



2016-2017

PARENT HANDBOOK

Department of Children and Families License Number: C07SJ0008 & C07SJ0088

Dear Parents,

We want to welcome you and your child to Anastasia Baptist Academy. It is our privilege to serve your family and it is our prayer that your child's learning experiences here will be rewarding. Our program is available for children from infancy through Pre-K. It is our goal to provide opportunities for each child to reach his/her greatest potential.

Young children are active learners and we offer them many opportunities to explore their environment. Our curriculum is based on thematic units of study incorporating learning centers and developmentally appropriate activities.

We encourage you, as the parent, to be actively involved with your child's school program. You may have the opportunity to share your special talents or interests with your child's class. There will be several opportunities to be part of "special interest" days with your child. Weekly volunteer times are also available. See your child's teacher for details.

Anytime you have questions or concerns, please contact myself or Samantha Ayres, our Office Administrator, at the Island Campus office, (904) 471-2859, or stop by the Office. We appreciate your feedback and suggestions. It is our goal to minister to our children and families. Please let us know if we can be of help to you.

This handbook explains our policies and procedures. Please read it thoroughly and refer to it often. Thank you for entrusting your child to us.

We look forward to working with you.

Sincerely,
Hannahlee Goedelman
Ministry Director

Admission Requirements

Anastasia Baptist Academy is a child care facility fully licensed by the Department of Children and Families. The following are necessary requirements that parents must comply with in order to place their child in our child care facility.

1. A non-refundable registration fee must be paid at the beginning of the registration process.
2. A Florida Department of Health Certificate of Medical Exam (3040) and a Certificate of Immunization (680) is required for each child. These must be signed by your family physician or the health department and should contain a statement of the child's general health including any significant medical conditions such as allergies and or physical limitations. Your physician has these forms at their office. We must have these forms on or before your child starts school.
3. An Information/Enrollment form is required before each child begins school.
4. Signed acknowledgement of and agreement to our parent handbook policies.
5. Signed acknowledgement of and agreement to the child care's discipline and dismissal policies.

Consistent with Christian principles, Anastasia Baptist Academy does not discriminate in regard to religion, sex, or national origin in our admission policies.

Services

1. Anastasia Baptist Academy full-time program hours at our Island Campus are from 7:00 a.m. to 6:00 p.m., Monday – Friday and the part-time program at the West Campus opens at 8:30 a.m. with programs ending at various times:
 - WEST CAMPUS HOURS Part-time VPK/Three's
 1. Mon./Wed./Fri. 8:30-2:00
 2. Tues./Thurs. 8:30-4:00
2. You are required to sign your children in and out each day on the designated computers. You may check in or out from any touch screen computer. Please see management if you are having check-in issues.
3. All students should arrive in their classrooms **no later** than 8:30 a.m.
 - **If you arrive at school later than 8:55 a.m., you must bring your child to the office. It is a disruption to the classroom when children arrive late.**
 - **If a pattern of continual tardy behavior occurs, the director will send a letter of warning. Continual patterns of tardiness may lead to dismissal from the program. (A child is considered tardy after 9:00 a.m.)**
 - **We do understand that occasional doctor or dentist appointments occur or other events beyond our control. Please notify the office or your child's teacher if you will be tardy.**
4. Students attending the **VPK Only Program** should arrive no later than 8:30 a.m. each day and must be picked up no later than 11:30 a.m. for the Monday – Friday Program at the Island Campus.
5. Children not picked up on time will have a late charge placed on their account of \$10.00 within the first five minutes and \$1.00 for each additional minute. There will be no exceptions or warnings.
6. We will provide both morning and afternoon snacks. We also provide milk at lunch time. If your child is on a special diet or has food allergies, please inform your child's teacher and the childcare office staff.
7. After lunch, all children observe a rest time. Our center will provide the mat. We ask that parents send in a **SMALL** blanket or towel to be used by their child. Sleep items will be sent home each Friday and the parent is responsible for laundering their child's blanket each week. Please help us by labeling your child's blanket.

Tuition Payments

Although we strive to maintain current advertised tuition rates, amounts are subject to change at any time during the year.

