



*Anona Child Development Center*  
Empowering *Lifelong Learners*

# Parent Handbook

# Half Day Program

13233 Indian Rocks Road  
Largo, FL 33774  
(727) 593-KIDS  
Emergency Phone (727) 409-3271

Welcome to our ACDC School Family! We are delighted you have chosen to partner with us in the growth and development of your child. Please read the Parent Handbook carefully to understand our program and insure a successful year for your child in preschool.



**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.

### ***Anona Child Development Center***

#### ***Empowering Lifelong Learners***

***Our School Philosophy:*** Anona Child Development Center embraces Conscious Discipline® as the foundation for a child's emotional, social, physical and cognitive development. To help children develop to their full potential, we offer a planned environment that encourages curiosity, hands-on discovery and interaction with their school family. We provide developmentally and age appropriate opportunities for children to think creatively, make choices and solve problems. Our most important job is to support the positive self-image of each child so they can become successful in life and experience God's unconditional love.

***Our Mission:*** Anona Child Development Center, a ministry of Anona United Methodist Church, is committed to a Christian, developmentally appropriate program that provides a safe and nurturing environment while preparing children as lifelong learners.

***Our Vision:*** Anona Child Development Center is a premier child development program. We are devoted to empowering children to be constructive problem solvers and inspired learners through the application of Conscious Discipline® in a safe and loving Christian environment.

#### ***Our Values Statement:***

RESPECT for all children and staff and for the individual uniqueness of each child and family

PARTNERSHIP through communication with staff, families and community to reach common goals

QUALITY of the program and staff maintained through training, coaching and evaluation by the National Gold Seal and UMAP Standards

SAFE learning environment that meets and exceeds standards

LEADERSHIP which empowers staff, families and children through the Conscious Discipline® journey

CHRISTIAN FOUNDATION to guide and nurture children, families and each other

Anona Child Development Center is operated on a nondiscriminatory basis and is inclusive of all children.

### **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 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:

- Student Registration Form
- Additional Registration Information
- Child Enrollment Record (Fill in every line of this form)
- Emergency Medical Release (must be notarized - notaries 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
- Acknowledgment of Receipt Form (Know Your Child's Children's Center, Influenza Virus-The Flu Brochure, Discipline Policy and Parent Handbook)
- Flu Brochure acknowledgment: form on last page
- Field Trip Permission Form (must be notarized - notaries are available in school office)
- Financial Agreement
- Video-Photograph Permission Form
- Food Experience Permission Form
- For VPK students: VPK Certificate of Eligibility

**Immunization Notice:** Documentation must be provided by the parent/guardian upon enrollment in preschool of their child's Immunization status on DH Form 680 Immunization Record or DH Form 681 – Religious Exemption from Immunization. If an immunization DH Form 680 record indicates that the child's shot record has expired, parents must provide evidence of an appointment with a health care provider before the child can return to the program. Some children in care may not be immunized.

A student who is allowed early admittance into the Preschool program in the two and three year old classes will have to repeat the two or 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.

## DISCIPLINE POLICY

**Anona Child Development Center** is a Conscious Discipline® school that uses the School Family model of classroom management. "Conscious Discipline® is a comprehensive self-regulation program that integrates social-emotional learning, school culture and discipline. It empowers staff to respond to conflict as teachable moments in such a manner as to teach life skills and problem solving. (Becky A. Bailey, 2014) We have adopted the recommended discipline rules from the Pinellas County License Board and ensure all discipline is age-appropriate, constructive and instructive in nature and will not be severe, humiliating or frightening or associated with food, rest or toileting. All forms of physical punishment are prohibited.



