



# 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 5<sup>th</sup> every year except the year of initial/renewal accreditation.

**NOTE:** *The Program Annual Report* is considered late if filed after June 30<sup>th</sup>. 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 5<sup>th</sup> 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](mailto:info@gaacs.org)

Or

Through the My GAACS Account [preferred method]