



Program Annual Report



Green Apple Accreditation of Children's Services

Green Apple accredits child care centers and early learning programs, after school programs, elementary and secondary schools, and behavioral health programs serving over 15,000 children throughout the United States and its territories.



Green Apple Accreditation of Children's Services

Instructions: Accredited member schools must submit the Institutional Annual Report and nonrefundable fee on March 5th every year except the year of initial/renewal accreditation.

NOTE: *The Program Annual Report* is considered late if filed after June 30th. See *Late Fee Assessment Policy*



Costs: (Nonrefundable) \$250 Public/Nonpublic Schools \$200 Child Care Center/Early Learning Program \$150 After School Program



Name of Program:



Address:



City/State/Zip:



Telephone:



Fax:



Email:



Administrator 1:



Administrator 2:



Principal:




Director:



Sponsor:





Update Information


 Please list all program changes (if any):

 Location Change: _____

 New Location: _____

 Major Repairs? Explain. _____

 Program Service Changes? Explain. _____

 Other Substantive changes to the accredited program: _____

Insurance [All programs]:

All programs shall include a copy of the annual liability insurance showing **Green Apple Accreditation of Children's Services** as an additional insured.

Accreditation Notification [All programs]:

All programs shall include a parent handbook, brochure, or website address, etc., showing the current status of membership, affiliation, or accreditation with **Green Apple Accreditation of Children's Services**, as proper notice to parents.

Requirements

Child Care Centers and Early Learning Programs

1. The program shall maintain photo identification for each employee: (An employee includes: F/T and P/T Staff, Volunteers, Interns, and Assistants)
2. The school shall submit the FDLE and Local background clearances for the owner/operator and all employees within 2 days of employment.
3. The school shall include background@gaacs.org as a secondary email address to receive the FDLE background clearance results for each employee.

Acceptable forms of identification (ID) include:

- Driver's license—must be valid
- State of Florida ID—must be valid

All Programs

All programs shall submit its calendar, showing the following dates:

- a.) school-wide assessment,
- b.) Open House,
- c.) Semester Beginning/Ending,
- d.) Report Cards,
- e.) Spring/Summer Breaks,
- f.) Enrollment Dates,
- g.) Number of Days in the School Year,
- h.) Graduation Dates, if applicable

After School Programs

- a.) Program Brochure
- b.) Annual in-service certificates

Public/Nonpublic Schools

Standard: Student Records

The private school shall submit a copy of all student records in electronic format to GAACS together with the Program Annual Report on March 5th but no later than June 30. The student records to be submitted annually include but are not limited to:

- a. Student Attendance Records
- b. Student Discipline History including date(s) of incidents, violation, individuals involved, etc.
- c. Incident Report
- d. Grades, Progress Reports, Summary Notes
- e. Standardized Tests
- f. List of college acceptance, name of students, g.p.a., scholarship offers, etc.
- g. Other: Any and all student records which may become necessary if the school were to close.
- h. Student Attendance Records
- i. Student Discipline History including date(s) of incidents, violation, individuals involved, etc.
- j. Incident Reports
- k. Grades, Progress Reports, Academic Summary Notes, Observations
- l. Standardized Test Scores
- m. List of graduating seniors, college acceptance list, name of students, g.p.a., scholarship offers, etc.
- n. Transcripts
- o. Other: Any and all student records which may become necessary if the school were to close.

 **Payment Info**

Cashier Check or Money Order payable to *Green Apple Accreditation of Children's Services*

Credit Card American Express Visa Discover MasterCard

Name on credit card: _____

Credit Card Number: _____ Exp: ____ / ____ Sec Code: _____

Billing Address: _____

Phone number on card: _____

X _____

A p p l i c a n t



Green Apple Accreditation of Children's Services

Freda Stevens, Ph.D., Executive Director

Mail

9521 Shellie Road, Unit 13
Jacksonville, FL 32257

Or

Fax: 954-256-8140

Or

Email: info@gaacs.org

Or

Through the My GAACS Account [preferred method]