Five Steps to Self-Regulation are taught through the social/emotional curriculum and supported by the staff and the School Family. These activities and interventions support emerging self-regulation and help children be successful. (Becky A. Bailey, 2014) Additionally, we provide opportunities for staff and teachers to communicate with parents about the development and wellbeing of each child. Regular communication is encouraged, through notes, phone calls, scheduled annual conferences and called conferences as needed. We encourage parents to communicate with the staff and actively participate in all aspects of the program. Children have moments when their outward behavior reveals an upset internal state and conflict occurs. The staff of Anona Child Development Center will initiate the following Discipline Plan:

1. **Choice to be Helpful:** Children are reminded of the class commitment and given two positive helpful choices.
2. **Choice of the Safe Place:** Continued disruptive behavior is supported in the Safe Place Learning Center. Children may choose to go on their own, follow suggestions by other children in the School Family, or be helped to the center by the teacher. The teacher will monitor the child's progress in the Safe Place and step in to support learning and the mastery of the Five Steps to Self-Regulation.

The Safe Place is the emotional regulation center in the classroom. The purpose of the Safe Place is to "provide a place where children can learn to self-regulate. Children use the Safe Place to learn how to change their internal state from upset to calm in order to maximize their learning potential." (Becky A. Bailey, 2014).

- a) **Step 1: I AM...**Children are triggered into a state of upset and learn to go to the Safe Place.
- b) **Step 2: I CALM...**Children are taught calming techniques and are supported in their use during upset.
- c) **Step 3: I FEEL...**Children learn to name their feelings. Once they can name their feelings and become conscious of it, they are able to begin managing the moment.
- d) **Step 4: I CHOOSE...**Children are assisted in choosing a "brain Strategy" that helps them move from the lower center of the brain to the higher center of the brain in order to return to the classroom activities, ready to participate and learn.
- e) **Step 5: I SOLVE...**Something triggered the child into an upset state prior to entering the Safe Place. In this step, children discuss other solution options so that future upsets results in appropriate problem solving skills. Conscious Discipline®, all Rights Reserved. 1-800-842-2846. For more information visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

3. **Behavior Plan:** If this upset continues, staff and directors meet together and discuss the situation and develop a Behavior Plan. This plan includes the Undesired Behavior and the Desired Behavior, activities to establish/strengthen connections and teach skills to correct unwanted behavior. Parents will be kept aware of behavior plans in place.
4. **Logical Consequence**
5. **Parent/Teacher Conference**
6. **Parent/Teacher/Director Conference**
7. **Referrals where appropriate**
8. **Parent/Director/Board/Pastor Conference**
9. **Dismissal of the child from care**

The staff of Anona Child Development Center reserves the right to enter this Discipline Plan at any point. Parents will be kept informed of all serious infractions of this policy. The Director is available for scheduled, private conferences with parents upon request.

**APPEAL PROCESS:** Parents may appeal, without fear of repercussion, any decision of the school to the Board of Directors. A written request may be sent to the Board Chairperson in advance of the regular board meeting. The request will be considered and the parents notified of the outcome. All board decisions are final.

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### **Pathways of Care for Children and Youth of Anona United Methodist Church**

#### **Mission / Philosophy Statement:**

Our goal is always and in all settings for our children and youth to experience Anona as a place of **love, trust** and **respect** for God, for each other, and for adults who care for them. We live a life in Christian Community.

#### **Rights and Responsibilities:**

##### **Participants in church program have a right to:**

- Planned, age-appropriate programs and activities.
- An emotionally and physically safe environment to learn, grow, interact and worship.
- Trained and equipped leaders.
- Clear expectation of appropriate behavior and discipline procedures.

##### **The church and staff have the right to:**

- Conduct programs and activities for the wholesome spiritual development of those participating in Anona's children and youth ministries.
- The cooperation of those attending church programs.
- The cooperative partnership of their parents / guardians.

#### **Criterion for Initiating Disciplinary Procedures:**

##### **The Disciplinary Procedure outlined by individual program areas will be initiated when anyone's behavior does harm to:**

- The program's ability to function.
- The focus of attention to the group.
- The ability to take groups off campus.
- An individual verbally, physically, emotionally or sexually.

