

APPLES AND BOOKS

Learning Center

1036 US HWY 202
Branchburg, NJ 08876

(908) 429-4275 office

(908) 429-0841 fax

applesbooks@verizon.net email
www.applesbooks.com

Dear Apples and Books Learning Center Families,

We are excited about our upcoming summer camp and expect a fun-filled and SAFE season.

Our staff are committed to adhere to the CDC health guidelines and Grow NJ Kids high quality, developmentally appropriate standards while providing a fun, learning environment.

We continue to offer 2, 3, 4, and 5 full and half day schedules to meet your family needs.

If you wish to enroll your child:

- Complete the attached forms.
- Mail your enrollment form with a \$60 registration fee to:

Apples and Books Learning Center
1036 US HWY 202
Branchburg, NJ 08876

- Tuition will be due the first day of camp.

Thank you for your participation. Please email applesbooks@verizon.net with any questions you may have.

Very truly yours,

Vanessa Carey

Vanessa Carey, Center Director

Apples and Books Learning Center, Inc.

Excellence in Early Learning Since 1995!



www.applesbooks.com

www.facebook.com/applesandbookslearningcenter

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The following guidelines from the New Jersey Department of Children and Families will be implemented immediately to ensure we are maintaining a safe environment for families, children, and staff:

- Children and staff will be screened for COVID-19 symptoms prior to entering or being admitted to the center each day.
- Daily temperature and symptom check of staff and children will be done prior to entry; if anyone has a temperature of 100°, or higher, they will not be permitted into the building.
- Children and staff must wash hands upon arrival, and wash hands or use hand sanitizer before and after signing in and out
- Parents drop off children at the front door, limiting adult entry into the center; we will have a staff member meet your child as they are dropped off
- Outdoor play will be staggered, so that we ensure limited children are outside at one time, but still ensure that all children have their outdoor time
- Guidance for New Jersey Child Care Facilities On COVID-19 Related Health and Safety Requirements can be found at <https://www.nj.gov/dcf/news/Final.CC.Health.and.Safety.Standards.pdf>

By signing this document, you are stating that you agree and will support these state-led guidelines.

Parent Signature

Date













Parent Signature

Date

Center Director Signature

Date

ABLCC 2021 SUMMER CALENDAR

This Week's Focus	Monday	Tuesday	Wednesday	Thursday	Friday
	6/21 Group Project Grilled Cheese Day	6/22 Messy Art Day!	6/23 Math Games Gardening Pizza Day	6/24 Science Project Sing-along Puppets Writing Clinic	6/25 Yoga Popcorn/Movie Chicken Finger Day
	6/28 Group Project Water Play – Ban/Bugs Grilled Cheese Day	6/29 Messy Art Day!	6/30 Math Games Water Play – App/Peach Gardening Pizza Day	7/1 Science Project Sing-along Puppets Writing Clinic	7/2 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	7/5 CLOSED	7/6 Messy Art Day!	7/7 Math Games Water Play – App/Peach Gardening Pizza Day	7/8 Science Project Sing-along Puppets Writing Clinic	7/9 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	7/12 Group Project Water Play – Ban/Bugs Grilled Cheese Day	7/13 Messy Art Day!	7/14 Math Games Water Play – App/Peach Gardening Pizza Day	7/15 Science Project Sing-along Puppets Writing Clinic	7/16 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	7/19 Group Project Water Play – Ban/Bugs Grilled Cheese Day	7/20 Messy Art Day!	7/21 Math Games Water Play – App/Peach Gardening Pizza Day	7/22 Science Project Sing-along Puppets Writing Clinic	7/23 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	7/26 Group Project Water Play – Ban/Bugs Grilled Cheese Day	7/27 Messy Art Day!	7/28 Math Games Water Play – App/Peach Gardening Pizza Day	7/29 Science Project Sing-along Puppets Writing Clinic	7/30 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	8/2 Group Project Water Play – Ban/Bugs Grilled Cheese Day	8/3 Messy Art Day!	8/4 Math Games Water Play – App/Peach Gardening Pizza Day	8/5 Science Project Sing-along Puppets Writing Clinic	8/6 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	8/9 Group Project Water Play – Ban/Bugs Grilled Cheese Day	8/10 Messy Art Day!	8/11 Math Games Water Play – App/Peach Gardening Pizza Day	8/12 Science Project Sing-along Puppets Writing Clinic	8/13 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	8/16 Group Project Water Play – Ban/Bugs Grilled Cheese Day	8/17 Messy Art Day!	8/18 Math Games Water Play – App/Peach Gardening Pizza Day	8/19 Science Project Sing-along Puppets Writing Clinic	8/20 Water Play - Fireflies Yoga Popcorn/Movie Chicken Finger Day
	8/23 Group Project Grilled Cheese Day	8/24 Messy Art Day!	8/25 Math Games Gardening Pizza Day	8/26 Science Project Sing-along Puppets Writing Clinic	8/27 9:30-11 FAIR Popcorn/Movie Chicken Finger Day
	8/30 Group Project Grilled Cheese Day	8/31 Messy Art Day!	9/1 Math Games Gardening Pizza Day	9/2 LAST DAY OF CAMP THANK YOU!!!	9/4  CLOSED Teacher Prep Day

