



Christian Center



2011-2012

Parent Handbook

Elementary Care Program

Elementary Care Parent Handbook
A Ministry of Anona United Methodist Church
Center Phone: (727) 593-5437
Bus Line: 593-5437 ext. 240
Emergency Phone: (727) 409-3271
Web Site: www.anona.com License #: C720502

Elementary Center hours: 7:15a.m. - 6:00p.m.

Our Center Philosophy: ANONA CHRISTIAN ELEMENTARY CENTER is operated on an interdenominational and nondiscriminatory basis. Its purpose is to provide a developmentally appropriate program within a Christian environment to nurture children's spiritual, physical, emotional, social and intellectual development. We encourage children to experience God's unique love for them individually and to understand that He loves all children. We encourage them to grow in their love for God and their understanding of Jesus as God's Son, our best friend. Staff members use age appropriate guidance techniques within the framework of Christian love.

Our Mission: THE MISSION OF ANONA ELEMENTARY CHRISTIAN CENTER is to provide a secure, nurturing play environment where children's needs come first within a developmentally appropriate program.

Our Program: We continually strive for excellence in every area of our program with high quality staffing as our most important resource for your child. The licensing board requires one staff member for every 25 elementary children. Your child will benefit from our decision to exceed the licensing board ratio requirements. This allows a lower adult/child ratio.

Throughout the week the children will have the opportunity for homework, art projects, board games, manipulatives, choir, bells, chimes, athletic activities and both team and individual games with the staff. In addition, children are encouraged to grow spiritually in their understanding of God's love for them and His special plan for their life through daily relationships and conversations with their care givers and grace before snack and lunch.

General Policies:

Daily attendance procedure: Parents are required to walk in and out of the program with your child. Please do not allow your child to enter or exit the Center or playground unescorted. A staff member is available to hand you the clipboard to sign your child in with your full signature and your arrival time. Also, when you sign your child out of care be sure to write the time and your signature. The School Readiness program requires a full signature for both sign in and sign out of your child, no nicknames, "Mom or Dad", or initials.

If someone else is picking up your child and is not on your Child's Enrollment Record as "People permitted to remove my child", please write a note stating the name of the person, his/her complete address and phone number. You must sign and date this written permission. Please tell the person picking up your child to have a photo I.D. They will be required to show this the first time (and each time we ask until we get to know their face). This is required by the Pinellas County License Board and it is not in our ability to alter this regulation. Thank you for your cooperation and understanding.

Cell phone courtesy: We are noticing that more and more parents are on their cell phones when coming to pick up or drop off their children and we are concerned. Our concern is twofold. First, for your child who wants to give you the good-bye or hello they are waiting to give. Second, this is an important time of communication, even if brief, between the staff and you about your child. Please use these cell phone courtesies when you pick up or drop off your child. Remember, these times of drop off and pick up, as well as your child, are precious and the focus being on your child is first priority:

1. Discontinue your cell phone conversation **before you enter the campus.**
2. During drop off or pick up times only answer your cell phone if it is truly an emergency call.
3. If you are called to pick up your child, do so promptly and follow rule #1.

AM arrival: If your child is registered for the morning portion of our program, please be sure to arrive and sign in by 8:00am. The bus leaves at 8:05 a.m. It is important that the morning staff have adequate time to accomplish bus procedures prior to departure from the center. Please be prompt in your drop off at the center to ensure that your child arrives at school on time.

Car Seat Safety: To insure the safety of your children please be sure they remain buckled in their car seats or seat belts until you get out of your car.

Early dismissal days: The children are dismissed from school two hours early for early dismissal days. Please see your calendar for a listing of these days. We will pick up the children early on these days, at no extra charge.

In-Service Days: Pinellas County Schools are closed for students on these days. There is NO extra fee beyond your regular weekly tuition. Hours are from 7:15 a.m. to 6:00 p.m. and all activities for the day are included in your tuition.

