.

Pin Worms - The day after treatment begins and nails are cut.

Impetigo - After medicine is applied and sores are covered.

Thrush - Until sores are healed, with prescription from doctor.

Shingles - After sores have crusted.

Croup - If the child is able to participate in activities.

RSV - If the child is able to participate in activities.

Hand, Foot & Mouth - Lesions have crusted, or doctor's permission.

FIRE, TORNADO AND NATURAL DISASTER

Our centers have special procedures set up to deal with such emergencies as fire and natural disaster. A city fire inspector inspects each center on a regular basis. Fire drills are held at least four times a year and tornado drills at least once a year. During severe weather, a constant check is kept for emergency information.

Emergency evacuation drills are practiced each year. It is very important for children to know what to do and where to go if an emergency situation exists; this is one way to limit panic and

fear and to speed up any evacuation if necessary. In cases of emergency evacuation, children and staff will follow plans posted at the center.

For fire evacuation, children are instructed to use exits as posted and proceed outside and away from building as directed. For other emergency evacuation, children are instructed to follow teacher's directions according to posted plans.

INCLEMENT WINTER WEATHER INFORMATION

Our centers will NOT close for business during inclement weather, unless it is an extremely severe winter or summer storm that causes the functions of the entire community to shutdown. It is the parent's discretion whether road conditions are safe or passable.

There may be times when our centers may be forced to delay opening for business due to road conditions which inhibit staff abilities to reach the centers by 6:30 A.M. In the unlikely event of a delayed opening time or not opening at all, we will announce the appropriate information on local radio stations. These stations include Backyard Broadcasting Stations: KELO 1320 AM, KELO 92.5 FM, KRRO 103.7 FM, KTWB 101.9 FM and KWSN 1230 AM, and Results Radio Broadcasting Stations: Hot 104.7 FM, KIKN 100.5 FM, Mix 97.3 FM, KSOO 1140 AM, KXRB 1000 AM and B-102.7 FM. Both radio broadcasting networks will be notified by 6:00 A.M. with the appropriate information.

Please feel free to contact your director or assistant director with any questions you might have regarding the above information.

AUTHORIZING INDIVIDUALS TO PICK UP YOUR CHILD

If someone other than yourself will be picking up your child, a written notice must be left with the director in the morning. We require picture identification from anyone other than you picking up the child. Individuals picking up children must be at least 18 years old or we have written permission from you for someone younger to pick up. If there is a conflict with the age requirement in your specific situation, let us know. We will not, under any circumstances, allow your child to leave with an unauthorized person. Please understand that this is completely for the protection and safety of your child. If custody situations arise, please provide the director with proper legal documentation.

ARRIVING AND LEAVING THE CENTER

Center hours are 6:30 A.M. to 6:30 P.M. Monday through Friday. Children should not be dropped off or picked up outside of these hours. All children MUST be brought into the building. No child should be left unattended in any area of the building while being dropped off or picked up. Please "sign" your child in and out daily and notify the center when your child will be unable to attend that day.

LUNCHES, SNACKS AND FEEDING TIMES

Our menus have been designed to meet state requirements and are intended to give each child a well-balanced meal. A wide variety of food choices are served to help your child begin a lifetime of healthy eating habits. We recognize that all children will not eat all types of foods, but we feel exposure to a wide variety of foods at an early age is important.

Menus are posted for each month. If you are aware that your child will not eat a particular food type, you may send a sack lunch from home. **These sack lunches are stored on open shelves or the child's cubby; food must be ready to be served and should not require refrigeration or the use of a microwave.** If your child requires a special diet, food must be provided by the parent.

Apple Tree Children's Centers participates in the federally funded Child and Adult Care Food Program (CACFP). This program reimburses a portion of our food costs back to Apple Tree. CACFP requests that you complete an eligibility form annually and Apple Tree encourages you to complete the application for free or reduced meals.

