



Enrollment Agreement 2022-2023

Admission Requirements

Anastasia Baptist Academy is 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 program.

1. A non-refundable registration fee must be paid at the beginning of the registration process and annually thereafter.
2. A DCF Child Enrollment form is required to be completed and signed on or before each child begins school.
3. A Florida Department of Health Certificate of Medical Exam (3040) and 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. These forms must be updated regularly and you should ask for the forms anytime your child has a well check or receives vaccinations.
4. Signed acknowledgement of and agreement to our Enrollment Agreement and our Parent Handbook policies and procedures.
5. Signed acknowledgement of and agreement to our Discipline and Dismissal Policies.

Department of Children and Families Requirements:

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680/681) upon enrollment. A student with expired records CANNOT attend.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure "Know Your Child Care Facility." (CF/PI 175-24)
- Section 2.8 of the Child Care Facility Handbook requires that all parents are notified in writing of the disciplinary and expulsion policies used by the childcare facility.

Your signature below indicates you have received the items listed above as well as a Parent Handbook, DCF Enrollment Application, Enrollment Agreement, Know Your Child Care Facility Handout, Discipline Policy and Expulsion Policy. Your signature below also indicates the information on each form is complete and accurate to the best of your knowledge. Your signature additionally authorizes the staff at this facility to access your child's records on site.

Parent/Guardian Signature		Date	
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Services and Attendance

1. Anastasia Baptist Academy is a YEAR ROUND school. At this time we do not offer options to take your child out for the summer and return for the next school year.
2. We offer part-time options OR you may pay a fee to hold your spot for the summer. Anastasia Baptist Academy's hours of operation are 7:00 am - 5:30 pm, Monday – Friday through the school year (August - May). Summer Hours are 7:30 am - 5:30 pm
3. All students should arrive in their classrooms no later than 8:30 am
 - If you arrive at school later than 8:55 am, you must bring your child to the office. It is a disruption to the classroom when children arrive late. We do not accept children after 9:30 am unless the child was at a doctor/dental appointment and you provide a note.
 - 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.
 - Infant children may have a more flexible drop off schedule. Please check with your child's teacher to be sure you are not disrupting nap times. We ask that parents of infants do their best to mimic the schedule and routine that your child is accustomed to each day at school as much as possible.
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 12:15 p.m.
5. We offer full-time care to help working parents and we understand you are paying for these services and the hours are always available to you. Please know that you do not have to bring your child to school if you are home and want to keep your child home for the day, you also do not have to leave your child all day until closing. The general learning hours are 8:30 am - 12:30 pm, nap time from 12:00/12:30 pm - 2:00 pm and the afternoon while structured and still educational is more of a free play time. (We only mention this as we have had occurrences in the past in which parents thought it was mandatory for their children to be here all day long.)
6. Children not picked by 5:30 pm 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 is a one time emergency exception for late pick up charges.
7. For any children at the school longer than an hour after closing time, the State of Florida mandates the Florida Department of Children and Family Services be contacted.

I understand and agree to the terms and conditions of the Services and Attendance Policy.

Parent/Guardian Signature		Date	
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Tuition, Fees and Payment Policy

- A registration fee of \$200 is due upon enrollment. Payment can be taken over the phone, in person or a check by mail. This fee is non-refundable, and my child does not have a space saved at Anastasia Baptist Academy without this payment.
- Tuition is billed on Monday each week. Automatic payments are usually deducted from accounts on Wednesdays or Thursdays depending on individual financial institutes. A late fee of \$10.00 will be assessed on the 2nd day of non-payment. We cannot carry a delinquent balance beyond two weeks, your child will not be able to attend our program until payments are received in full and payments must stay current.
- We utilize an automatic withdrawal system called Tuition Express for all payments. Please complete the Tuition Express form with your payment information. If you choose to utilize a credit card or debit card an additional charge of 2.5% will be applied to your account to cover the cost of fees associated with these transactions.
- If automatic payment is declined, a late fee and a processing fee will be deducted from your account. There will be a \$25.00 charge assessed for any returned or declined charges.
- Tuition must be paid whether your child is in attendance or not. Weekly Tuition Fees remain the same regardless of absences due to illness or vacation, holidays, scheduled closings or closings due to conditions beyond our control. We no longer offer vacation weeks. The center is closed 2 times a year for an entire week and these weeks, we do not charge tuition. These dates are during Christmas break and in early June. The exact dates of closing are communicated in August at the beginning of the school year with ample notice. We do offer an emergency family subsidy for tuition fees due to a hospitalization of the child, with a maximum limit of two weeks.
- Withdrawal: Please be advised that we require a two week notice if you withdraw your child from our program. Tuition payments will be charged for the full two weeks of required notice.