WHAT SHOULD I PACK FOR MY CHILD EACH DAY?



HEALTHY LUNCH & DRINK

Stored in a lunch box.

**NO nut products, candy
or glass containers
please.**



**WATER BOTTLE
OR
SIPPY CUP**



EXTRA CLOTHES



**FACE MASK + a few
extras
3 years & up only**



**BATHING SUIT, TOWEL, WATER
SHOES, & SUNSCREEN**



**CRIB SHEET
& BLANKET
3 years & under**



ART BOX
washable markers and
crayons.
3 years & up

**DIAPERS,
WIPES
&
CREAM**



**PUT IT ALL IN THEIR
BACKPACK**
or another plastic lined
zippered bag.
Please make sure bag is big
enough to fit all their stuff.

***Please label everything with your child's name.
Children's belongings will be sent home daily for washing.***



- ★ **When is water play?** 9:30AM or 1:30PM on the patio for children 3 and up. Children under 3 on the playground. Please see the calendar for the scheduled day of your child's class.
- ★ **What time are meals served?** Morning Snack: 9AM, Lunch: 11:30AM or 12 NOON, and Afternoon Snack: 4PM
- ★ **Do you offer meals?** Yes, Monday is grilled cheese day, Wednesday is pizza day and Friday is chicken finger day! See attached order form.
- ★ **What should my child wear?** Good question! Your child should wear clothes that allow them to get messy and shoes for them to safely run, jump, and climb! Sandals that are securely fastened around their foot or sneakers are your best choice. No flip flops please! On water play day, your child should wear their bathing suit (if they play at 9:30AM) and bring water shoes or an old pair of sneakers for them to run on the patio without scraping their toes 😊
- ★ **Should I apply sunscreen to my child before coming to school?** Yes, please! Sunscreen will be reapplied as needed in the afternoon. Please be sure to bring a supply for your child.
- ★ **Can my child bring toys from home?** No, to prevent items being lost and the spread of germs, we ask you to please refrain from bringing toys to school. Soft comfort toys for naptime are permitted.
- ★ **Should I label my child's belongings?** Yes! Please label all your child's items (including extra clothes, waterplay clothes/shoes, masks, & sunscreen) with their first and last name or their initials. This will help reduce potential confusion for our teachers.
- ★ **Can my child bring candy in their lunch?** No, candy is not permitted. Please focus on healthy lunch options. In instances where prepackaged lunches, like Lunchables, include candy in them, we will send the candy home.

Summer Camp

5-10 Year-Old Program Highlights

Daily Schedule:

8:30	Morning Snack
9:00	Morning Meeting, Gardening & Outdoor Play
9:30	Water Play, Morning Activity, or Weeklong
12:00	Lunch & Free Time (electronics allowed during this time)
1:00	Reading & Writing (Mon, Wed, Fri) or Bible, Sing-along, & Character Building (Tues, Thurs) Friday is Prize Day!
1:30	Water Play or Game Time for Trailblazers and CIT's
2:30	Afternoon Activity
3:30	Outside Games – kick ball, whiffle ball, relay races, croquet, soccer, bean bag toss, horseshoes and others!
4:00	Snack
4:30-6:30	Game Time/Free Choice/Reading/Journal Entry

Morning Meeting: This is our daily morning “kick off” assembly. Children will gather outside for pledge of allegiance, “My Country ‘Tis of Thee” song, morning blessing/prayer, and our school cheer. This is a great bonding time for everyone.