Lunch is provided from approximately 11:00 A.M. to 12:30 P.M. each day. Snacks are provided each morning and afternoon, check with the director for exact times. Please inform the Director if your child will attend at a later time than usual, especially if you plan on having your child eat lunch at the center.

Treats: Special treats are permissible if prior arrangements have been made with the director and your child's teacher. Due to potential allergies, all treats must be store bought with ingredient label and must not contain any nuts.

Infants will be held while bottle-feeding, per state requirements. We do not "prop bottles up" while a child is feeding. Infant formula, *Parent's Choice With Iron* and iron fortified rice cereal is provided to infants at no cost. If your child requires another brand or other baby food item, the parent is responsible for supplying the item.

Apple Tree is a peanut-free center.

No gum or hard candy is allowed in the center.

REPORTING OF CHILD ABUSE/NEGLECT

On or before the first day at our centers, all staff members and volunteers are required to read and sign a statement that defines child abuse/neglect and states reporting requirements.

Any staff member who feels that a child attending the center may have been abused/neglected is required by law to immediately report to the director who will inform the Department of Social Services or law enforcement agency.

CHILD BEHAVIOR GUIDELINES

Any discipline will incorporate:

- positive guidance
- redirection of energy
- setting of reasonable limits

Any peer pressure as a discipline measure and any humiliating or frightening forms of punishment are prohibited.

If your child is experiencing some behavioral difficulty, your child's teacher or the director will notify you and a conference will be scheduled. The director and teachers will then work closely with you to see if the problem or problems can be resolved. As a last resort, we reserve the right to ask you to withdraw your child from school with a two- week's notice.

The following information is intended as a guideline for working with children who are having difficulty in adjusting to or abiding by certain rules of behavior in a classroom or center as a whole.

1. Center management is always obligated to look first within the center, staff, schedules and/or activities to ascertain if the center can realistically offer any changes in its program that will help the child adjust behavior appropriately.
2. Center management and staff will communicate with parents as situations develop to keep them informed and involved.
3. As problems continue, the center director will hold a parent conference to form an "action plan" to help facilitate more appropriate and/or acceptable behavior on the part of the child. Also, at this time, an agreement should be reached as to when or what behavior should warrant the director and her/his staff to contact the parents during the day regarding the child's behavior. An agreement will also be made as to when the director will call the parents to pick the child up before their normal pick up time.

Parents need to be aware that they will be contacted when their child is endangering the safety of other children or staff, or has spent an accumulated total of one hour's time during a given day in a time out session.

4. The center reserves the right to withdrawal a child when:
 - A. Parent action is not followed or if there is no positive change in the child's behavior as per time limits previously set in the "action plan."
 - B. Center has accumulated numerous incident reports documenting the child's behavior to this particular point.

TRANSPORTATION

Transportation is provided to and from various elementary schools during the school year and for field trip activities throughout the year. Our vans and buses do not leave a school until all children are accounted for. If your child will not be riding the van, call the center and let the teacher or director know. Apple Tree Children's Centers are not responsible for accidents or other problems that occur if your child uses other forms of transportation to and from our centers including the public school buses.

School age and preschool age children are allowed to participate in a field trip activity. Insurance is provided for all center vehicles used to transport children. If a child is participating in field trips from the center, a Field Trip Release Form signed by the parent is required. These forms are at the center.

Apple Tree Children's Centers will use child passenger restraint systems for all children under the age of five. You may be asked to provide a car seat in the event of a field trip. Each vehicle will only carry the number of children allowed by vehicle passenger capacity.

FIELD TRIP/VAN & BUS RULES

Periodically, trips away from the center are planned and our wish is to include all children for this special activity. Occasionally we may ask for an activity fee to cover part of the cost of a field trip.

Children that are not at the center to depart with their class will remain at the center with another class until their class returns from the field trip. **Parents are not permitted to drop off their child at any field trips.** Staff/child ratios and van/bus seat availability is the reason for this policy.

We do have guidelines that need to be followed by children in order to make it a positive experience for all. Please be aware and supportive of these guidelines.

