



Dear Parents,

Apple Tree's Parents Day Out (PDO) program offers families of children aged 3-5 an opportunity to introduce their child to a formal preschool setting in a way that works with the schedule of many of today's families. With its flexible scheduling options, parents can take advantage of offering their child the chance to interact with other children and develop important social/emotional and academic skills in a Christian school setting without the commitment or costs of a year-long school schedule.

- Christian Curriculum focused on Superheroes of the Bible including art, music, story time and lots of varied free-play time
- Families may select 1, 2 or 3 days per week for \$29 per child, per day
- Available for children ages 3-5 on Tuesdays, Thursdays and Fridays (PDO will not be held on days Apple Tree is closed)
- PDO is offered from 9am-1pm - Options for early drop off and enrichment are available for added fees. These allow for a maximum day of 8:00am-3:30pm.
- Children will need to bring a snack, water bottle and lunch (lunch is only needed if staying past 12pm)
- Registration will be offered monthly on a first come, first served basis.
- Registration for Parent's Day Out programs become available at 8am MST on the 15th of each month for the following month's dates. For example: September's PDO days will open August 15th, October's PDO days will be open September 15th and so on.
- The program is licensed by the State of Colorado and follows the rules and regulations set by the Department of Human Services
- Each class will be taught by an Early Childhood Teacher, as required by the State of Colorado
- Please do not register for a date less than 48 hours in advance without first speaking with Apple Tree to ensure we have proper staffing available for your child(ren)
- Apple Tree reserves the right to cancel (with full refund) any date that does not meet our minimum enrollment needs.
- Cancellations may be made up to 2 full school days before your reserved date. Refunds and/or credits will not be provided for cancellations made less than 2 full school days prior. (For example, Apple Tree must be notified by Friday at 9am to receive a refund when cancelling for the following Tuesday).

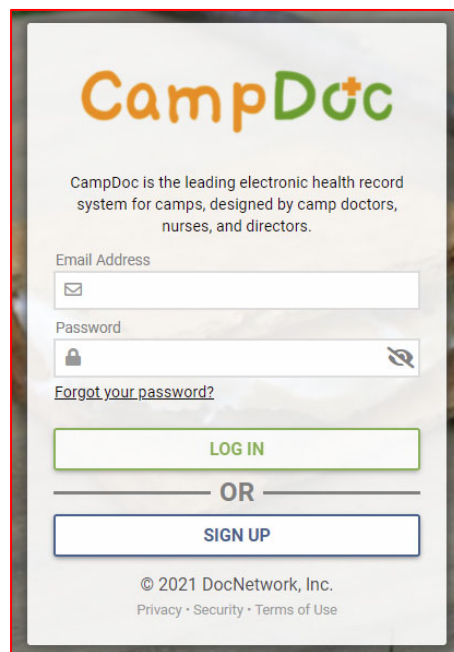
This document provides the required steps that must be completed prior to your child's first day with us. Please ensure this process is complete at least one school day prior. **Please read this entire document for important steps on completing your Apple Tree Parent's Day Out registration – Children may not attend until their profile is 100% complete.**

We are excited to share that Apple Tree's Parent's Day Out Program is partnering with CampDoc to better serve our families and staff. CampDoc offers an electronic health record and online registration system for camps, and you can now complete your participant's information electronically.

The security and privacy of your child(ren)'s health information is important to us. The CampDoc site is secure, encrypted, and password protected. You can find additional information about CampDoc privacy and security information at www.docnetwork.org/security. You will find instructions on registering for PDO through CampDoc here.

1. Registering for CampDoc

- a. Visit bit.ly/AppleTreePDO to register a family account.
 - i. If you are a Returning CampDoc User:
 1. Click the link in the email
 2. In the **Email** box, type your *email address*.
 3. In the **Password** box, type the password previously created.
 4. Click the **LOG IN** button.
 5. If you forget your password, type your *email address* and click the “**Forgot Your Password**” button.
 - ii. If you are a New CampDoc User, you will need to **create** a new account:
 1. Click the **SIGN UP** button.
 2. In the **Email** box, type your *email address* in order to confirm.
 3. In the **Password** box, type the password that you want to use.
 4. Click the **CONTINUE** button.