Tuition is due the first day of the week or the first day your child attends of every week. If a payment cannot be made for some extreme special circumstance due to illness, etc... please communicate with us as soon as possible.

Anastasia Baptist Academy cannot carry a delinquent balance beyond two weeks. If there is an unpaid balance at the end of the second week your child's spot will be forfeited.

All payments are automatically collected and processed through Tuition Express. Tuition Express is part of our ProCare Software management system. This payment system will allow us to process tuition and fee payments safely, quickly and efficiently.

Once enrolled in Tuition Express, your tuition and fee payments will be deducted automatically from your account on Tuesday of each week, or if you utilize a credit card the amount can be deducted monthly on the first Tuesday of each month. Upon request Anastasia Baptist Academy can produce a receipt for the payment or you can receive instant email notification by signing up at www.tuitionexpress.com.

Information about fees:

- A late fee of \$10.00 will be assessed after two days of scheduled attendance without payment.
- If payment is declined, a late fee and a processing fee will be deducted from your account.
- If you request special payment arrangements (such as bi-weekly, or Fridays, etc), a fee of \$10 per month will apply.
- If you choose not to enroll in Tuition Express, **we will be charging a \$10 monthly "handling fee"**, as we will be forced to continue processing your payments by hand.
- There will be a \$25.00 charge assessed for any returned check. In the event that there are two returned checks to the account, all future tuition payments will be required to be paid in cash.

Your personal account information is safe with Tuition Express – safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

A Tuition Express enrollment form will be provided for you. Please take the time to fill it out and return the forms to our office within the first week of enrollment.

If you choose to write a check, all tuition checks (no cash) are to be placed in the locked cabinet in the back hallway near the office. All checks should be written to Anastasia Baptist Academy and should include your child's name and class.

In the event that you are paying in cash, please make sure that it is given to an office staff member and counted in front of you.

Please **DO NOT** send any tuition payments in your child's lunch box or backpack. We will not be responsible for any money being sent in this manner in the event that the tuition payment is lost or misplaced.

Tuition must be paid in a timely manner, whether your child is in attendance or not. There is no reduction of fees for absences, holidays, scheduled closings or closings due to conditions beyond our control. There is however, an adjustment in fees due to hospitalized illness of the child, with a maximum limit of one week.

After one full year in our program, each family **enrolled full-time only** is given the option of a one week vacation in which no tuition is due (the child may not attend during that week) **OR** they may choose for their child to attend part-time during the summer session (you may only choose one of the two options).

Withdrawal

[Please be advised that we require a two week notice if you withdraw your child from our center.](#)

2016-2017 Weekly Tuition Rates

Infants - \$225
Toddlers - \$195

Two's FT - \$180
Two's MWF - \$125
Two's TTh - \$100

Three's FT - \$165
Three's MWF - \$120
Three's TTh - \$95

Four's VPK Wrap FT - \$115
Four's VPK Wrap MWF - \$75
Four's VPK Wrap TTh - \$55

Check In and Out

1. Your children's safety and security is one of our top priorities.
2. We must register you and anyone that will be picking up your children.
3. Check in and out each day by placing your finger onto our scanner and clicking on your child's name.
4. You will receive a ticket, which you will give to your child's teacher or staff member responsible for your child at the time of drop-off or pick-up.
5. Never drop-off or pick-up your child without verbally communicating with the staff member that you are dropping off or picking up your child.

Release of Children

1. Children will be released ONLY to the parent, or other persons designated on the Release Form, signed by the parents. Children may not be released from the center by any persons under the age of 18. It is VERY important that this information be kept current. Your child's teacher and the office administration should be kept informed of any changes.
2. The office and/or teacher must be informed if anyone other than the child's parent will be picking up the child. Photo I.D. will be required of anyone picking up your child to verify identity.
3. A note from the parent will be required in order to release the child to anyone not on your child's release form. This may be faxed or emailed to the center and parent will be contacted for verification.
4. Due to safety and liability concerns, we respectfully request that you not stay and visit in the classroom or playground after your child has been signed in or out. If you have any questions or concerns, please notify the teacher and she will be happy to call you at home or meet with you at a later time. We ask that the teacher be able to devote her full attention to the children during the class and playground time.