**Specific applications of this policy will be provided by individual program areas.**

### **GENERAL POLICIES and INFORMATION**

**Attendance Call:** Per Florida Law, parents/guardians must notify ACDC if your child/ren will not be in attendance or will not arrive by their intended time. Parents/guardians may provide written notification by note or email to [acdc@anona.com](mailto:acdc@anona.com) or verbal notification by phone 727.593.5437 or in person with a staff member. If there was not prior communication, ACDC will contact and document our attempts to notify parents/guardians and emergency contacts within one hour of the intended time. If communication does not happen, we are required to contact law enforcement.

All children are required to be signed into and out of class on the Daily Attendance Sheet. VPK students are also required to sign the monthly Attendance Summary sheet. Consistent attendance is an expectation and will help your child to learn and grow in our preschool environment. Establish a morning routine that allows plenty of time for the unexpected.

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. Each child is allowed to be absent for a maximum of 20% of the program year. This is 33 days in our program, approximately 3 days per month. Your child's attendance is reviewed monthly. Children are required to attend the first and last day of school. The State's VPK 80 / 20 Rule for attendance has no allowance for extended illnesses or vacations. 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.

Please be respectful of the commitment Anona Child Development Center 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.

**Important School Closing Information:** Our closings are not always the same as Pinellas County Schools so be sure to check your ACDC calendar and newsletters. Please see your school calendar for the Winter and Spring Holiday closings. Our program is also closed for the following holidays: Labor Day, Thanksgiving Day and the following Friday, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Good Friday and Memorial Day. Tuition for the week of a holiday will remain the same. 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.

#### **Cell Phones:**

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, your child is precious and your 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. To ensure safety, your teacher will wait until you are off of the phone.

#### **Clothing:**

All children should be sent to school in clothing that can "take" paints, play dough and the playground (no dressy clothes). It is also important to wear shoes AND socks, underwear, and shorts under dresses or skirts. For playground safety, please do not send your child to preschool in hooded jackets that have strings or scarves due to possible choking hazards. **Shoes: NO hard soled shoes or boots, flip-flops, crocs, keens, sandals or shoes with a stacked heel.** Rubber soled, closed toe and heel sneakers are required for the safe use of outdoor equipment. **Jewelry:** For your child's safety while on the playground and in the classroom, necklaces, bracelets or rings of any kind are not to be worn. POST earrings are the **ONLY** jewelry your child can wear to preschool. Please be sure to remove these items before coming to 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.



#### **Classroom Supplies:**

Please bring these items with you on Monday for the Meet and Greet.

- "Just in Case" Clothes: a complete change of clothing (top, pants, 2 pair of underwear, and socks). **Please put your child's name on all personal items** and bring the clothes in a large Ziploc bag.
- **VPK students:** School Box 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!
  - 1 box of 24 Crayola Crayons
  - 1 box of 8 regular washable markers
  - 2 glue sticks
  - 1 pair Fiskar, **blunt, rounded** preschool children's safety scissors. Please send in these quality scissors to help your child succeed with their cutting.



### **Donations:**

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:**

- **one (1) can of Lysol Spray Disinfectant (no substitute) – that reads “Kills Flu Virus”**
- **one (1) bulk size package of Baby Wipes (Sam’s Club, Wal-Mart, or Publix brand UNSCENTED, NOT antibacterial)**
- **one (1) 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 or Lysol Disinfecting Wipes (Large Size)
- Soft Soap moisturizing hand soap - REFILL  
Specific - no substitute - Milk Protein & Honey  
or Soothing Aloe Vera
- Regular Size Paper Plates (cheap ones)
- Ziploc Bags: Gallon or Quart sizes
- Disposable Bowls (paper or Styrofoam)
- Disposable plastic spoons
- Latex free exam Gloves (Large)
- Band Aids (3 boxes)
- Food handling plastic gloves
- Glue Sticks & scotch tape dispenser refills
- Crayola Markers (Fine or Broad Line)
- Juice (must be 100% juice)
- Expo Dry Erase White Board Markers (Low odor)

**Smoke-Free Environment:** Anona Child Development Center is a smoke-free environment. Smoking is prohibited by law. E-cigarettes and ‘vaping’ are also prohibited on the premises.

