



Christian Preschool



2011-2012 Parent Handbook Half Day Program

Preschool Half Day Parent Handbook
A Ministry of Anona United Methodist Church
Preschool Phone: (727) 593-5437
Emergency Phone: (727) 409-3271
Web Site: www.anona.com License #C720502

Half Day Preschool Hours: Half Day 2's and 3's: **8:50 a.m. to 11:50 a.m.**
Half Day VPK: **8:45 a.m. to 12:00 p.m.**

Our School Philosophy: ANONA CHRISTIAN PRESCHOOL 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 CHRISTIAN PRESCHOOL 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. Each class has both a Teacher and a Teacher's Assistant which strengthens and enhances personal relationships and interactions. Your child will benefit from our decision to exceed the licensing law regarding ratios. We guarantee that our preschool classes will operate under the following maximum ratios: 2-year-olds, 2 adults per 10 children; 3-year-olds, 2 adults per 15 children and 4-year-olds, 2 adults per 20 children.

Because play is children's work, it provides the foundation for all future growth and learning. Play experiences encourage children to grow in all of the readiness skills necessary for entry into Kindergarten. Creative opportunities in active learning and discovery allow each child to grow toward his/her God given potential.

In addition, children are encouraged to grow spiritually in their understanding of God's love for them and His special plan for their lives. This happens through daily relationships and conversations with staff, grace before snack and lunch, a simple morning prayer, Bible stories, Christian songs and special Chapel experiences. Our goal is for children to feel warm, personal acceptance and know that preschool is a fun place to be, full of love and laughter.

General Policies:

Entrance requirements:

Potty Learning:

- 2's – Pull Ups are allowed.
- 3's – While on the journey of mastering potty learning, 3's will be permitted to use Pull Ups at preschool. In partnership with families, we will develop individual plans that will support your children on their potty learning journey.
- For all children in Pull Ups, a fee will be added to your monthly/weekly bill until the teacher determines when potty learning has been successfully accomplished in a manner that meets our school criteria.

Age Requirements: all students must be two, three, or four on or before September 1. This policy follows the Pinellas County School Board policy.

Student Files: The following forms must be complete and on file in the school office:

- Child Enrollment Record (Fill in every line of this form)
- Emergency Medical Release (must be notarized-notary's are available in school office)
- Child Health and Development Questionnaire
- School Entry Health Exam DH 3040: This form is available through your pediatrician's office or the Health Department.
- Florida Certificate of Immunization DH 680: This form is available through your pediatrician's office or the Health Department
- Parent Handbook Acknowledgment Form
- Field Trip Permission Form (must be notarized-notary's are available in school office)
- Signed Financial Agreement
- Class Roster/Video-Photograph Objections Form

- Influenza Virus, The Flu, A Guide to Parents (signed and dated)

For VPK students: The following form is required for enrollment:

- VPK Certificate of Eligibility

It is the responsibility of the parents to provide the primary medical and dental insurance coverage for the child. Individual accident insurance is available on an optional basis.

A student that is allowed early admittance into the Preschool program in the three year old class will have to repeat the three year old school year, making certain that the child meets the school age date policy as required by the Pinellas County School Board. A letter to this effect will be signed by the parents and placed in the child's file.

Absences: All absences require written documentation. It is your responsibility to make sure this is provided. When your child is absent, you need to send a note with your child the first day he/she returns to school.

Car pools: Please notify the school in writing when car pools are formed.

Car seat safety: To insure the safety of your children please be sure they remain buckled in their car seats until you or the teacher remove them from your car.

Clothing: All children should be sent to school in clothing that can "take" paints, play dough and playground. **NO Cowboy boots, thongs, sandals or dressy clothes.** Rubber soled, closed toe and heel shoes are required for the safe use of outdoor equipment.

Supply needs: Your child will need a small towel (not beach) (2's & 3's only) and a complete change of clothing (top, pants, 1 pr of socks, and 2 pr of underwear). **Please put your child's name on all personal items** and bring the clothes in a large Ziploc bag. 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.