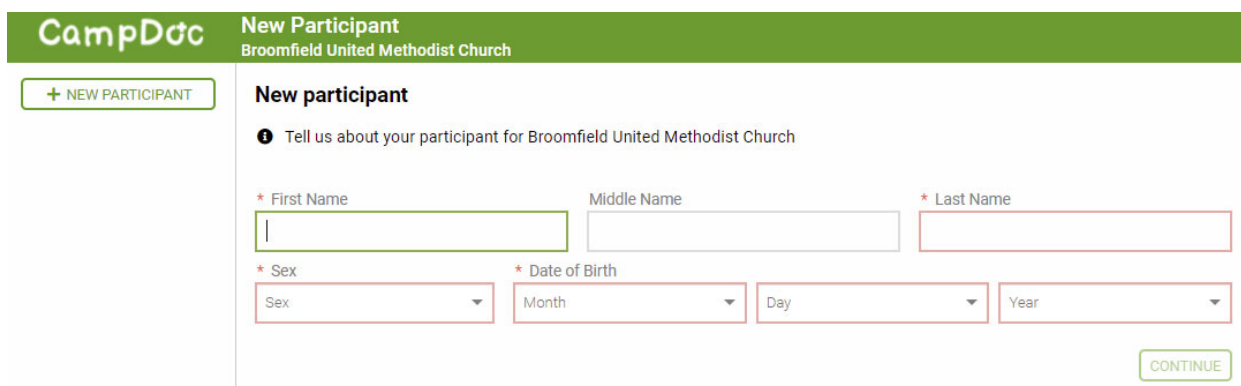


The screenshot shows the CampDoc login and sign-up interface. At the top is the CampDoc logo. Below it is a brief description: "CampDoc is the leading electronic health record system for camps, designed by camp doctors, nurses, and directors." There are two input fields: "Email Address" with an envelope icon and "Password" with a lock icon and a "Show/Hide" eye icon. A link "Forgot your password?" is located below the password field. Two buttons are present: a green "LOG IN" button and a blue "SIGN UP" button, separated by "OR". At the bottom, there is a copyright notice: "© 2021 DocNetwork, Inc." and links for "Privacy · Security · Terms of Use".

Be sure to add both noreply@campdoc.com and notifications@campdoc.com to your email address book and mark them as a safe sender if required to ensure they don't end up in your spam folder. This is a primary method of communication going forward.

2. Navigating CampDoc

- a. CampDoc is available on phones and tablets but is easiest to navigate on a computer.
- b. Once you are logged in, you may add each child that will attend on the left side of the screen by clicking “New Participant”.
- c. Continue adding each “New Participant” until all children that will attend PDO are entered.

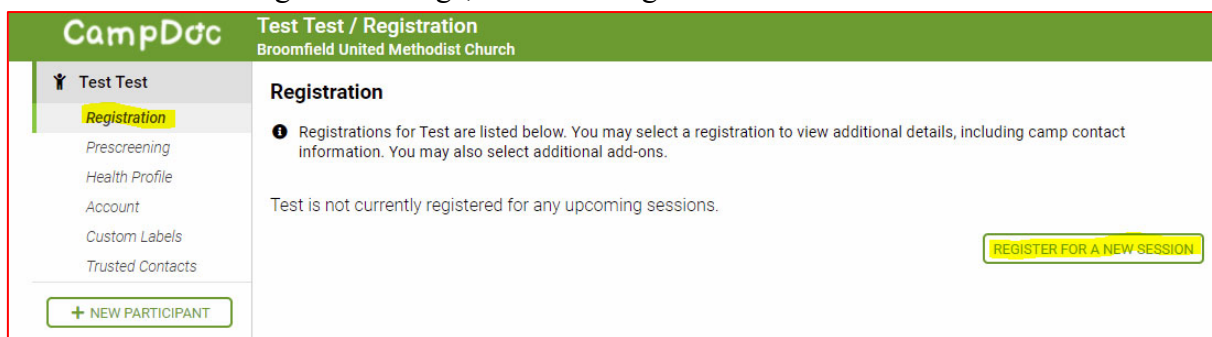
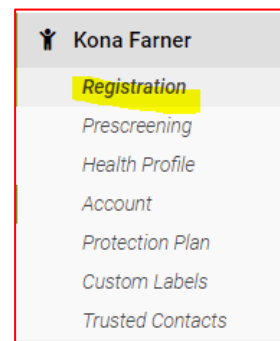