Outdoor Sports and Activities: The following activities will take place: kick ball, whiffle ball, relay races, croquet, soccer, bean bag toss, horseshoes and others!

Gardening: Our campers will take turns caring for our school’s organic garden, watch its growth and record its growth daily in their science journals.

Summer Reading: Campers will spend time reading 15 minutes daily. They will also write about what they have read in their journals and answer simple questions to promote understanding of what they read.

Indoor Competitive Sporting: These team competitions are enjoyed through cup stacking, Rubik’s cube, and knock hockey games.

Sewing: Campers will enjoy simple sewing projects like making a pillow or stuffed animal.

Character Building through Bible Examples: Teachers will lead this group discussion and sing-along. We will talk about respecting others, being kind, friendships and what the bible says about these topics. A bible verse will be reviewed, and a prize given on Fridays when memorized.

Field Trips and Swim Day: **Field trips TBD due to COVID-19.** Permission slips will be sent out to you later this season. Trip dates and permission slip due dates will be given. On swim day, children will leave at 9:00AM. Please have your child wear their camp T-shirt. We will pack snacks and a drink and return for lunch at 12:00 noon. There is an extra charge to participate. Children not attending will remain at the school for in-class activities.

Meals and Snacks: Children should pack a healthy and nutritious lunch daily along with a reusable water bottle. Grilled cheese , pizza days, and chicken finger days are offered Mondays, Wednesdays, and Fridays (see attached form). ABLC will provide a light morning and afternoon snack. Students may bring additional nut-free, healthy snacks such as yogurt or fruit if they desire additional or a different snack than what is offered.

Water Play: On certain scheduled mornings or afternoons (see camp calendar) each classroom will have outside water play. If your child is scheduled in the morning have them wear their bathing suit. If he or she is scheduled for afternoon water play have them bring their suit. All students should bring a towel and water shoes.

Game Time: Assorted games such as: Knock Hockey, Uno, Connect Four, Monopoly, and digital games will be available for all children. Board and other games from home can be shared with their class.

Electronics Policy: Students who choose to bring in an electronic device may do so. ABLC is not responsible for a lost, stolen, or broken devices. The following guidelines must be followed: Only games, music, pictures, and movies rated “E” for everyone are permitted (no exceptions). Time of use will be established by the teacher. Students may not walk around with devices in their hands or pockets. If misuse or arguing between students or ABLC staff is a result of an electronic device, the device must be put away for the day (no exceptions). Internet use without teacher supervision is not permitted. Social media is not permitted. Wi-Fi is not available for use at ABLC.

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SUMMER MONTHLY TUITION

<u>Infant and Toddler Classrooms 0-3 years</u>	2 Days	3 Days	4 Days	5 Days
0-18 months Infants Full Day 7AM-6:30PM	\$959	\$1,179	\$1,361	\$1,635
18-36 months Full-Day 7AM-6:30PM	\$877	\$1,039	\$1,293	\$1,462
18-36 months Half-Day 4 hours	\$481	\$584	\$763	\$910

<u>Preschool Classrooms 3-5 years</u>				
3-5 years Full-Day 7AM-6:30PM Fully potty trained	\$634	\$759	\$879	\$994
3-5 years Full-Day 7AM-6:30PM Non-potty trained	\$877	\$1,039	\$1,293	\$1,462
3-5 years Half-Day 4 hours Fully potty trained	\$441	\$539	\$659	\$743
3-5 years Half-Day 4 hours Non-potty trained	\$481	\$584	\$763	\$910

<u>School Age Summer Camp Programs</u>				
CIT Program Monthly Flex hours	N/A	N/A	N/A	\$675
5-10 years Monthly 7AM-6:30PM	\$634	\$759	\$879	\$994
5-10 years Weekly 7AM-6:30PM	\$172	\$212	\$235	\$266
5-10 years Monthly 4 hours	\$441	\$539	\$659	\$743

<u>Daily Rate - Per Diem Only</u>	
0-36 months Non-potty trained	\$85
3 years and up Fully potty trained	\$75

Connect-a-Friend!
After they enroll
you will receive a
20% discount off
one month's
tuition!