2022-2023 Weekly Tuition Rates

Rates are subject to change at any time.

Infant Class: \$260

Toddler Class: \$240

Four-Five Year Old Classes (Non VPK)

FT M-F: \$225 M/W/F: \$180 T/Th: \$130

Two-Three Year Old Classes

FT M-F: \$240 M/W/F: \$185 T/Th: \$135

VPK Extended Wrap

M-F: \$150 M-Th: \$140 M/W/F: \$100 T/Th: \$75

Three-Four Year Old Classes

FT M-F: \$225 M/W/F: \$180 T/Th: \$130

Full Time Sibling Discount - \$25 off

Part Time Sibling Discount - \$10 off

I understand and agree to the terms and conditions of the Tuition and Payment Policy.

Parent/Guardian Signature		Date	
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Wellness Policy

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. Your child may NOT return to school the following day if they have been sent home with any symptoms of illness. Children may only return to school after 48 hours has elapsed and they are symptom free without medication for fever reduction. **Retrieving a doctor's note does not mean automatic admittance for your child to return to school. If we observe that your child is still exhibiting symptoms of illness, the final decisions on a child being well enough to attend school and be around other children or staff resides at the full discretion of Anastasia Baptist Academy staff.**

Most Common Reasons for Being Sent Home and/or common reasons to keep your child home:

- Not eating - with complaints of stomach issues more than one meal/snack time
- Has Loose bowel movements (more than twice)
- Has Vomited in the last 48 hours
- Has fever or has had a fever within the last 48 hours.
- Has presented a fever over 99.6 degrees and displays other signs of illness in the last 48 hours
- Has presented a fever over 100 degrees in the last 48 hours
- Has Impetigo or other unexplained rashes
- Head Lice or nits are present
- Croup (barking cough), Excessive Coughing, Wheezing, Drainage
- Constant Nasal Discharge or thickening
- Pink Eye or any case of eye discharge
- Undiagnosed rash or open or pustule sores
- General Malaise, fussy, cranky, excessively tired
- or a general display of feeling unwell
- Any Symptoms possible communicable disease

Your Child May Return to School:

- Child is clear from symptoms of illness for more than 48 hours without the help of medications.
- Incubation period for any communicable disease has passed
- Has been on antibiotics for over 48 hours and shows visible signs of illness symptoms clearing
- Has no nits or lice in hair or scalp.
- Has no sores that are open or display of rash has cleared Child is eating normally with no vomiting or loose bowel movements for 48 hours or more

I understand and will adhere to the wellness policy of Anastasia Baptist Academy and assume responsibility for the risk of illness my child may be exposed to at the center. My signature below also verifies receipt of the brochure on *Influenza Virus, "The Flu", A Guide to Parents.*

Parent/Guardian Signature	Date	
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Lunches, Snacks, and Parties

1. Each day your child will need TWO healthy snacks and a healthy lunch. Please include each of the major food groups (grain, dairy, fruit, vegetable, protein) in your child's lunch.
2. For the two snacks be sure that each snack is individually wrapped or sealed in its own container. Please label each snack with your child name and AM or PM snack.
3. Our program does not have the facilities to warm-up meals.
4. It is VERY important that you notify the office if your child is on a special diet.
5. Please pack your child's lunch in a lunch box with a frozen ice pack enclosed. Please label your child's lunch box with their name and label all reusable containers.
6. Please DO NOT place candy, medication, money, etc... in your child's lunch box. Lunch boxes are for food items only.
7. 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.

DCF Regulations Pertaining to Food/Drinks for Children:

For children of all ages the following things are not allowed to be served by us or to be sent from home per DCF:

- Juice that doesn't say "100% Juice" on the label. Please ONLY send water, 100% juice (in the original LABELED container for lunch time, not in a sippy cup. No treat type drinks, sport drinks or soda.
- Gummies of any kind or excessive junk food or treats. Please limit your child's lunch to healthy food choices and if you must only send one small treat (again no candy or gummies).