The screenshot shows the "New Participant" form in CampDoc. The header includes the CampDoc logo and "New Participant Broomfield United Methodist Church". A green button labeled "+ NEW PARTICIPANT" is on the left. The main form area is titled "New participant" and contains a sub-header "Tell us about your participant for Broomfield United Methodist Church". The form fields are: "* First Name" (text input), "Middle Name" (text input), "* Last Name" (text input), "* Sex" (dropdown menu), and "* Date of Birth" (dropdown menus for Month, Day, and Year). A green "CONTINUE" button is at the bottom right.

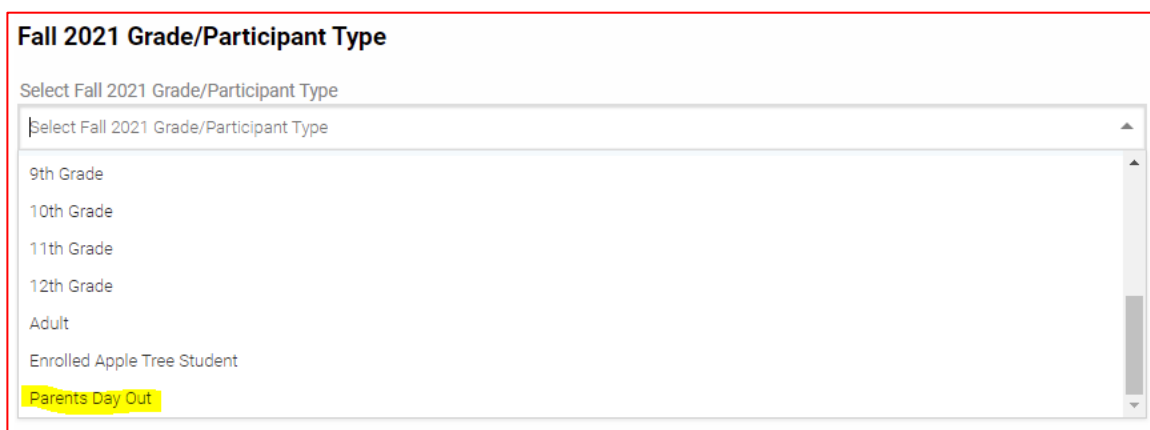
- d. Once each child is added, you will see your child or children's names listed on the left side of the screen (if viewing on a phone or tablet, scroll to the top of the page and click the three white lines on the top left corner to see your child(ren)'s names).
- e. At any time, you may click on or hover over each child's name to navigate their profiles when in Camp Doc.

3. Registration for Parent's Day Out Programs

- a. Registration for Parent's Day Out becomes available at 8am MST on the 15th of each month for the following month's dates. For example: September's PDO days will open August 15th, October's PDO days will be open September 15th and so on.
- b. To register for PDO, either click on a child's name on the left, or hover over the name and click "Registration"
- c. Once on the Registration Page, click on "Register for New Session"



- d. Under "Fall 2021 Grade/Participant Type" drop down, scroll to the bottom and select "Parents Day Out" then click "Continue" at the bottom of the page.



