



Parent Handbook

Elementary Care Program

13233 Indian Rocks Road
Largo, FL 33774
(727) 593-KIDS
Bus Line: 593-5437 ext. 240
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 at Anona Elementary Care program.



Elementary Program Hours: 7:15 a.m. - 6:00 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

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)
- 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
- Bus Pick-Up Policy
- Homework Room Agreement

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 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.



have

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, 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. 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

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**

During off campus events (including transportation to and from all events), all participants in the program are expected to follow the program and bus rules. If a child becomes involved in a physical altercation or defies authority during off-campus events, the child will lose bus and field trip privileges for the next school/field trip day. It will be the parent’s responsibility to provide care during this time. If the infraction is of a serious nature, the center staff reserves the right to require parents to come immediately to pick up their child and keep him/her for the remainder of the day. Repeated offenses could result in permanent loss of transportation privileges. Parents will receive written notice of this suspension.

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.

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:

Attendance Call: Per Florida law, parents/guardians must notify ACDC if your child/ren will not be in attendance or will not be on the bus daily. Parents may provide written notification by note or email to acdc@anona.com or verbal notification by phone 727.593.5437 or in person with a staff member. In alignment with our bus policy, we must receive notification before 1:30pm the day of their absence. If your child is not at the bus area for pick up as scheduled, and we have not received prior notification of their absence, we are required to contact you and document our attempts to reach you and your emergency contacts to determine that you know the location of your child. If communication does not happen, we are required to contact law enforcement. We will not leave a school without knowing the whereabouts of your child.

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.

Camps: Anona Child Development 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 or two preparation days before Summer Camp begins and after Summer Camp ends. Please see your calendar for specific dates.

Important Program Closing Information: The Center will be closed for the following holidays: Labor Day, Thanksgiving and the Friday after, a week during Pinellas County Schools Winter Holidays, Christmas Day, New Year's 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 preparations. 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 depends on the public school calendar which comes out each spring.

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, program staff will wait until you are off of the phone.

Jewelry:

For your child's safety, to prevent potential injury during outside playground play, a group leader may ask your child to leave their jewelry in their backpack.

Shoes:

If your child wears shoes to school that are hard soled shoes or boots, flip-flops, crocs, sandals or shoes with a stacked heel, they need to pack rubber soled, closed toe and heel shoes in their backpack to wear while they are at the Center. They are required for the safe use of outdoor equipment. If they do not have shoes packed for the Center they will need to do table or stage activities only during playground time.

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

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.

Parent Communication:

Email: We use email to keep you informed of the weekly activities here at ACDC. Please be sure to check yours regularly for newsletters and current events.

Financial information:

Tuition: 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 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 Financial Manager or the Director.

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 Clorox or Lysol Disinfecting Wipes (Large Size)**
- **one (1) or more of the following items.** Please purchase large, “bulk” sizes. We will be happy to accept 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)
- Juice (must be 100% juice)
- 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)
- Expo Dry Erase White Board Markers (Low odor)

BUS INFORMATION:

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 staff.

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 1:30 p.m.** 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.

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* or seat belts until you remove them from your car. Please drive slowly and use caution!

Arrival:

All children are required to be signed into and out of the program on the Daily Attendance Sheet. Walk with your child at all drop-off and pick-up times. A staff member will be available with the clipboard for you to sign your child in and out using your full signature (no nicknames, "Mom or Dad" or initials are permitted). If your child is registered for the morning portion of our program, please be sure to arrive and sign in by 7:50 a.m. The bus leaves at 8:00 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.

Dismissal:

If someone else is picking up your child and is not on your Child's Registration 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 them. This is required by the Pinellas County License Board and is not in our ability to alter. Thank you for your cooperation and understanding.

Late Pick-Up:

The Center is open from 7:15 a.m. to 6:00 p.m. Closing is 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.

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.

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

100% 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/Animal Crackers
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.


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 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: If your child attends In-Service days or camps, 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.**

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.

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, we 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 the center 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 the Center.
 - 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 our program 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 Center so that we are able to treat the environment. Please bring your child to the office before returning to the Center following treatment. The License Board Regulations require that your child be lice and NIT (eggs) free prior to returning to our program.

➤ 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 our program:

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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 office so that we are able to alert parents if necessary and be watchful of symptoms in other children. **To return to the Center you will need to provide a note from your doctor stating your child has been treated and is cleared to return to the Center.** Please feel free to contact the office 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 program 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 a group leader to let you know that we are monitoring him/her for illness and a note to that effect 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 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), 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 is a Class 1 Fine -\$500.00 and the revocation of our Gold Seal Accreditation and possible loss of 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. Volunteers will need to complete a volunteer packet, available through the office.



- **Parent Orientation and Student Meet and Greet:** Start the year off right by attending. It will help us understand each other so much better.
- **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. A birthday is always time to celebrate. We will celebrate birthdays monthly in the Center and provide refreshments for this special time.
- **Special Snack:** Make or buy a snack with your child to share with friends at the Center. If this snack is for a special celebration, you will need to provide the group leaders 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.
- **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.
- **Special Projects:** The ACDC staff appreciates your help and welcomes you to participate in special projects that often require additional help. Maybe, you have a special talent or a unique job you would like to share with us.
- **Field trips:** Parents are invited to attend any field trips (as a chaperone) your schedule allows. Please contact the Group Leader if you are able to assist with any trips. You will be required to complete a volunteer paperwork packet, in the Center office.

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

Accreditations:

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



Come Worship with Us!



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 www.anona.com 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.

2018-2019

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