PLEASE READ BELOW!!! DCF Rules for children under 4 years of age:

"Foods that are associated with young children's choking incidents must not be served to children under 4 years of age; 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.

- Food for infants must be cut into pieces $\frac{1}{4}$ inch or smaller, food for toddlers must be cut into pieces $\frac{1}{2}$ inch or smaller to prevent choking."
- This is for all children under 4 years old. Hotdogs and grapes may be sent in your child's lunch as long as they are cut up lengthwise (no round pieces). Cheese may be sent in slices or flatter pieces that won't get lodged in the trachea.
- This rule can be found on page 30 of the Child Care Facility Handbook on the DCF Child Care website at myflfamilies.com/service-programs/child-care.

We apologize if this causes you any inconvenience, but we must obey the rules set forth by DCF in our licensing requirements.



Permission for Food-related Activities & Special Occasion Food Consumption

Pursuant to 65C-22,005(1)(c)2., F.A.C., licensed childcare 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.

Child's Full Name: _____

Please check one of the following and provide information if necessary:

My child **DOES NOT** have a food allergy or dietary restriction and **MAY** participate in food related activities and special occasions where food is consumed.

My child **DOES NOT** have a food allergy or dietary restriction and **MAY NOT** participate in food related activities and special occasions where food is consumed.

My child **DOES** have a food allergy or dietary restriction and **MAY NOT** participate in food related activities and special occasions where food is consumed.

My child **DOES** have a food allergy or dietary restriction. He or she **MAY** participate in in food related activities and special occasions where food is consumed, **but may not eat or handle the following items (please list below):**

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	
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Closings and Early Release Notification

Anastasia Baptist Academy is a preschool that provides extended care for working parents for a full day and week of care as needed. Our focus is on providing the best education and care for the children enrolled thus we want to provide the best teaching staff possible for your children.

We believe that Early Childhood Educators are extremely important and we understand that the profession of teaching and caring for young children is very rewarding and valued, but this profession can also be exhausting and challenging at times.

We honor our staff by respecting their professional abilities and providing them with paid time off for all Holidays, Planned Breaks, In-Service/Teacher Planning Time, Vacations and Sick Leave. All tuition fees remain the same except for the two weeks of the year when the school is closed for an entire week Monday-Friday (see below). We have a few “Early Dismissal” days noted on the calendar.

Anastasia Baptist Academy closing dates may vary each year. The dates provided here are current for the 2022-2023 school year. Please mark your calendars.

2022

August

3rd – 5th: Closed for preparation & in-service

September

5th: Closed for Labor Day Holiday

October

17th: Closed for Teacher Planning/In-Service

November

11th: Closed for Veteran’s Day

22nd: Early Dismissal Closing at 12:30 pm

23rd, 24th & 25th: Closed for Thanksgiving Break

December

Dec. 22nd – Jan. 4th: Closed for Winter Break

***Tuition is not charged the full week of Dec. 26th – 30th**

2023

January

4th: Closed Teacher Planning/In-Service

5th: School resumes

16th: Closed for MLK Jr. Day

February

20th: Closed for Presidents’ Day

March

10th: Closed for Teacher Planning/In-Service Day

13th – 17th: No VPK only for Spring Break, “wrap care” is still open as normal.

April

7th: Closed for Good Friday

10th: Closed for Easter Monday

May

24th: Last day for VPK - “wrap care” all week

26th: Last Day of Regular School Year

29th: Closed for Memorial Day

June

5th – 9th: Closed Week of VBS

***Tuition is not charged the full week of June 5th – 9th**

July

3rd - 4th: Closed for Independence Day

August

Dates will be provided in spring of 2023

The center will close for 3 days for cleaning and preparation - TBD

My signature indicates that I have read and understand the Closings and Early Release Notifications.

Parent/Guardian Signature		Date	
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Guidelines for Discipline

We believe a child in an environment of love, trust and respect will gain self-discipline and the desire to learn and succeed in a positive way. We request that parents take a proactive role in their child's school experiences. Parents/guardians and staff must be united and consistent. Any unsafe or disruptive behavior exhibited by children or parents, and/or parents being uncooperative or unsupportive of the decisions made on behalf of Anastasia Baptist Academy, may result in immediate dismissal of the child. All discipline will relate to the action and be addressed without prolonged delay to help develop the relationship between actions and the consequences.