Holidays: The Center will be closed for the following holidays: Labor Day, Thanksgiving and the Friday after, the week between Christmas and New Years, Christmas Day, New Years Day, Martin Luther King Day, Good Friday, Memorial Day and Independence Day. The center will be closed the days after school is out for summer camp preparation. We will also close at the end of summer camp, prior to the new school year to prepare the Center for school year to begin. The schedule for preparation days depend on the public school calendar which comes out each spring.

Camps: Anona Christian Center offers three camps during the year. Camps are optional. If you do not enroll your child for these camps, you do not need to pay the weekly fees for that camp. Please see your calendar for camp dates.

- Winter camp: Pinellas County Schools are closed for 2 weeks of Winter Holidays. Winter camp is offered during one week of the Winter Holiday vacation.
- Spring camp: Offered during Pinellas County Schools Spring Holiday.
- Summer camp: Offered for the weeks that Pinellas County Schools is closed with the exception of one preparation day before Summer Camp begins and two preparation days after Summer Camp ends.

Church Sponsored Activities: If your child will be participating in a church program on campus such as music or the Anona Academy, you **MUST PROVIDE WRITTEN PERMISSION FOR A PERSON IN THAT PROGRAM TO SIGN YOUR CHILD OUT OF OUR CARE.** This is a requirement of the Pinellas County License Board and is beyond our ability to Alter. Your cooperation is appreciated.

Birthdays: A birthday is always time to celebrate. We will celebrate birthdays monthly in the Center and provide refreshments for this special time.

Bus Rules: The following rules are in effect while children are on the bus. Please review these frequently with your child.

1. Wear your seat belt at all times
2. Sit facing forward with your back touching the seat at all times. Standing on the bus is a serious bus violation. If the driver needs to stop quickly, children can be thrown across seats or down the aisle.
3. Keep all body parts inside the bus.
4. Keep your hands and feet to yourself.
5. No eating..
6. All objects need to stay in your backpack.
7. Use quiet voices.
8. When the driver turns on the lights all children need to be quiet because the driver:
 - needs to listen for emergency vehicles,
 - is in heavy traffic and needs to concentrate.
 - sees an emergency and needs to give instructions to the staff or children.
9. Listen to and follow all directions of Center personnel.

Bus Pick Up Policy: The Pinellas County License Board requires that we know the whereabouts of all children on our bus rolls at all times. Since it is our responsibility to pick-up your child from school, parents are required to either call **593-5437, ext. 240** or write a note telling us that your child is not to be picked up from school that day. **It is your responsibility to contact us by 1:45p.m. (Mon, Tue, Thu, Fri) and 11:45 a.m. (Wed.)** if your child won't be riding the bus to the Center. If your child is not arriving on a specific day every week, we need that information in writing to place in your child's file.

If your child is not at the designated pick-up location, we will:

1. Contact the school and ask them to help us locate your child.
2. Call the Center to see if you left a late message.
3. Call you at work to verify that your child will not be riding the bus that day.

Due to the inconvenience to the staff and children, we will issue a warning for the first offense and then charge a fee of \$20.00 each time you fail to contact the Center.

Nutritious snacks: Snacks are provided by the school and will be as natural as possible. Each snack will include items from two different food groups with foods such as the following:

Natural Fruit Juice	Sliced Cheese	Vegetables Carrots/Celery/Broccoli)
Milk	Pretzels	Fresh Fruit (Apples/Oranges/ Bananas/Grapes)
Water	Canned Corn	Canned Fruit (Peaches/Pears/Oranges)
Whole Grain Bread	Apple Sauce	Graham Crackers/Vanilla Wafers
Crackers (many varieties)	Muffins	Fruit cocktail
Bagels and cream cheese	Raisins	

Monthly snack calendars are posted in the main Center and are available to parents upon request.