Health and Safety

When your child exhibits symptoms of illness during the day, he/she will be isolated and you will be called to come as quickly as possible. **Your child must be picked up within one hour.** If you are unable to come, please call a person on your child's authorized pick-up list to come in your place. Please call the school and advise us as to the person coming to pick up your child. It is at our discretion on whether your child is too ill to remain at school. If we feel that your child is still exhibiting symptoms, a doctor's well note does not guarantee re-admittance.

Most Common Reasons for Being Sent Home:

- **Diarrhea (more than twice)**
- **Vomiting**
- **Fever over 100.0 degrees**
- **Impetigo**
- **Open soars on/or around mouth**
- **Head Lice**
- **Pink Eye**
- **Croup (barking cough)**
- **Any Symptoms of a possible communicable disease**

Reasons to Keep Your Child Home:

- **Any of the above**
- **Has fever or has had a fever within the last 24 hours.**
- **Has a cold with cloudy or green discharge.**
- **Has constant, croupy cough.**
- **Is fussy, cranky, generally not themselves.**
- **Has signs of a communicable disease.**
- **Has lice or nits.**
- **Has impetigo or pink eye.**

Your Child May Return to School:

- **When fever free for 24 hours with no other symptoms.**
- **No nasal discharge.**
- **Incubation period for any communicable disease has passed.**
- **Has been on antibiotics for at least 24 hours.**
- **Has no nits or lice in hair or scalp.**
- **Has no sores that are open.**

Your child may NOT return to school the following day if they have been sent home with any of the above symptoms. They may only return to school after 24 hours have elapsed and they are symptom free.

Field Trips

Different classrooms may take a field trip to a local location during the school year. For example: nursing home, Alligator Farm, Amphitheater, etc... If your child's class is going on a field trip, you will be informed of the date in advance and have the option for the child not to attend or for you to chaperone. A signed permission slip will need to be signed for each occasion. We also bring special "events" here to our childcare center. During the year we have puppet shows, fire department visits, transportation visits, etc. We try to provide a variety of experiences to enhance each child's learning experience. Your child will not leave Anastasia Baptist Church property without a parent or guardian signed Field Trip permission slip form.

Media Release

Anastasia Baptist Academy may use the image of your child(ren). Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of your child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Anastasia Baptist Academy website or Facebook page. **The child's name will not be used in conjunction with any video or digital images. Anastasia Baptist Academy will never sell any child's image to any third party.**

Safety Law Reminders

1. All children must be accompanied in and out of their classroom and the child care facility by an adult or sibling (18 years of age or older).
2. It is the responsibility of the supervising adult to ensure that any child under 5 years old is seated in a federally-approved child car seat. Failure to do so could result in a \$60 fine and 3 points against your driver's license. Florida law states:
 - a. Children 5 years old or younger must be secured in a federally approved child restraint system.
 - b. Children 3 years old and younger must use a separate car-seat or the vehicle's built-in child seat.
 - c. Children 4 to 5 years old must sit in either a separate car seat, a built in child seat or a seat belt, depending on the child's height and weight.
 - d. Children 6 through 17 years old must be in a seat belt.
3. Florida Law also states that no child under the age of 13 may be left in an unsupervised vehicle for any amount of time.

Please remind any and all potential caregivers of your children of these and all handbook policies.

Medication

1. Our center requires that ALL medications given must be accompanied by a doctor's written authorization. The medication must be in its original container with the child's name, date, and dosage.
2. All over-the-counter medications must have the child's name on the bottle. The office staff can only administer the dosage allowed on the bottle. Any variation in dosage can only be given with a doctor's written authorization.
3. We will not administer any medication that is not in the original container. Please DO NOT send medicine in your child's bottle or any other container.
4. Before administering any medication, the teacher must have a completed and signed medicine form filled out by the parent.
5. Please alert your child's teacher to any medicine that you have already given to your child before arrival at school.
6. If your child is on medication and does not need to be outside, please send a note or phone our office and let us know. We can make arrangements to keep your child inside for the morning play time. However, in the afternoon, we will not be able to keep your child in. You will need to pick up your child by 4:00 p.m., when all the classes go outside.
7. **All medication must be brought to the office and kept there along with the completed and signed medicine form and/or doctor's note.** No medication is to be kept in the child's cubby, lunch box or backpack.