### **Arrival and Dismissal Information:**



#### **Important 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.

Please drive slowly and use caution!

#### **Arrival:**

**We follow a counter-clockwise ONE-WAY ONLY traffic pattern on the campus from 8:00 a.m. to 12:30 p.m.** We ask that you follow our one-way traffic pattern when entering off Wilcox Road or Indian Rocks Road during these hours regardless of your final destination. For everyone’s safety and convenience, we utilize car lines for all Half Day classes. Please remain in your car with your *child safely buckled in their car seat*. The teacher will remove your child from their car seat and walk them into school. If you have a second child to Drop-Off, please circle around the campus and join the car line for the 2<sup>nd</sup> child. If you choose to walk your child up to the door, please keep your child with you and wait until the car line is finished; then the teacher will bring in all walkers.

Your child’s teacher will give you specifics and a map for your child’s car line procedure, as it varies by class and age.

#### **Late Arrival:**

It is important that your child be punctual. It is hard for a child to walk into a class after the “groups” have been formed and the morning activities have begun. Punctuality and regularity in attendance play an important part in your child’s preschool experience. Consistency and the safety of knowing what to expect helps to prepare your child for an optimal learning experience. If you are in the Education Building and arrive after the beginning of the instructional day, 8:50 a.m. for 2’s and 3’s or 8:45 a.m. for the 4’s, park your car and walk through the bright green doors. We will walk you to your classroom door. If you are in the Wesley Building, walk through the playground to your classroom door and please knock on the door and wait patiently for a break in the morning routine so the teachers can greet you and your child. This will just take a minute or two. Habitual tardiness will require a meeting with the administration.

**Dismissal:**

**Follow the same counter-clockwise ONE-WAY traffic pattern as arrival time.** Be sure to have your child picked up promptly at dismissal each day. Dismissal times are 11:50 a.m. 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. Be sure to let this person know that we will need to see a photo ID. 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 your cell and work phone numbers. If any of this information changes, please go to the preschool office, fill out and sign a pink "Child Record Change" form immediately. Parents should remain in their cars until the teacher puts your child in the car. Then, you can safely secure your child in their car seat. To be as safe as we can, if possible, please have your child's car seat on the passenger's 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. If you need to talk to another parent, please pull your car out of the car line and into a parking spot. When you have completed your business, you may return to the car line and proceed with the normal drop-off/pick-up routine. If you have a 2<sup>nd</sup> child to pick-up, please pull around the campus and get back into the car line for the 2<sup>nd</sup> child. If you choose to walk up to pick-up your child, please wait away from the door until the car line is finished, then the teacher will dismiss the walkers.

**Late Pick-Up:**

There are fees for a late Pick-Up:

<b>Half Day 2's and 3's:</b>	\$10.00 at 12:06 p.m. plus \$5.00 for each additional minute.
<b>Half Day VPK:</b>	\$10.00 at 12:16 p.m. plus \$5.00 for each additional minute.
<b>Extended hours (12:30):</b>	\$10.00 at 12:46 p.m. plus \$5.00 for each additional minute.
<b>Extended hours (3:30):</b>	\$10.00 at 3:46 p.m. plus \$5.00 for each additional minute.

**Car pools:**

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

**Sibling Policy:**

Anona Child Development Center provides 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 healthy special snack and juice for your child's special day. (No Large cupcakes! Small cupcakes or muffins please.) We have "un-birthday" celebrations for those with summer birthdays. You will need to provide the teacher with advanced notice (1 week minimum) of what the special snack will be, so that we are able to provide the license board required 2 day notice of a food experience to parents. 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. If you wish to send home birthday party invitations through the class, there must be one for each child. If you prefer to mail invitations, you may request a class roster from the school office.