Packed Lunches: If your child attends In-Service days or camps, you will need to provide a nutritious lunch. We do not have refrigerator space for lunch boxes, so please plan accordingly. We are not licensed by the Health Department to be able to alter food provided in lunches (heating). Please use wide mouth thermos type containers if you wish to keep food hot. **Please do not send candy, gum, soda or cake in your child's lunch box.** Anona Christian Center has adopted a policy regarding peanut butter and peanut products, due to severe allergic reactions. **We ask that you do not send Peanut butter products in your child's lunch.** Please refer to the following section for specific information.

Safe Environment for Severe Allergy - effective August 2006

We are reminded of the importance of keeping a safe environment for all our children. The number of children and adults suffering from severe peanut allergies is increasing and is often life threatening in nature. We are pressed into action, to do all we can to make sure the children in our care have an environment that allows them to grow and develop free from fear.

We have SEVERAL children with these allergic reactions to PEANUTS. Since the reactions reported are serious in nature, the staff has chosen to make the following changes to our routines and asks your assistance in keeping our school environment free from these potentially harmful allergens.

We have chosen to make the following changes in our routines:

1. We will no longer serve peanuts or peanut products for snack at the center.
2. In the morning, we will have the children wash their hands and face when they arrive at the center (in case peanut products were served at home).
3. We will make sure the regular cleaning guidelines are reviewed and carefully followed.

To create a safe environment for our children, it is important to work together as a school family. Therefore, we are asking that you refrain from sending peanut butter in your child's breakfast or peanut products (cookies, pies, etc.) for special treats or for lunch during camps or In-Service days. Since each person reacts to different levels of exposure to the products, we feel that eliminating peanut products from the environment is the best way to ensure the safety of all our children. For a list of alternative lunch suggestions, please see the Healthy Lunch Ideas section, below. We welcome your ideas and will revise the lunch suggestion list, as it grows.

We know children love peanut butter and jelly and might feel some sadness at this new request. Engage your child in discussion about how we care for our friends and how we would want them to care for us. You will be amazed at how compassionate a child can be, when he/she understands what is at risk.

Thank you so much for your support and understanding as we seek to serve in ministry the children and families of our school and community.

Healthy Lunch Ideas

Shared by Anona Christian Preschool Teachers

Compiled by: Sharon Murphy

Here are some creative lunch ideas from your own staff for you to try. Remember, small portions-BIG VARIETY!!

Bagel with cream cheese Cream Cheese and bacon bit sandwich Bologna on soft taco Waffles with jam Chicken nuggets Pita bread stuffed with roast beef English muffin with turkey and cheese Ham and cheese on biscuit Yogurt with fresh fruit and granola	Hard boiled eggs Salad with chicken chunks Tuna fish on crackers Rice cakes with chicken salad Macaroni and Cheese with ham Spaghetti w/meat sauce Leftover pizza Mini bagels Salami and cheese roll-ups
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Creating a healthy, appetizing lunch for a child to take to school can be a daily challenge. You want the meal to be nutritious, but most of all you want your child to eat it. New and different foods can be fun and can encourage appetites.

Sandwiches need not always be the staple. Instead of cookies, cakes, or chips try including a few natural sweets such as fresh or dried fruits, real fruit juice or fruit kabobs.

Create interest in the lunch by offering foods with various shapes, colors and textures. Avoid foods high in sugar, fat and sodium. Convenient, pre-packaged "lunchable" type meals are loaded with sodium and very poorly nutritionally balanced. Create your own with tuna or lunch meat, add some crackers, a vegetable and a healthy drink. There are a wide variety of containers that make it easy.

Set a good example by your own eating habits and remember, lunch is the fuel that will keep your child going through the day.

Breads: hamburger bun, pita bread, English muffin, rice cake, dinner roll, graham cracker, party rye bread, waffles, soft tacos, pizza dough, bagel, biscuits, French bread, saltines, pancakes.

Meats and proteins: tuna fish, bologna, salami, ham, chicken, eggs, pizza with meat, pastrami, turkey, bacon, roast beef.