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| <ul style="list-style-type: none"> • Clorox Clean Up Wipes (Large Size) • Baby Wipes – Sam's Club, Walmart, or Publix brand (Unscented, NOT antibacterial) • Lysol Spray Disinfectant (<u>no substitute</u>)- purchase the spray can that reads "Kills Flu Virus" • Soft Soap moisturizing hand soap - REFILL Specific - <u>no substitute</u> - Milk Protein & Honey or Soothing Aloe Vera • Small <u>Paper</u> Plates (Cheap Ones) • Regular Size <u>Paper</u> Plates (Cheap ones) • Ziploc Bags: Gallon or Quart sizes • Kleenex Tissues (3 boxes) • Disposable Bowls (paper or Styrofoam) | <ul style="list-style-type: none"> • 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) • Band Aids • Food handling plastic gloves • Glue Sticks • Crayola Markers (Fine or Broad Line) • Vanilla Wafers and/or Goldfish crackers • Juice (must be 100% juice) • Case or sleeve of Cone Cups: (Purchase at GFS store in Clearwater-on Gulf to Bay Blvd.) |
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We are requesting that half day 4 year old children bring in their own school supplies to use for small and large group activities. Please send in the following items in a **small plastic pencil box**. Each item should be labeled with your child's name. Using their own supplies is very important in helping the children learn to be responsible for their things. Thanks for your help! You will need the following items at the Sunday Student Meet and Greet:

- 1 box 24 Crayola Crayons (**regular size, not jumbo/large**)
- 1 box 8 regular washable markers
- 2 glue sticks
- 1 pair **Fiskars**, rounded preschool children's safety scissors - please send these quality scissors to help your child succeed in his/her cutting skills.

Arrival: We are a ONE WAY ONLY traffic pattern Campus. We ask that you follow our one-way traffic pattern entering off Wilcox Road and exiting on Indian Rocks Road or following the one way traffic pattern and driving around the Sanctuary to exit onto Wilcox

Road. Your child's teacher will give you specifics for the arrival procedure, as it varies by class and age. It is important that your child be punctual. It is hard on a child to walk into a class after the "groups" have been formed for the morning. Punctuality and regularity in attendance play an important part in your child's training. If you arrive after the beginning of the instructional day, (8:50 AM) for 2's and 3's or (8:45 AM) for the 4's, you are asked to come to the preschool office with your child to pick up a tardy slip prior to going to the classroom.

Dismissal: Be sure to have your child picked up promptly at dismissal each day. Dismissal times are 11:50 AM for 2's and 3's and 12:00 Noon for the 4's. The school must have it in **WRITING** if your child is to go home with someone other than the regular driver. It is also important that the school have a telephone number where you can be reached, in case it becomes necessary to call you. Please give us any cell, pager or work phone numbers. If any of this information changes, please go to the preschool office and fill out and sign a pink "Child Record Changes" form.

Parents should remain in their cars until the teachers put your child in the car. Then, you may pull forward to an area where you can safely secure your child in a seatbelt or car seat. To be as safe as we can, if possible, please have your child's car seat on the passenger side of your car for classes in the Education Building and on the driver's side for classes in the Wesley Building. This will eliminate the need for the teacher or yourself to walk near passing, on-going traffic. Wesley Building half day classes may park your car at the South end of the Wesley Building and walk your child to the outside preschool entrance. If you need to talk to another parent, please pull your car out of the pickup line. When you have completed your business, you may return to the car line and proceed with the normal pickup routine. Please follow the same traffic pattern as for arrival. If you have a 2nd child to drop off, or pick up, please pull around the campus and get back into line for the 2nd child.

Late Pick Up: There are fees for a late pick up:

Preschool (Half Day 2's and 3's):	\$10.00 at 12:01 p.m.; plus \$5.00 for each additional minute.
Preschool (Half Day VPK):	\$10.00 at 12:16 p.m.; plus \$5.00 for each additional minute.
Lunch Bunch (when offered):	\$10.00 at 2:16 p.m.; plus \$5.00 for each additional minute.