1. All children must display appropriate behavior at all times. The following behavior is unacceptable on any trip:
 - A. Running ahead of the group.
 - B. Running away from the group or teacher.
 - C. Not listening.
 - D. Not following directions.
 - E. Showing disrespect to adults.
 - F. Profanity of any kind - words or actions.
 - G. Throwing temper tantrums.

2. All van and bus rules must be obeyed (listed below).
 - A. Get on and off the van/bus one at a time. (First row first getting off.)
 - B. Always wear your seat belt. You may unbuckle it only after the van stops and the driver asks you to do so.
 - C. Use quiet van/bus-voices!
 - D. Keep hands in lap, backs against the seat, and your feet on the floor.
 - E. There is to be no bouncing or rough housing.
 - F. All items must be put in back packs and put under the seat or directly in front of you.
 - G. There is to be no food or drinks consumed in the van/bus.
 - H. No children should put their hands, arms, coats, etc., out of the windows.
 - I. No bad language will be allowed on the vans or at the school.
 - J. Be polite to the driver and your friends at all times!
 - K. Children will be supervised at all times.

INSURANCE COVERAGE

We ask that all children enrolled in our centers be covered under a health insurance policy. If you do not have coverage, please contact your director for some options.

In the event that your child is involved in an accident while at our center and requires medical attention, our Supplemental Accident Insurance covers any amount that your own insurance will not pay, up to \$1,000.00.

If your child has an accident, we require several forms including a "Health Special Risk" form, copies of the itemized billing from the doctor or hospital and a copy of the explanation of benefits from your insurance company. Your director will have the forms you need and can explain the process if such a case arises.

DAMAGED OR STOLEN ITEMS

Apple Tree Children's Center is required by the South Dakota Department of Social Services to use a bleach water solution for all disinfecting. This means that the diaper changing station, toys, tables, chairs, sleeping mats, equipment and dishes are disinfected with a solution of one ounce of bleach for every two gallons of water. (Diaper station solution is one ounce per quart of water). Because this is a requirement, Apple Tree Children's Center cannot and will not be held responsible for any bleach spots or stains on your child's clothing. We do our best to ensure that the changing table is wiped dry after each change and that mats, toys and equipment have been allowed to dry as well. Please keep this in mind when dressing your child in the morning for childcare.

Also, Apple Tree Children's Center will not be responsible for broken items due to normal child activity. Apple Tree is also not responsible for lost or stolen items that are brought from home (toys, clothing, dishes, etc)

If you have any questions about this policy, please see your director.

MISCELLANEOUS

Clothing - It's important for children of all ages to have a complete change of clothing at school, since even those beyond the age of "accidents" will occasionally spill juice, milk or paint. We ask that you please clearly mark each item and send them in a bag also marked with your child's name. Please dress your child appropriately for the preschool environment and for the weather since we feel it is important for children to get out and get exercise and fresh air each day. Mittens, hats, scarves, boots and snowsuits should be labeled. Please send your child in shoes that are comfortable and easy to play and run in. Sandals, cowboy boots and heeled shoes are not allowed as they do not protect their feet and increase the risk of accidents. We will try our best to help the children keep track of personal clothing, but cannot be responsible for misplaced items.

Blankets - Children attending during nap should bring a small blanket and/or a small pillow. These items must be clearly labeled and taken home weekly to be washed. Mats or cots will be provided by the center.

Personal Items - The Department of Social Services has passed a law requiring each licensed childcare center in the State of South Dakota to have individual storage units or containers for each child's personal articles. These include combs, brushes, towels and clothing. The intent of this law is to prevent cross-contamination and the spread of infectious diseases and lice. Your center may require a backpack if individual cubbies are not available. Please visit with your director as to what is needed to store your child's personal items.

Please also do not allow your child to bring his/her cell phone to Apple Tree.