Vegetables: broccoli, carrots, lettuce, zucchini, spinach, peas, green beans, cauliflower, cucumbers, tomato, squash, peppers, corn, beets, mushrooms.

Dairy: yogurt, cheese, pudding, milk, dip for veggies

Fruit: apple, grapes, orange, plum, cantaloupe, strawberry, honeydew, nectarine, kumquats, star fruit, banana, kiwi fruit, peach, pear, watermelon, tomato, blueberries, raspberries, raisins, papaya, tangerine.

Hurricane information:

Parents need to pay close attention during the approach of a hurricane. **Any of the following situations will result in the school closing:**

1. If a Hurricane Warning is issued during the night, the Center will not open for that day and will remain closed for that day or until the Warning has been lifted.
2. If the **PINELLAS COUNTY SCHOOL BOARD** issues an early morning bulletin that public schools will be closed due to weather warnings, we will also be closed that day.
3. If a Hurricane **WARNING** is issued during the school day, our Center will close immediately. We will not pick up your child at school if the hurricane WARNING is given before 2:30 PM (M-T-TH-F) and 12:30 (W). If it is issued after 2:30 PM, please pick up your child at the Center as quickly as possible. Drive safely and follow the regular traffic pattern. We will not be able to call you in the event a WARNING is issued, but need for you to ask your employer to notify you if a WARNING is issued so that you can leave immediately to pick up your child.
4. Anona Christian Center Elementary Care will follow Pinellas County School Board closing bulletins. Unless you hear otherwise from the Center Staff, we will follow Pinellas County School's closing advisories.

To receive information about Anona Christian Center closing and reopening due to a storm, please listen to the local TV and radio stations. The Center will follow the Pinellas County school closing/opening procedures.

Remember: A **Hurricane Warning** means that our area is in the possible path of an approaching storm within the next 24 hours. Please watch your weather reports carefully any time a storm threatens the Florida coast. Please make arrangements for childcare

PRIOR to a storm so that you are not caught unprepared. We know this causes a hardship for parents who must work; however, our risk management team requires the Center to be closed in the event a storm should threaten our area. Please be considerate and allow our staff the time required to prepare the Center and their homes for any approaching bad weather.

Illness Policy

- A. It is hard to know when to keep your child home from school due to symptoms of illness. Reasons for excluding or keeping your child home from school would be his/her inability to participate in regular activities or having any of the following symptoms:
- Fever or chills (Temperature should be normal for 24 hours WITHOUT MEDICATION before returning to school).
 - Changes in behavior that might signal he/she is getting sick:
 - Lethargy or decreased activity level.
 - Irritability or persistent crying, even if your child is consolable when held. It is not possible for someone at school to devote all their time trying to console one child.
 - Nausea/Vomiting (more than 2 times in a 24 hour period)
 - Persistent cough (if it interferes with normal activity)
 - Earache (when accompanied with fever)
 - Diarrhea (2 or more episodes)
 - Mucus discharge from the nose, eyes or ears (when accompanied by fever)
 - Head Lice: Please notify the school so that we are able to treat the environment. Please bring your child to the school office before returning to the classroom following treatment. The License Board Regulations require that your child be lice and NIT (eggs) free prior to returning to school.
- If your child has any of the following conditions, please contact your doctor for the appropriate treatment and bring a note indicating it is safe to return to school:
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|-------------------------------|---|
| 1. Pin worms | 7. Hepatitis A |
| 2. Scabies | 8. MRSA Infection |
| 3. Pink eye (conjunctivitis) | 9. ROTO Virus |
| 4. Strep Throat | 10. Chicken Pox (Keep your child at home until scabs form on all pox) |
| 5. Impetigo | |
| 6. Pertussis (Whooping Cough) | |

Due to the contagious nature of these conditions, please notify the school so that we are able to alert parents if necessary and be watchful of symptoms in other children. **To return to school you will need to provide a note from your doctor stating your child has been treated and is cleared to return to school.** Please feel free to contact the school if you have any questions about treatment.