**Field Trips:**

When we walk to areas of our campus that are not licensed care locations, Pinellas County License Board requires us to have a signed field trip permission form for each child in our school. These "walking field trips" are the only field trip activities we participate in.

**Firearms or weapons:** Firearms or weapons as defined in Chapter 790.001, F.S., are prohibited within any licensed care building or upon any person located on the licensed care premises, excluding federal, state or local law enforcement officers.

**Parent Communication:**

**Conferences: Phone Conferences** for all children will be held in the first few months of school. This gives the teacher a chance to talk with you, exchange information and learn more about your child. **In Person Conferences** take place later in the year. VPK Conferences are scheduled in February and conferences for the two and three year old students are scheduled in April. We feel that it is important to have an open line of communication with our families so together we can partner in your child's growth. Our staff is available to communicate and share celebrations and help with any problem. Teachers are unable to come to the phone during class time, so we ask that you please leave your name and number at the office or write your child's teacher a note and she will contact you.

**Email: Important** - We use email to keep you informed of the weekly and monthly activities here at ACDC. Please be sure to check your email regularly for newsletters and current events. In addition, every class has their own email address. Feel free to use this to



communicate with your teacher. They will respond within 24 weekday hours. As a professional courtesy, please do not ask staff to be friends on Facebook.

**Food and Nutrition Information:**

**Food Safety:** ACDC is required to follow guidelines set forth by the USDA, Pinellas County Licensing and Health Departments with regards to nutrition and food safety. These guidelines apply to snacks and lunches being provided by families for their child/ren while attending ACDC. Two food groups must be part of the snack/meal provided, with portions and choices appropriate for your child’s age. Please refer to the nutritional information and requirements outlined on <http://www.choosemyplate.gov> website and information in this Parent Handbook.

**Choking Hazards:** Children under 4 years of age must not be served foods that are associated with young children’s choking incidents such as, but not limited to: whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes, and any food that is of similar shape and size of the trachea/windpipe.

**Nutritious snacks:** AM snacks are provided by the school. Each snack will include items from two different food groups. Snacks may include:

100% Fruit Juice Milk Water Whole Grain Bread Crackers (many varieties) Bagels and cream cheese	Sliced Cheese Pretzels Canned Corn Apple Sauce Muffins	Vegetables (Carrots/Celery/Broccoli) Fresh Fruit (Apples/Oranges/ Bananas/Grapes) Canned Fruit (Peaches/Pears/Oranges/Fruit Cocktail) Graham Crackers/Vanilla Wafers/Animal Crackers Raisins
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Monthly snack calendars are posted in each classroom and are available to parents upon request.

Parents may choose to provide snack for your child. Families will receive a reminder note if your child’s snack is missing or incomplete. ACDC must supplement your child’s snack on those occasions to ensure the nutritional requirements are being met. Please meet with the Director or Compliance Administrator for guidelines and details.

**Peanut Free Environment:** For the safety of those children with severe peanut allergies, we are a peanut free environment and do not serve snacks that contain peanuts or peanut butter. When sending in a special snack or lunch for your child, check to be sure you are helping to maintain our peanut free environment – no peanuts, peanut butter or other peanut products.

**Packed Lunches:** You will need to provide a nutritious lunch following guidelines in this Parent Handbook and the <http://www.choosemyplate.gov> website. If your child’s lunch fails to meet nutritious guidelines for lunch, ACDC is required to provide supplemental food items to complete the lunch. We will send a reminder note if your child’s lunch is missing or incomplete. We do not have refrigerator space for lunch boxes, and if food is supposed to be kept cold, you must include ice packs to keep it cold. 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. **Do not send candy, gum or soda in your child’s lunch box.**

**Lunch Bunch Healthy Lunch Ideas:** Here are some creative lunch ideas from our 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 bite size chicken pieces 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 Cream cheese on crackers
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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 your child's appetite.

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. No candy, gum or soda in your child's lunch.