***Fever reducing/pain relieving medications will only be administered for pain (not for fevers) and must be accompanied by a doctor's written order. The child will be tested for fever in between doses.**



Clothing

1. Please send your child in comfortable, washable clothing. Clothing with complicated straps, buttons or zippers should be avoided. If your child is wearing a one-piece outfit, they must be able to get in and out of the outfit by themselves. Complicated clothing can cause frustration for your child and keep them from being able to toilet independently.
2. Children's attire may be in the style of the day, but clothing should be modest. We ask that little girls wear small shorts or bloomers under their dresses and skirts. We also ask that you refrain from dressing your child in any clothing with political logos, pictures or phrases that are offensive to the Christian faith, graphics with violence, profanity, discriminatory messages, suggestive phrases, advertisements, phrases or symbols of alcohol or tobacco.
3. We ask that your child wear comfortable, **closed toe & closed back shoes, preferably sneakers or tennis shoes and socks**, to school each day. [COWBOY BOOTS, SANDALS, CLOG -LIKE CROCS and FLIP-FLOPS ARE NOT ALLOWED.](#) Your child will be active and appropriate shoes are an important part of their safety.
4. Each child will need a complete change of clothes (including socks and shoes), in case of an accident. (Two changes are recommended for potty training children.)
5. Please LABEL all of your child's personal items, including items of clothing. This is especially important during the winter months as the children bring sweaters and jackets.
6. Each class will go outside for a period of time each day as weather permits. Please be sure to dress your child appropriately for the weather.

Toys and Personal Belongings

Since it is often difficult for children to share their personal toys, we ask that your child NOT bring toys from home unless requested by the teacher. The center will provide a variety of toys and other items of interest for your child to play with and enjoy.

Lunches, Snacks, and Parties

1. Please include each of the major food groups (grain, dairy, fruit, vegetable, protein) in your child's lunch.
2. Our program does not have the facilities to warm-up meals.
3. It is VERY important that you notify the office if your child is on a special diet. You will need to provide a snack or lunch for your child if they cannot eat the food provided by the center.

4. Please pack your child's lunch in a lunch box, not in a paper sack. Please label your child's lunch box with their name.
5. **Please DO NOT place candy, medication, tuition checks, or book orders in your child's lunch box. Lunch boxes are for food items only.**
6. Birthdays are special days in your child's life. Most parents want to furnish refreshments for their child's class on their child's birthday. Please make arrangements with your child's teacher in advance, if you plan to send any birthday items in for your child. See Birthday Party Policy for more details.

Birthday Party Policy

We want to recognize and celebrate your child's birthday. Please review the policy below, which has proven to work the best for classroom parties. Birthday parties can be disruptive to your child and the other children in the classroom, so please plan ahead of time with your child's teacher for these occasions. If you have questions, please ask your child's teacher.

- Birthday parties are usually held at snack time. (Birthday lunches are at the discretion of the teacher.)
- You may send your choice of refreshments (large cake, cupcakes, ice cream, and drink).
- Goody bags or party favors may not contain, guns/water guns, choke able items, gum, or hard candy.
- You may provide birthday hats, plates, and napkins.
- NO BALLOONS OF ANY KIND WILL BE ALLOWED!**
- A parent is welcome to come and help. If you have other children, we kindly ask that you leave them in the care of others, as they can be hard to keep up with, and you will certainly want to enjoy your child's party.
- Be prepared to take your child home with you after the party, especially if they are upset by you leaving.**
- Please do not put party invitations of any kind in other children's cubbies; you may give them directly to your child's teacher to be passed out.

Anastasia Baptist Academy Closings

Anastasia Baptist Academy is closed all of the following holidays. We are also closed 2 days at the end of the summer for clean-up, a week at Christmas, and a week during the summer for Vacation Bible School (June 5 – 9th).

All tuition payments remain the same with the exception of Vacation Bible School week and the week between Christmas and New Year's Day when tuition is not charged.