- B. A Mandatory Next Day Out is required for those children sent home with one or more of the following symptoms:
- “Not Feeling Well”: Showing distinctive behavior change from the norm that interferes with participation in normal, routine school activities.
 - Fever: over 100.0° - or less if accompanied by other symptoms
 - Vomiting: more than 2 episodes
 - Mucus discharge from the nose, eyes or ears: when accompanied by other symptoms
 - Congestive, persistent coughing: when it interferes with normal, routine school activities or is accompanied by fever
 - Sore throat and/or swollen glands: when accompanied by fever
 - Diarrhea (2 or more episodes)
 - Symptoms related to any of the above listed conditions (1-10)

If your child appears to be getting ill, but it isn't determined that it is necessary to pick him/her up at this time, you can expect a call from the office or your child's teacher to let you know that we are monitoring him/her for illness and a note to that affect when you pick up. If it is determined that your child needs to be picked up, he/she will be kept in a separate space to avoid contamination of other children or materials. Please respond immediately to this call and pick up your child. A Mandatory Next Day Out note will be ready for your signature at that time. If you have any questions, please feel free to call the school office.

The one exception to this Mandatory Next Day Out policy is that a child may return the next day with a doctor's written diagnosis and permission to return because your child is not contagious.

Sick Child Care Program: When you have to work and your child is sick, one option for care is a program offered through Morton Plant Hospital called Rainbow Recovery. Rainbow Recovery is open 6:00 a.m. to 6:00 p.m. Reservations are required and are limited. To

reserve a space call 441-2878 and a nurse will conduct a telephone prescreening to determine if your child needs to be seen by a physician prior to admission to the program.

Medication: It is our policy not to give medicine at school; however, we realize there are times when this will be necessary **at the director's discretion**. If your child should need medication that is essential for life support (Epi-Pen) please come to the school office and speak with the Director of Operations. Other than life support, we encourage you to ask your doctor for a type of medicine that will only require one or two doses per day, this way you will be able to ensure a consistent dosage through giving the medication yourself. All medications must be in a prescription labeled bottle with the dosage information (time, amount, duration of treatment), doctors' name, and the child's name. Non-prescription medication must be accompanied by a signed form from your doctor with the above information. Pinellas County Child Care Licensing Program and the State of Florida Child Care Licensing Program have imposed disciplinary sanctions and violation fines (Medication being a Class 1 Fine -\$500.00 and the revocation of our license if a single Class 1 violation occurs) if these regulations are not followed.

Supply needs: Additionally, in an on-going effort to control infection and keep our school environment as free of communicable infection as possible, while controlling spiraling costs of cleaning consumables, we are asking each family to donate three (3) or more of the following items. Please purchase large, "bulk" sizes. We will be happy to take additional donations during the school year as well. If you would like to make a donation that is not listed, please contact the Preschool office at 593-KIDS (5437).

Cleaners etc. must be the specific brands listed.

- **Clorox Clean Up Wipes (Large Size)**
- **Baby Wipes – Sam's Club, Wal-Mart, or Publix brand (Unscented, NOT antibacterial)**
- **Lysol Spray Disinfectant (no substitute)- purchase the spray can that reads "Kills Flu Virus"**
- **Soft Soap moisturizing hand soap - REFILL Specific - no substitute - Milk Protein & Honey or Soothing Aloe Vera**
- **Small Paper Plates (Cheap Ones)**
- **Regular Size Paper Plates (Cheap ones)**
- **Ziploc Bags: Gallon or Quart sizes**
- **Kleenex (3 boxes)**
- **Disposable Bowls (paper or styrofoam)**
- **Napkins (cheap ones)**
- **Disposable Plastic Cups (5 oz. Size) No Styrofoam**
- **Small Coffee Filters (1-4 cup Only)**
- **Disposable plastic spoons**
- **Latex Gloves (one size fits all)**
- **Food handling plastic gloves**
- **Band Aids**
- **Glue Sticks**
- **Crayola Markers (Fine or Broad Line)**
- **Vanilla Wafers**
- **Goldfish crackers**
- **Juice (must be 100% juice)**
- **Cases of Cone Cups: (Purchase at GFS store in Clearwater-on Gulf to Bay Blvd.)**