COVID-19 Health and Safety

- Staff & Students screened daily
- Staff wear masks
- Drop off and pick up at the door
- Regular disinfection of environment

Fees

Annual Registration	\$60 non-refundable
Late payments	\$30 after the 5 th of the month and an additional \$25 after the 15 th of the month
Late pick up	\$15 every 15 minutes – fee to be given to the childcare provider
Change in Schedule	\$40
Returned Check	\$40

- Morning snack served at 9AM. Afternoon snack served at 4PM. Light snacks are provided.
- Cancellation of Enrollment: Security deposit will be refunded when you give 60 days of notice upon cancellation of enrollment. Notice must be given 60 days before your child's scheduled start date. Otherwise, there will be no refund.
- Withdrawal from Apples and Books Learning Center: Security deposit will be refunded when you give 30 days of notice of your child's last day. Notice must be given 30 days before your child's last day. Otherwise, there will be no refund. Security deposit refund will be applied to your child's last month of tuition.
- Payment is due the first of every month. Late fees applied after the 5th and 15th day of the month.
- There will be a 10% price reduction for the 2nd child in the family. Reduction applied to lower monthly tuition.
- Enrollment is for an entire school year (September through August), including summers and holidays.
- No credit will be given for illness, holidays, vacation, or absence.

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ENROLLMENT FORM

Today's Date _____ Child's Start Date _____

Child's Name _____ Male ___ Female ___ DOB _____

Is your child fully potty trained? Y/N This means your child verbally can tell the teacher when they need to use the toilet for urine and a bowel movement. This child does not have regular accidents and is able to use the toilet independently. No pull-ups or diapers at any time.

List any allergies _____ Does your child require the use of an EPIPEN or Inhaler? Explain _____

List any food restrictions _____ Is your child vegetarian? Explain _____

Does your child have an IEP or IFSP? Y/N If yes, please provide a copy with your enrollment form.

Parent 1/Guardian Name _____ Primary contact person? Y/N Preferred contact method: _____

Parent 1/Guardian Cell _____ Work _____ Email _____ Employer Name & Address _____

Parent 1/Guardian Home Address _____ Does student live with you? Y/N

Parent 2/Guardian Name _____ Primary contact person? Y/N Preferred contact method: _____

Parent 2/Guardian Cell _____ Work _____ Email _____ Employer Name & Address _____

Parent 2/Guardian Home Address _____ Does student live with you? Y/N

Would you like a home visit? Y/N If yes, please tell us a good time to visit _____

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> 0-18 months Infants | ___ 2, ___ 3, ___ 4, or ___ 5 days | Days your child will attend: _____ |
| <input type="checkbox"/> 18-36 months Non-potty trained | ___ 2, ___ 3, ___ 4, or ___ 5 days | Approximate drop off time: _____ |
| <input type="checkbox"/> 3-5 years Fully potty trained | ___ 2, ___ 3, ___ 4, or ___ 5 days | Approximate pick-up time: _____ |
| <input type="checkbox"/> 5-10 year-old program | ___ 2, ___ 3, ___ 4, or ___ 5 days | |
| <input type="checkbox"/> CIT Program | ___ 5 days only | |
| <input type="checkbox"/> Camp t-shirt \$16.00. | ___ XS 2-4, ___ S 6-8, ___ M 10-12, ___ L 14-16. | |

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Withdrawal from Apples and Books Learning Center: I understand my security deposit will be refunded when I give 30 days of notice of my child's last day. Notice must be given 30 days before my child's last day. Otherwise, there will be no refund.

Refunds: I Understand my security deposit will be applied to my child's last month of tuition.