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.

### **Hurricane Information:**

Parents need to pay close attention during the approach of all severe weather. **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 Child Development Center 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.

**Remember:** A **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 severe weather.

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

### **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. We will verify your child is 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:
- |                               |   |
|-------------------------------|---|
| 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 a Director or Compliance Administrator. 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), doctor's 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 is a Class 1 Fine -\$500.00 and the revocation of our Gold Seal Accreditation and possibly our license if a single Class 1 violation occurs.

### **Volunteer Information:**

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 participate in your child's classroom activities. It will mean so much to your child. Be sure to complete your Volunteer Interest Form. Classroom volunteers will need to complete a volunteer packet, available through the Preschool office.



- **Parent Orientation:** 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.
- **Parent Gathering:** This group usually meets the 1<sup>st</sup> Wednesday of each month. Parents (Moms and/or Dads, grandparents too) gather for fellowship and work on special items for the teachers such as folding bags, cutting out items, marking and repairing books, organizing fundraisers, laminating classroom items, etc. Come spend as much time as you can between 9:00 a.m. and 12:00 noon. Younger children are welcome.
- **Playground Beautification Day:** In October, join us for food, fun, and fellowship while we spruce up our playgrounds. It's a great opportunity to meet some of the other members of our School Family. Bring your work gloves; we will be moving sand, painting equipment and raking leaves. To keep everyone safe, children may not be on the playground while we are working. Child Care will be provided, free of charge, in the Church Nursery.
- **Mystery Reader or Story reader:** We welcome parents (or grandparents) during the morning choice activity time to read stories to the class, a single child or a small group of children. It is a special time for your child and the whole class.
- **Special Projects:** The ACDC staff appreciates your help, either at home or school. Special projects often require additional help, and there are times when the teacher may just 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.
- **Special Snack:** Make or buy a healthy snack with your child to share with friends at school. You will need to provide the teacher with advanced notice (1 week minimum) of what the special snack will be, so that we are able to provide the license board required 2 day notice of a food experience to parents.

### **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!

**Financial information:**

**Tuition:** Tuition for 2’s and 3’s is payable in weekly installments, due on Monday of each week. An envelope will be sent home with your child for this purpose. A late fee of \$10.00 per day will be charged on Wednesday (or Friday) if tuition payment for your child is not received. 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 office.

**Checks:** All checks are to be made out to **ANONA CHILD DEVELOPMENT CENTER**, EXCEPT checks for school pictures, book club orders and extracurricular activities. These checks should be made payable directly to the company. **If you have a child in both the Preschool and the Elementary 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 cash or money order only and must be brought to the office. 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 Director.

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***The Gift of a Child***



Dear God, I thank You for the gift of this child to raise, this life to share, this mind to help mold, this body to nurture, and this spirit to enrich. Let me never betray this child’s trust, dampen this child’s hope, or discourage this child’s dreams. Help me, dear God, to help this precious child become all You mean him to be. Let Your grace and love fall on him like gentle breezes and give him inner strength and peace and patience for the journey ahead. Amen.

Margaret Wright Edelman

*“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*

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**Accreditations:**

**UMAP: United Methodist Association of Preschools**  
**Certified VPK Provider: Gold Seal Approved**  
**DCF: Gold Seal of Excellence**



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**Come Worship with Us!**

[www.anona.com](http://www.anona.com)

## **SUNDAY WORSHIP**

- ❖ **Traditional Worship** - 8:15a.m. - Sanctuary
- ❖ **Contemporary** - 9:30a.m. - Worship Center
- ❖ **FX Family Experience** - 9:30a.m. - Anona Theater
- ❖ **360 United** - 11:00a.m. – Anona Theater
- ❖ **Traditional Worship** - 11:10a.m. - Sanctuary

Visit the website and check out the many opportunities for your family to connect with our family. You will find your place to belong at one of our services. Relationships are the heartbeat of our congregation, so come and find your place at Anona United Methodist Church.