Holidays: Our holidays are not always the same as the public school system, so please check your calendar and newsletter.

Sibling Policy: Anona Christian Preschool provides opportunities for parents/grandparents/or other adults to participate in special events at preschool in which the focus of their attention is solely centered on their preschool child. Therefore, we ask that you find care for your preschool child's siblings during these events.

Anona Christian Preschool also offers opportunities for family focused events to which siblings are welcomed and encouraged to attend. Information about these events will be made available through school communications.

Birthdays: A birthday is always time to celebrate. Please provide a special snack and juice for your child's special day. We have "un-birthday" celebrations for those with summer birthdays. **NO FAVORS PLEASE. HOME PARTIES:** To help eliminate the stress of the big day, we suggest that you invite the same number of guests as your child is years old. **Please do not send party invitations home through the school.** To obtain a class roster, you may call the school office.

Field Trips: When we walk to areas of our campus that are not licensed care locations, Pinellas County License Board requires a signed field trip permission form to be in each child's classroom folder. These "walking field trips" are the only field trip activities we participate in.

Conferences: We feel that it is important to have an open line of communication with our families and the staff is available to help with any problem. **HOWEVER**, teachers are unable to come to the phone during class time. Please leave your name and number at the office or write your child's teacher a note and she will contact you. In April we schedule annual parent-teacher conferences so together we can share in your child's growth.

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 the **PINELLAS COUNTY SCHOOL BOARD** issues a bulletin that public schools will be closed due to weather warnings, we will also be closed that day.
2. If a Hurricane **WARNING** is issued during the school day, our Preschool will close immediately. Please pick up your child 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.

3. 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.

4. Anona Christian Preschool 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.

Nutritious snacks: AM snacks are provided by the school and will be as natural as possible. Each snack will include items from 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.

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, if your child attends Lunch Bunch (when available), we are asking that you refrain from sending peanut butter in your child's lunch or peanut

products (cookies, pies, etc.) for special treats. 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.

Lunch Bunch Healthy Lunch Ideas (when available)

Shared by Anona Christian Preschool Teachers

Compiled by: Sharon Murphy

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

Bagel with cream cheese	Hard boiled eggs
Cream Cheese and bacon bit sandwich	Salad with chicken chunks
Bologna on soft taco	Tuna fish on crackers
Waffles with jam	Rice cakes with chicken salad
Chicken nuggets	Macaroni and Cheese with ham
Pita bread stuffed with roast beef	Spaghetti w/meat sauce
English muffin with turkey and cheese	Leftover pizza
Ham and cheese on biscuit	Mini bagels
Yogurt with fresh fruit and granola	Salami and cheese roll-ups
	Cream cheese on crackers

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, tortillas, hot dog buns, 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, dips 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.

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.

Parent Orientation and Student Meet and Greet: Start the year off right by attending. It will help us understand each other so much better.

School Parties: We have special celebrations at Christmas, Valentine's Day, Easter, and End of the Year with other special days throughout the school year. Parents are asked to provide snack and other items on those days, as well as to assist with interest centers and

activities with all of the children. Each family is asked to help with one of these special days. **Brothers and sisters DO NOT come to parties or on field trips.** This is a special time for your child in school.

Parent Gathering: This group usually meets the 1st Wednesday of each month. Parents (Moms and/or Dads) gather for fellowship and work on special items for the teachers such as folding bags, cutting out items, marking and repairing books, organizing the Book Fair, laminating classroom items, etc. Come spend as much time as you can between 9:00 am and 12:00 noon. Younger children are welcome.

Spring Playground workday: We need all able bodied, parents, grandparents, aunts, uncles, friends, or anyone else 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.

Mystery Reader or Story reader: We welcome parents (or grandparents) during the morning choice activity time to read stories to a single child or a small group of children. You may stay 30 minutes or less or up to an hour. It is a special time for your child and the whole class.