Please sign in agreement: X _____

Thank you for choosing Apples and Books Learning Center!

Annual Registration Fee: \$60 (non-refundable)

Security Deposit: _____

School T-Shirt: _____

Other: _____

Total Paid: _____

Check Number: _____

Balance Due: _____

Balance Paid: _____

Check Number _____

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DISCIPLINE POLICY CONTRACT FOR CAMPERS

FOR CHILDREN 5 YEARS OLD AND UP

Apples and Books Learning Center (ABLC) Summer Camp Program strives to create an environment in which children are encouraged to develop an appreciation of their own rights and the rights of others. Each camper is helped to understand the impact of behavior as it might affect others. The campers are encouraged to express their opinions and feelings appropriately. They will also be encouraged to use constructive means to settle disagreements or problems.

Children need to know the rules if we expect them to abide by them. At the beginning of the camp season, the campers, together with the staff, will review the rules. As a result, the campers will know what is expected of them and will understand what appropriate behavior for themselves is and for others, resulting in a safe camp program.

Campers have a responsibility to exhibit self-control on school property and field trips. This can be accomplished if all campers:

- Stay with assigned counselor unless asked otherwise
- Remain within the area assigned for a specific activity
- Maintain and respect ABLC property and the property of others
- Speak to and treat counselors, personnel, and other campers with respect
- Refrain from using inappropriate or foul language/gestures
- Avoid placing themselves and others in danger or physical harm
- Refrain from deliberate or intentional hitting, touching, and bullying
- Refrain from the use of the internet without teacher approval and supervision
- Refrain from bringing in any inappropriate or unapproved material
- Follow ABLC policies

Campers who choose not to accept these responsibilities are subject to disciplinary action, which includes:

- Verbal warning
- Time-out from activity
- Written incident report and parent notification
- Conference between camper, counselor, site leader and parent
- Suspension of 1-2 days, depending on severity of incident
- Expulsion from program

Consequences will vary according to the frequency, severity, and nature of the incident. No refund will be issued if a camper is dismissed.

ABLC SUMMER CAMP PROGRAM

I have read the above Discipline Policy with my child _____.

We agree that following rules will make this summer a positive and safe experience.

Parent/Guardian Signature _____ Date _____

Camper's Signature _____ Date _____

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IMPORTANT INFO SHEET

Child's Name: _____ DOB: _____ Age: _____ Weight: _____ Grade this Fall? _____

Allergies, Medical Conditions or Dietary Restrictions _____

Name & purpose of medication taken _____

Parent 1: Name _____ Work _____ Cell _____ Home _____

Parent 2: Name _____ Work _____ Cell _____ Home _____

Guardian's: Name _____ Work _____ Cell _____ Home _____

Email 1: _____ Email 2: _____

Emergency Medical Release:

If a medical emergency occurs, I authorize Apples & Books Learning Center to seek emergency medical care for my child as deemed necessary by the Director.

Information to Parents Statement:

I have read and received the Information to Parent's statement.

Discipline Policy:

There shall be no hitting, corporal punishment, abusive language, ridicule or harsh, humiliating or frightening treatment, or any other kind of child abuse or neglect. Our methods of guidance and support shall be positive and consistent with the developmental needs of each child. Children shall not be isolated without adult supervision. Discipline will be consistent. Discipline shall not be associated with behavior of children regarding rest, toileting or food. When a child is not cooperating in the group, we will call attention to children who are good listeners and are cooperating (positive reinforcement). If the child continues to be uncooperative, the co-teacher will sit with the child in the group. If the negative behavior persists, the child will be removed from the group and placed elsewhere within the classroom. Parents will be informed if negative behavior persists.

Expulsion Policy

I have received a copy of the center's policy on the expulsion of children from enrollment. This policy is found in the ABLC Parent Handbook.

Written Parent Statement:

My child is in good health and can participate in the normal activities of the program.

Social Media Policy

No photographs taken within the preschool setting or at preschool special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for use on the Apples and Books Learning Center's website and in other advertising material if parental permission is given). No public discussions are to be held or comments made on social media sites regarding the preschool children, staff or preschool business (except appropriate use for marketing fund raising events) or that could be construed to have any impact on the school's reputation or that would offend any member of staff or parent associated with the school.