New Year's Day
Presidents' Day
Martin Luther King Jr. Day
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Anastasia Baptist Academy closing dates may vary each year. If you did not receive one, please see the office or ask your teacher for an updated list for the current school year.

Understanding Your Child's Progress

Please review the Florida Education Standards that you will receive at open house.

1. Please encourage your child to talk about his or her school experiences.
2. We encourage open communication between our parents and teachers. If you would like to talk with your child's teacher, please send a note requesting a phone call, or phone the early education office at 471-2859 (Island Campus) or 824-8232 (West Campus) and request a phone call from the teacher. Our teachers will be UNABLE to have a conference (in person or on the phone) during class time.
3. Conferences are available upon request and teachers should make times available to you for a conference at least two times a year to meet with you to discuss your child's progress.
4. Please read any notes or newsletters sent home from your child's class or the office. We will make every effort to keep you informed of any upcoming events or important news.
5. We ask that you not share any concerns regarding your child with the teacher when your child is present.
6. Please talk positively about your child's school and school experiences in front of the child. Always say "good bye" to your child and let them know who will be picking them up later.
7. Encourage your child in their language development. Talk about events of the day. Ask open-ended questions that enable your child to share their thoughts and feelings. Example: What was your favorite thing that happened today? What are some of the things that you did today? Tell me about the story that you read today...etc.

Guidelines for Discipline

The term “discipline” means “to teach or to guide”. It is our goal to provide positive guidance, used by loving teachers in an enriched environment suited to the child’s level of development. We seek to help each child learn self-control and self-discipline.

We use the following guidelines to promote positive behavior.

- Model appropriate behavior for children.
- Teach children what to do....rather than what not to do.
- Create a classroom environment that encourages pro-social behavior.
- Understand developmental stages of each individual child.
- Establish limits in which a child can feel secure and understand what is expected of them.
- Provide choices only when we are willing to accept their choice.
- Maintain constant supervision of children and step in before inappropriate behavior begins.
- Teach communication skills.

“Time Out” is one of the most misused guidance techniques. Time Out is simply removing the child from the group for a brief period of time. It is not a fearful or threatening time, but simply a time set aside to allow the child to calm down. After the child has calmed down, the teacher will talk with the child about their choices and other options that they have.

*NOTE: corporal punishment (spanking) is NOT permitted by teachers, director or other school personnel. Corporal punishment of a child by a parent or guardian is prohibited on school property.

Dismissal Policy

Sometimes the center has to dismiss a child for safety reasons when considering the other children and teachers at the center. Please know that this policy is only used as a last resort and that we will try to work with parents and children before dismissal from our program. If problems occur the center will take the following steps:

Offences are acts of violence which are felt to be of a malicious or purposeful nature towards a child or teacher which result in injury. If such offences occur the center will take the following steps:

1st offense: An incident report will need to be signed by a parent, and the report will be kept in the child's records.

2nd offense: An incident report will need to be signed by a parent. Notification of 2nd offense and dismissal policy will be given to parents in writing. Child will be sent home for the day.

3rd offense: An incident report signed by a parent. Notification of 4th offense and child will be sent home and suspended from the program for a total of three days. Conference will be scheduled with parents.

4th offense: With great regret the child will be dismissed from our program.

Additional issues concerning parents:

Our staff is expected to maintain a respectful and professional relationship with parents at all times. We also expect the parents/guardians of our students to treat staff, children and other parents in the same manor. Mistreatment of any person on child care grounds can be cause for dismissal from our program.

Spiritual

We will help your child develop a habit of giving thanks through prayer for things enjoyed in life; our food, our health, our families, etc.

Each preschool room has a Bible as part of the teaching material in the room. A Bible thought is the main idea or truth of a Bible verse stated in terms a child can understand. A Bible truth is a statement that reflects part of what God revealed in the Bible. "Jesus wants us to love our friends" is a Bible truth. Our teachers use Bible thoughts at appropriate times throughout the day.