Volunteer: Offer to help you child's teacher either at home or school. Special projects often require additional help, or she may need an extra lap for a child. Maybe you have a special talent or a unique job you would like to share with the class. Classroom volunteers will need to complete a volunteer packet, available through the Preschool office.

Snack: Make or buy a snack with your child to share with friends at school.

Important Help: Send your child to school with a hug and kiss and a Good Bye ritual. It makes for a happy day! Your child needs to know that you care.

Financial information:

Tuition: Tuition for 2's and 3's is payable in monthly installments, due by the 5th of each month. A late fee of \$10.00 per day will be charged after the due date. An envelope will be sent home with your child for this purpose. Tuition is based on a 9-month program and salary commitments to teachers and staff. **Therefore, there will be no reduction for sickness, school holidays or vacations.** Complete financial information, including that for vacations, is in the Financial Agreement that you signed as part of your child's registration. If you would like a copy of your signed Financial Agreement, please call the Financial Manager.

Checks: All checks are to be made out to **ANONA CHRISTIAN PRESCHOOL**, EXCEPT checks for school pictures, book club orders and extracurricular activities, such as Anona Academy and Wee Dance. These checks should be made payable directly to the company. When you order books from *See Saw* or *Firefly*, please pay by check. **If you have a child in both the Preschool and the Elementary Care programs, you MUST write SEPARATE checks for each child.**

NSF Checks: A service charge of \$25.00 will be charged for any returned NSF checks to cover fees charge to our account by our bank. There will be one warning and any further NSF checks will require tuition payments in money order only. No payments in cash will be accepted unless you see the Director or the Financial Manager. **Please DO NOT leave cash in the classroom tuition box.** All delinquent accounts are to be given to the Board of Directors for collection. This can be avoided by communicating, in writing, any extenuating circumstances to the Financial Manager or the Director.

Important School Closing Information: Please see your school calendar for the Winter and Spring Holiday closings. Our program is also closed for the following national holidays: Labor Day, Thanksgiving Day and the following Friday, Christmas Day, New Years Day, Martin Luther King, Jr. Day, Good Friday and Memorial Day. See your calendar for additional school closing information which includes: a Professional Conference Day, In-Service Days, and Parent Conferences. You will be responsible for providing childcare on these days.

Voluntary Pre-K (VPK) Policies: Anona Christian Preschool - State Approved Provider

Hours of VPK Operation: 8:45 a.m. - 12:00 p.m.

- See your calendar for days of operation.

VPK Financial Information:

Core Instruction Hours: 8:45 a.m. – 12:00 p.m.

- The state pays for the Core Instruction hours.

Other Fees:

- No other fees will be charged for the “Core Instruction” time (8:45-12:00)
- Other fees are outlined in the Financial Agreement. These include: Late Pick Up Fee, NSF charges

Attendance Policy: Our VPK Attendance / Absence Policies are in accordance with the State of Florida VPK 80 / 20 Rule for attendance. This Rule is set by the State and may be subject to change. Parents will be advised of any changes in the current policy.

In the event your child will be absent please call the school so we may plan accordingly. Each child is allowed to be absent for 20% of the program year. This is 33 days in our program, approximately 2 or 3 days per month.

Children are required to attend the first day of school.

Children are required to attend the last day of school.

Absences require written documentation. It is your responsibility to make sure this is provided. When your child is absent, you need to send a note with your child the first day he/she returns to school

Should your child exceed the permitted absences, we reserve the right to disenroll your child from the VPK program at our school. You may choose to continue your child’s care with us by using our private self pay program. This would allow your child to remain in the same class with the same teacher. Arrangements for re-enrollment as a self-pay student would be considered. Self Pay enrolled students must sign a Self Pay Financial Agreement.

The State’s VPK 80 / 20 Rule for attendance has no allowance for extended illnesses or vacations.

Please be respectful of the commitment Anona Christian Preschool has made to your child. Consistent attendance will ensure your child receive the high quality benefits of this program and help them reach kindergarten readiness.