- e. Here, you will find a list of all days currently available for PDO registration. Check mark all days you would like.
- f. Standard PDO registration is for 9am-1pm only.
- g. **Add-Ons for PDO are available to extend the hours your child is with us.** You may scroll past the PDO offerings on the registration page to view:
 - i. Early Drop Off (8am-9am for \$8 per child per day allows early drop off)
 - ii. Enrichment (1pm-3:30pm for \$17 per child per day, where children will go to a designated enrichment classroom to have a 30-minute quiet time followed by enriching activities such as cooking, science experiments, creative projects, music and drama.)
 - iii. The maximum a child may be at Apple Tree when combining Early Drop Off, Parent's Day out and Enrichment is 8:00am-3:30pm.
- h. Check mark all days and offerings you would like to sign up for before scrolling to the bottom and clicking "Continue".

Registration instructions continued...

- i. When you get to a page about “Protection Plans”, please know this is a required offering of CampDoc, but Apple Tree does not require your participation. There is a fee that is associated with this program. If you choose to decline this insurance offering, simply scroll to the bottom of that page and select “Decline Protection” to continue

Protection Plan

⚠ **The plan listed below is optional and is not a service provided by Camp Adventure Buddies or Broomfield United Methodist Church, but by a third party insurer. Click "Decline Protection Plan" to continue with registration.**

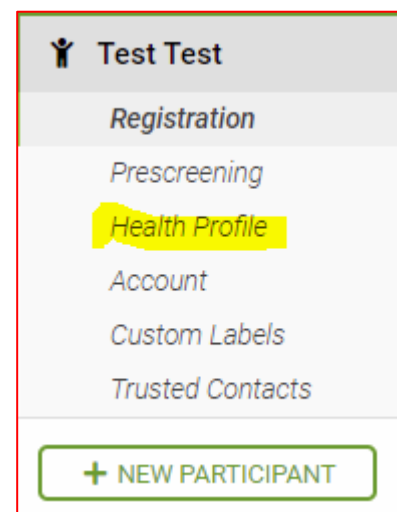
Add Protection Plan

Decline Protection Plan

- j. This will lead you to the payment screen. All PDO program payments are due upon registration. **If you leave the registration screen without paying, your spot will NOT be reserved. Please be sure to make your payment before logging off.**
- k. Enter your form of payment and check the box labelled “Authorization” showing that you understand the cancellation policy before submitting your payment.
- l. A confirmation email of your registrations will be sent upon completion.
- m. **You are not complete! Your child’s Health Profile must be finished before they may attend.**
- n. If you have more than one child attending the PDO program, find their name on the left side of the screen and repeat the registration process for them as well.

4. Health Profile

- a. The Health Profile tab is an extremely important tab to pay attention to. It contains all the required documentation and paperwork for your child(ren) to attend our State Licensed program.
- b. All items in the Health Profile must be completed **no less than one school day prior to attending**. This gives Apple Tree staff appropriate time to prepare before your arrival.



Health Profile instructions continued...

- c. Then on the Health Profile Tab of your child, you will see a list of tasks on the far right hand side of the screen with red dots next to them. Any tasks with red dots are incomplete. **Once you have completed a task, the light will turn green.**


Health Profile	Kona Farner Dec 17, 2017
<p>Welcome to the Health Profile for Kona Farner! For camp-specific questions, please contact Sara Godwin at or sara.godwin@broomfieldumc.org.</p> <p>i Here are some tips to get you started:</p> <ul style="list-style-type: none">Your answers will save as you type them. You do not have to complete the entire health profile at once.You can navigate between steps by clicking the Previous Step or Next Step buttons at the bottom of the page. You may also jump between steps by clicking the step name on the right of the page.The health profile for Kona should be completed by August 15, 2021.If there are any changes to the information for Kona after you have completed this health profile, you may update their records through August 15, 2021.On August 16, 2021 this profile will be locked and you will not be able to make further changes unless approved by Broomfield United Methodist Church.	<ul style="list-style-type: none">● General Information● Emergency Contacts● Health Screening Questionnaire● Healthcare Providers● Physical Exam Form● Medical Conditions● Allergies● Parent Handbook● Immunizations● Authorizations <p>DATES</p> <p>Due: August 15, 2021 Lockout: August 16, 2021</p> <p>CONTACT</p> <p>Sara Godwin sara.godwin@broomfieldumc.org</p>