Some Bible thoughts that we will be sharing this year are:

"I am wonderfully made." Psalm 139:14

"God made the fall." Jeremiah 5:24

"Give thanks to God." Psalm 136:1

"Jesus was born." Matthew 2:1

"God made the winter." Psalm 74:17

"Love one another." 1 John 4:7

"God made the animals." Genesis 1:24

"God made the spring." Jeremiah 5:24

"Look at the wonderful things God made." Job 37:14

"God made the water." Psalm 104:10

Form Requirements

Medication Forms

Any child needing medication must have a medication form with specific directions and parent signature; form must be filled out with each dose given with time amount and date. Medication must be prescribed by the doctor with the child's name on container. No dosage will be given other than directed on prescription bottle. For all other creams or over the counter medications these will only be given as directed. (Any oral medications, prescription or over the counter, will not be given without a doctor's note.) Medication must be kept in the office.

Weekly or Daily Reports

These are written daily or weekly for each child. These reports are for communication purposes as well as a way to help parents feel connected to what goes on in their child's daily routine.

Accident/Incident Reports

Any child that is injured in an accident or involved in an incident must have a report signed, timed and dated by the witness, the parent, and the director.

Florida Certificate of Immunization Record (BLUE form) and Florida Health Exam Record (YELLOW form)

Florida Law requires that the child care facility keep updated immunization records and yearly health exam records on file for each child. These records must be current at all times. An updated form should be given to the facility after your child's yearly check-up. In the event that they are not current your child will be unable to attend the program until updated forms are provided.

ATTENTION PARENTS: The next few pages are copies for you to keep of forms that you have received in your enrollment packet. Please sign and return all forms you received to the office or your child's teacher as soon as possible (but keep this handbook for your reference).

Thank you!

ANASTASIA BAPTIST ACADEMY
Discipline Policy

The purpose of this letter is to acquaint parents with the disciplinary policy of this center. Please read the following statements carefully.

402.305-12 CHILD DISCIPLINE – The following statements are taken from the State of Florida Department of Children and Families Child Day Care Standards:

- A. Minimum standards for child discipline practices shall ensure age-appropriate, constructive disciplinary practices are used for children in care.
 - 1. Children shall not be subjected to discipline which is severe, humiliating or frightening.
 - 2. Discipline shall not be associated with food, rest, or toileting.
 - 3. Spanking or any other form of physical punishment is prohibited.

Additional policy statements of Anastasia Baptist Academy:

- B. Any child that persists in creating a problem is removed from the problem area. This usually involves spending a small amount of time playing quietly by him or herself while observing his or her friends sharing and having fun.
- C. In the older groups of children there are reward systems set up within their classrooms to help with discipline problems. It is required that the child do his or her best at participating with others in order to achieve the reward for the day.
- D. There are some problems that come under special handling. These include actions such as a child continually being cruel to their fellow playmates, a child who takes violent action against a worker of the Center, or a child who habitually bites. In the case of any of these problems, the parents of the child will be requested to attend a conference with the Director and the child’s Teacher.
(review Dismissal Policy for more details)

Children need to be guided in their actions towards others so that they will develop knowledge of communicating in a social setting. It is our hope that the children enrolled in our Center will feel secure and loved during the time they spend with us. Our Christian employees strive to create an atmosphere of love, fellowship and sharing that can have a lasting effect on children during these early years of training. We encourage you to come and discuss with us any questions you may have concerning your child.

Remember, good discipline begins at home. **“TRAIN UP A CHILD IN THE WAY HE SHOULD GO, EVEN WHEN HE IS OLD, HE WILL NOT DEPART FROM IT.”**
(Proverbs 22:6)

(Parent/Guardian Signature)

(Date)

(Parent/Guardian Signature)

(Date)

ANASTASIA BAPTIST ACADEMY
Authorization and Consent / Child Release

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child, _____. If I cannot be reached, I understand that the emergency contacts listed below will be called. However, I hereby authorize Anastasia Baptist Academy to call an ambulance to transport my child to a hospital or medical facility and to secure for my child the necessary medical treatment. I understand the staff at the Academy are trained in the basics of first aid and CPR and I authorize them to give my child first aid. In the best interests of my child, I realize any member of the teaching staff assigned responsibility for the care and education of my child may view my child's health information, as well as state licensors to ensure compliance.