Core Instructional Hours: The state requires that we provide 540 hours of “**Core Instruction**” in each VPK classroom.

- **VPK Core Instruction Schedule:** 8:45 AM - 12:00 PM
- ALL students are **EXPECTED** to be at school and ready for class no later than 8:45 AM.

Daily Roll:

- Anona Christian Preschool staff is required to keep record of the time children arrive and leave.
- Parents will be required to sign these daily sheets at pick up. The staff will bring the clipboard to you for your signature. It is permissible for anyone picking up your child to perform this task.

Monthly Attendance Summaries:

- The state requires that a parent/guardian sign a MONTHLY attendance sheet. The time your child was in attendance for the month will be taken directly from the daily attendance sheets.
- Our staff will have these available at car circle; however, if you have any questions about these reports you will need to go to the school office so that the car line is not held up unnecessarily.
- Your monthly fees from the State will not be paid without these forms.

Tardy:

- You are expected to have your child in class by 8:45 AM. There can be no exceptions.

- If you arrive after 8:45, please **TAKE YOUR CHILD WITH YOU TO THE OFFICE** and get a Tardy Slip. The time on the slip will be recorded as the time your child arrived. This information is necessary for the Monthly Attendance Report required by the state
- Excessive tardiness will require a conference with the Administrators.

Drop Off/Pick Up:

Safety Reminder for Drop Off/Pick Up: Please be sure your children remain buckled in their car seats until you or the teacher removes them from your car. Thank you for your efforts to ensure children are safe while in your vehicles.

Drop Off

- Teachers will open the door and begin taking children in at 8:35 AM. Please be in line and ready to go into class by this time.
- The teacher **MUST** begin instruction at 8:45 AM. If you arrive after that time, the other staff will **NOT** be able to take your child in for you. Parents are to park, come into the school office with your child and get a Tardy Admission for class. The time on this form will be recorded as the time your child arrived.
- If you have a younger child to drop off, please pull around the campus and get back into line for the later drop off of this program.

Pick Up:

- Be sure to have your child picked up promptly at dismissal each day. Dismissal time is 12:00.
- Be sure to sign the Daily attendance roster when you pick up your child.
- Follow the same car line routine that you did for morning drop off.

Anona's Developmental Art:

In a developmental art program, children develop the self-esteem that comes with accomplishment, the imagination that comes with experimentation and the motor control that comes with practice.

Your child will be participating in a developmental art program geared toward accumulating skills that will be important to future academic accomplishments. The goal of our art program is to motivate and challenge children to use an ever-changing variety of art media in ways that will enhance specific areas of development.

We seldom provide patterns. What your child brings home will be his or her response to the materials provided. What your child creates will be based on his or her interests, needs, skills, developmental age, imagination, and sometimes even what other children are observed doing with the materials.

We suggest that when children bring their artwork home, you comment about the colors, the mood, the lines, or the art media itself. If you always say only "that's a pretty picture," that response will soon become meaningless to the child. "Do you want to tell me about that interesting picture?" is a better question than "What is it?" Asking what a picture is may imply to the child that art always has to represent a particular thing. Art, however, can also be a design, an expression of a mood, or an exploration of media. Specific comments about your child's work can be very meaningful, for example.

- "I can see that you worked hard to cover the whole paper."
- "You chose to leave some of the white paper showing."
- "That yellow and red look good next to each other."
- "I feel happy when I see those wavy purple lines."
- "Those dots make it look like your brush was dancing on the paper."
- "The colors of the crayons you used look good in our kitchen."
- "Those shapes must have been hard to make."

Making specific observations about your child's work not only shows an interest, but acknowledges the artistic process. Occasionally, we will clip a note to your child's artwork to tell you about a specific detail of the project. Please respond accordingly.

In developmental art, the process is more important than the product. Enjoy your child! Enjoy your child's developmental art!

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 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

Accreditations:

UMAP: United Methodist Association of Preschools

DCF: Gold Seal of Excellence

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