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Withdrawal from Apples and Books Learning Center: I understand my security deposit will be refunded when I give 30 days of notice of my child's last day. Notice must be given 30 days before my child's last day. Otherwise, there will be no refund.

Refunds: I Understand my security deposit will be applied to my child's last month of tuition.

Person(s) other than parent that can be contacted in case of illness or emergency:

Name _____ Phone _____ Relationship _____

Address _____

Doctor's Name, Address & Telephone _____

Health Ins. Co. _____ Policy# _____ Dentist's Name & Telephone _____

Note: All medication sent to ABLC must in the original and/or prescribed packaging, given to the director, and labeled clearly with Doctor's instructions and medication permission slip. Please have your child's doctor fax us a copy of your child's immunization records. All children must have medical up-to-date records.

I authorize Apples and Books Learning Center staff to apply sunscreen to my child's exposed skin on an as needed basis.

I have read and understand all the policies set forth by Apples and Books Learning Center in the Parent's Handbook. I hereby allow my child to participate in all aspects of the summer program including field trips. I consent that photographs taken of my child are the property of Apples and Books Learning Center and may be reproduced as Apples and Books Learning Center desires, free of any claim on my part. I support and adhere to the health and safety guidelines set forth by the CDC and OOL to prevent the spread of excludable illnesses, including COVID-19.

Parent/Guardian Signature

Date

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CIT APPLICATION

The Counselor in Training (CIT) program is for children 10-13 years old. Those enrolled will gain leadership and team building skills by learning to work with youth in hands-on group projects. We have limited CIT positions available. Those who want to take part in this program must apply and go through an interview process.

- Please write neat. Keep paper clean. You may answer the questions on a separate sheet of paper if you would like.
- We are looking for information that shows you are a leader and have the desire to work with youth (ages 2 to 7).
- If you are accepted into this program you are expected to be a positive, interactive role model for the youth.
- Interviews are scheduled based on quality of your application and when the application is received. Come dressed appropriately.

Name _____ Age _____ Current Grade _____ School _____

Address _____ Town _____ Phone _____ Email _____

- I am a returning CIT.
- I am a first-time applicant.

1. Do you want to be a CIT? Why?

2. What do you think makes a good CIT?

3. What do people say is your best quality?

4. What do you want to get better at doing?

5. Will being a CIT help you? How?

6. Do you think you will be a good CIT? Why?

7. What clubs, groups, organizations, jobs, sports, or activities have participated in?

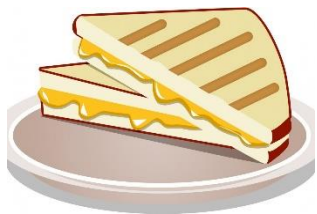
8. What is your best summer camp memory?

9. What is your worst summer camp memory?

10. Tell us anything else that you want us to know.

I have answered the above questions honestly and to the best of my ability.

Signature: _____ Date: _____



**GRILLED CHEESE
MONDAYS,
PIZZA WEDNESDAYS,
&
CHICKEN FINGER
FRIDAYS**



Grilled Cheese Mondays:
June \$8
July \$16
Aug \$20

Pizza Wednesdays:
June \$8
July \$16
Aug \$16

Chicken Finger Fridays:
June \$4
July \$20
Aug \$16

(Sorry, refunds and cancellations do not apply)

*Return this form with payment for June, and July meals by Monday, June 14th
Remit payment for August meals by Monday, July 26th*

Student's Name: _____ **Class:** _____

Please include my child in:

Grilled Cheese Mondays

- June \$8
- July \$16
- Aug \$20

Pizza Wednesdays

- June \$8
- July \$16
- Aug \$16

Chicken Finger Fridays

- June \$4
- July \$20
- Aug \$16

Pizza is plain cheese. Chicken Fingers include 2 fingers and french-fries.

Total amount enclosed: _____

Please make check payable to ABLC and write "GRILLED CHEESE", "PIZZA" or "CHICKEN FINGERS" in the note section or place cash in a marked envelope.