Special Program Charges - We may offer special programs, such as swimming lessons, gymnastics and dance. The fees for these programs are in addition to your weekly tuition. All programs are optional to your child. **(If you owe a balance on your weekly tuition, special programs may not apply.)**

Toys - Our centers have more than an adequate amount of toys and learning materials. Please do not allow your child to bring in toys from home as they may be lost or broken. Books or CD's a child wishes to share with the class should be marked with the child's name and given to the teacher. In addition to toys, please do not let your child bring money or expensive jewelry. **Please remember we are not responsible for lost or broken items from home.**

Quiet Time - Each center has a scheduled quiet time. All children are required to have a quiet time each day, but are not required to sleep. Children will participate in quiet activities while other children sleep. Please check with your director for specific times.

Custody Issues – We feel it is in the best interest of the children to remain neutral in custody issues. We recommend that these issues be resolved outside of the center. We will provide basic information such as sign-in/out records, incident reports and payment information only. If custody situations change, please provide the director with proper legal documentation.

Outdoor Activities - Questionable weather/temperature guidelines for outdoor playtime are as follows, but these are at the discretion of the director.

Fall/Winter - 15 degrees above with a wind-chill factor not less than zero. Children who do not bring snow pants or boots should stay on the cement or paved areas of our playgrounds when there is snow on the ground.

Spring/Summer - Unless temperature rises over 100 degrees, the children will go outside as scheduled. In extremely hot weather, shorter periods will be advised. Staff will encourage children to drink lots of fluids and apply their sunscreen as needed.

Refund of Over Payment – In the event of withdrawal and an overpayment on your account, we will issue a check refunded to your last known address.

Reporting of Changes of Circumstances – Apple Tree Children's Centers will report changes of circumstances which may affect ability to comply with licensing rules, i.e. new program location, building renovations/remodeling, suspected in-house child abuse and neglect, ownership change or new director.

Announcements – center events and our activities will be posted at the front entrance or in newsletters.

PARENT REFERRAL PROGRAM

Whenever you, as a currently enrolled parent, refer another parent to any one of our centers, you will receive a tuition credit after the new family has been enrolled in our center for four complete weeks. Also, the newly enrolled parent's registration fee will be credited after four complete weeks of enrollment. Returning families must have been absent for at least one year before they can be referred by another family. You may only refer a family one time to receive the tuition credit. Please see your center Director for more details.

Please remember that we have four centers located in Sioux Falls. Their addresses and telephone numbers are listed below:

Apple Tree Children's Center – West
6400 W. 43rd Street
Sioux Falls, SD 57106
Telephone number 361-9875
4 weeks through 11 years
west.at@appletreechildren.org

Apple Tree Children's Center - East
3309 E. 26th St
Sioux Falls, SD 57103
Telephone number 339-9571
4 weeks through 12 years
east.at@appletreechildren.org

Apple Tree Children's Center – Valhalla
4101 Valhalla Blvd.
Sioux Falls, SD 57106
Telephone number 361-7746
4 weeks through 13 years
valhalla.at@appletreechildren.org

Apple Tree Children's Center - North
700 N. Sycamore Ave.
Sioux Falls, SD 57110
Telephone number 332-5581
4 weeks through 12 years
north.at@appletreechildren.org

www.appletreechildren.org

PARENT REFERRALS EARN PARENTS TUITION CREDIT!

When you know of a family that you wish to refer, just stop by your director's office and pick up a center business card. Write your name on the card and give it to the parent you are referring. That family must give the card to the director when they enroll in order to redeem the appropriate credits. Families that leave our centers and then wish to return will not qualify to be referred by another parent unless they have been absent from our centers for at least one year.

We realize that the families enrolled in our centers are our greatest assets and that many parents hear of our programs through word of mouth from friends and neighbors.

This program has been designed to thank you for your recommendations of our centers. If you have any questions about the Parent Referral Program, please stop by the director's office at anytime.

WELCOME TO OUR CENTER!

Any and all provisions in this booklet are subject to change with a two-week notice.