Financial information: Tuition is based on the total number of days we provide care for the school year and is divided into weekly payments. This means your child will not always attend the same number of days each week, but each tuition payment will be the same amount. Tuition payments are due every week regardless of absences, holidays or days we are closed. Any payment schedule other than weekly must be arranged in writing with the Financial Manager and paid in advance of care just as if it were weekly. **Tuition is due on Monday. If we have not received payment by Tuesday afternoon, an additional late charge of \$10.00 will be assessed.** The late fee is automatically in effect unless prior arrangements have been made with the Financial Manager. If full payment of tuition and late fees is not received by 6:00 on Friday, your child's enrollment will be canceled. Re-enrollment will necessitate payment of another registration fee plus any unpaid tuition and late fees.

Checks: All checks are to be made payable to Anona Christian Center. Please include your child's name on the "memo" line so the correct account is credited. If you have a child in both the Preschool and Elementary Care programs, you MUST write SEPARATE checks for both children.

NSF checks: A service charge of \$25.00 will be charged for any returned NSF checks to cover fees charged to our account by our bank. There will be one warning and any further NSF checks will require tuition payments in cash or money order only.

Late pick up fee: The Center is open from 7:15 A.M. to 6:00 P.M... There is a \$10.00 late fee for children picked up between 6:00 P.M. and 6:15 P.M. At 6:15 P.M. the late fee addition is \$5.00 per minute.

Additional financial information: Please see your signed Financial Agreement for complete information. If you need a copy of your Financial Agreement, please call the school Financial Manager. A copy of program tuition and fees, including discounts for additional children in the program, is available from the Financial Manager upon request.

Parent helpers: We like to have a close relationship with our parents and encourage your active participation and involvement in our program. Please make every effort to help in the following ways. It will mean so much to your child.

Playground workday: We need all able bodied parents to come help spruce up the playground. We paint, move lots of sand and make needed repairs. Bring your friendliest spirit and come join the work, fun and fellowship. The date for this event will be announced in the school newsletter and posted in the center.

Field trips: Parents are invited to attend any field trips (as a chaperone) your schedule allows. Please contact the Program Assistant if you are able to assist with any trips. You will be required to complete a volunteer paperwork packet, in the Center office.

Parent's Prayer

O Heavenly Father, make me a better parent. Teach me to understand my children, to listen patiently to what they have to say, and to answer all their questions kindly. Keep me from interrupting them or contradicting them. Make me as courteous to them as I would have them be to me. Forbid that I should ever laugh at their mistakes, or resort to shame or ridicule when they displease me. May I never punish them for my own selfish satisfaction or to show my power. Let me not tempt my child to lie or steal. And guide me hour by hour that I may demonstrate by all I say and do that honesty produces happiness. Reduce, I pray, the meanness in me. And when I am out of sorts, help me, O Lord, to hold my tongue. May I ever be mindful that my children are children and I should not expect of them the judgment of adults. Let me not rob them of the opportunity to wait on themselves and to make decisions. Bless me with bigness to grant them all their reasonable requests and the courage to deny them privileges I know will do them harm. Make me fair and just and kind. And fit me, O Lord, to be loved and respected and imitated by my children. Amen.

From ENCOUNTER SPIRIT, Seattle, WA

"Jesus took a little child in His arms and said, 'Whoever welcomes one of these little children in My name welcomes Me' . . ."

Mark 9:36 & 37a