Child's Health Insurance Provider: _____
Name of Insured: _____ Policy Number: _____

To ensure children's safety, Anastasia Baptist Academy will release a child only to the parent(s)/legal guardian(s) who have signed this form and to those listed on the registration form as undersigned by the parent/guardian.

By signing this form, I understand that Anastasia Baptist Academy will not release my child to any other person unless I notify the Center in advance, following the guidelines listed below:

- If the person (spouse, relative, friend) picking up my child is listed on this form, I must notify the Center verbally.
- If the person picking up my child is NOT listed on this form, I must notify the Center in writing.
- Photo identification will be required of any person picking up my child.

(Parent/Guardian Signature)

(Date)

(Parent/Guardian Signature)

(Date)

ANASTASIA BAPTIST ACADEMY
Authorization for Non-Prescription Topical Ointment

I give Anastasia Baptist Academy permission to apply the ointments listed below
to _____ between 8/8/16 and 8/8/17.
(name of child)

Check the box to consent:

- Neosporin (or comparable generic brand) for cuts, scrapes, etc.
- Hydrocortisone cream (for minor skin irritations)
- Topical Benadryl or generic brand anti-itch ointment (for bug bites)

All ointment should be provided in the original container, with a valid expiration date, labeled clearly with the child's name, and given directly to a teacher.

Special Instructions:

(Parent/Guardian Signature)

(Date)

ANASTASIA BAPTIST ACADEMY
Sunscreen and Insect Repellant Permission Form
(optional)

We encourage parents to apply sunscreen to their children in the morning before coming to school. We use a child-safe organic sunscreen to apply on occasions when we deem it necessary. Please sign below to indicate permission or non-permission to apply sunscreen and insect repellant to your child.

**If you prefer another brand to be used on your child please provide the desired sunscreen/insect repellant in the original container.*

- I give permission for Anastasia Baptist Academy to apply sunscreen to my child.

Signature: _____ Date: _____

- I give permission for Anastasia Baptist Academy to apply insect repellant to my child.

Signature: _____ Date: _____

- I decline permission for Anastasia Baptist Academy to apply sunscreen to my child.

- I decline permission for Anastasia Baptist Academy to apply insect repellant to my child.

ANASTASIA BAPTIST ACADEMY

Permission for Food-related Activities & Special Occasion Food Consumption

Pursuant to 65C-22,005(1)(c)2., F.A.C., licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking projects, gardening, school wide celebrations, and birthdays.

I _____ give/decline permission for my child _____
(Parent or Guardian) (circle one) (Child's Name)

to participate in food related activities and special occasions wherein food is consumed.

Please provide the following information:

My child DOES NOT have a food allergy or dietary restriction. He or she may participate in activities.

My child DOES NOT have a food allergy or dietary restriction. He or she may not participate in activities.

My child DOES have a food allergy or dietary restriction. He or she may participate in activities, but may not eat or handle the following items (please list below):

My child DOES have a food allergy or dietary restriction. He or she may not participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect one year from the date signed below.

(Parent/Guardian Signature)

(Date)

**ANASTASIA BAPTIST ACADEMY
Nutritious Lunch Policy**

As per DCF policy, we must inform you that you are responsible for providing a healthy and nutritious lunch for your child. The Daily Food Plan from ChooseMyPlate.gov provides general guidelines regarding healthy eating for preschoolers.

I understand that it is my responsibility to provide my child with a healthy and nutritious lunch.

(Parent/Guardian Signature)

(Date)

**ANASTASIA BAPTIST ACADEMY
DCF Influenza Virus Brochure**

My signature below verifies receipt of the brochure on *Influenza Virus, "The Flu", A Guide to Parents.*

Child's Name: _____

Parent's Name: _____

(Parent/Guardian Signature)

(Date)

**ANASTASIA BAPTIST ACADEMY
Parent Handbook Agreement**

I _____, parent/legal guardian of _____, have read, understand, consent to and agree to abide by all policies in the Anastasia Baptist Academy Parent Handbook.

Printed name: _____

Signature: _____ **Date:** _____