- d. Within each task of the Health Profile, required items will have a RED asterisk next to and a RED box around them. Non-required items will have a GREY box around them.

General Information
<p>Preferred Name/Nick Name</p> <input type="text"/>
<p>Parent/Guardian #1</p>
<p>* First Name</p> <input type="text"/>
<p>* Last Name</p> <input type="text"/>

5. Trusted Contacts

- a. This is a critical tab that allows Apple Tree to ensure that only people you have designated as Trusted Contacts are permitted to pick up your child(ren)
- b. You may add as many Trusted Contacts as you would like.
- c. No one will be allowed to pick up your child(ren) from Apple Tree that is not in that child's Trusted Contact List.
- d. If you plan on carpooling with other Apple Tree Families, please ensure they are in your Trusted Contact List.
- e. Each Parent/Guardian will need to be in this list.
- f. Everything outlined in RED, **including a Photo** will be required for each Trusted Contact. This helps staff identify who is authorized to pick up your children.
- g. Trusted Contacts are NOT shared among your children and will need to be added to each child's account.
- h. We recommend having your Emergency Contacts added here as well.

 **Kona Farner**

- [Registration](#)
- [Prescreening](#)
- [Health Profile](#)
- [Account](#)
- [Protection Plan](#)
- [Custom Labels](#)
- [Trusted Contacts](#)**

Trusted Contacts

i You can add information below to create a new trusted contact. All fields are required unless otherwise specified. If the person you want to add is already a user on Kona's account, select their name from the list below:


User

* Name

* Relationship

* Email Address #1 <input type="text"/>	* Type <input type="text" value="Type"/>	* Phone #1 <input type="text"/>	* Type <input type="text" value="Type"/>
Email Address #2 (Optional) <input type="text"/>	Type <input type="text" value="Type"/>	Phone #2 (Optional) <input type="text"/>	Type <input type="text" value="Type"/>
Email Address #3 (Optional) <input type="text"/>	Type <input type="text" value="Type"/>	Phone #3 (Optional) <input type="text"/>	Type <input type="text" value="Type"/>

Address



6. Child's Photo

- a. Please be sure to upload a clear photo of your child's face to their account.
- b. First, click on their name on the left side of the screen:
- c. Second, click on "Edit" under their name that appears mid-screen
- d. You may then click the dialogue box or drag your photo in the screen that appears to save your child's profile picture.



Test Test

Jan 1, 2017 • Female

EDIT

MANAGE USERS



Registration

Review the current registration information for Test , or register for additional groups.

7. Additional Children

- a. As a reminder the steps you just completed will be required for **EACH** child in the Apple Tree Parent's Day Out Program and must be done at least one school day prior to their first PDO visit. **This will include some forms that must be signed by your child's Physician, so we encourage you to start the process early.**

We understand this is a long process – but the great news is that once you have completed your child(ren)'s Health Profile, Trusted Contacts and Photo – you're set for the year and can register for as many PDO days as you'd like WITHOUT repeating the rest of the process!!

Thank you in advance for completing this paperwork in a timely manner. We can't wait for school to start! Please feel free to reach out with any questions or concerns.

Sincerely,

Sara Godwin

Director

Sara.Godwin@broomfieldumc.org

303-466-8365

Sarah Osborne

Assistant Director

Sarah.Osborne@broomfieldumc.org

303-466-8365