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 prosocial 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. No child will be placed in time out for longer than their age (A 2-year-old will be out of an activity for no more than 2 minutes).

Students and Parents are expected to adhere to the school discipline policy and the consequences for actions.

- Follow direction within a reasonable amount of time
- Be polite and use manners
- Respect the property and rights of other children, staff, and school
- Handle school property and materials with care
- Keep body parts to yourself
- Use age-appropriate problem-solving strategies (adult support as needed)

Consequences at Anastasia Baptist Academy will always consider the child's development stage, age, and personality. Teachers will work with children to rectify the situation, reviewing rules, and merge the child back into their activity/group.



These instances are teachable moments in social/emotional education and will be used as such.

- Redirection/Discussion
- Reminder of rules/verbal warning
- Contemplation station away from student or activity
- Break from the classroom with the Director
- Parent notification
- Probationary plan set in place
- Expulsion/suspension

Please review the steps below with your child to reinforce communication between peers as is age appropriate.

- Use words to express emotions (frequently model emotions with your child)
- Ask for help from an adult
- Move to a different area/activity
- For those learning to talk, label feelings as much as possible to help their language acquisition
- Sign Language, focus on communication signs (please, thank you, finished, more)
- Role playing situations of sharing, playing together, following directions (kids LOVE to give the directions), waiting patiently, etc. can be greatly beneficial.

Corporal Punishment: No child will be subject to physical or corporal punishment, humiliated, frightened, verbally abused, denied food, rest, or bathroom facilities as a form of punishment. Children will never be disciplined for toileting accidents, sleep habits or food consumption.

*NOTE: corporal punishment is NEVER permitted by teachers, director or other school personnel. Corporal punishment of a child by a parent or guardian is prohibited on school property at all times. Any violation of this policy should be reported to the director immediately.

Teachers at Anastasia Baptist Academy manage behaviors in their classroom in a non-punitive, age-appropriate manner. They receive on-going training in areas of discipline, classroom and behavior management. It is our hope that the children enrolled at Anastasia Baptist Academy 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 development. We encourage you to come and discuss with us any questions you may have concerning your child.

“TRAIN UP A CHILD IN THE WAY HE SHOULD GO, EVEN WHEN HE IS OLD, HE WILL NOT DEPART FROM IT.”

(Proverbs 22:6)

Your signature below indicates you have read through, understand and agree with Anastasia Baptist Academy’s Guidelines for Discipline Policies. It also indicates you agree to be a partner with the staff/administration and agree to abide by the conditions stated above for as long your child is enrolled.

Parent/Guardian Signature		Date	
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Expulsion Policy

Our staff will act in the best interest of each child and the classroom as a whole. When a child is having difficulty succeeding in the classroom environment, we will make every effort to adapt the classroom environment, curriculum and schedule to provide opportunities for success while also considering what is best for the group as a whole. Please know that this policy is only used as a last resort and that our intent is to work with parents and children before dismissal from our program. We always consider the age of a child and utilize age-appropriate discernment when considering dismissal.

- Any incidence of aggression from a child that causes harm to another child or teacher that results in serious injury, such as bruising or breaks, breaking the skin, facial or head injuries.
- Continual incidences of behaviors such as outbursts, tantrums, throwing, disrupting, aggression, defiance or opposition that is deemed excessive and beyond the “norm” for any child in a certain age-appropriate level.
- Biting is handled differently as it is normal and age appropriate to bite for children under 3. In children over 3 biting will be held as an act of aggression and may be cause for dismissal.
- If your child has needs that we cannot meet, if your child needs one-on-one attention above our standard routine and/or whose behavior is a consistent interruption to the daily routine in the classroom, we will refer you to the public school system.

If such offenses 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 for the safety and well being of students and staff.

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 manner. Mistreatment of any person on Anastasia Baptist Academy grounds can be cause for dismissal from our program.

Your signature below indicates you have read through, understand and agree with Anastasia Baptist Academy’s Expulsion Policy. It also indicates you agree to be a partner with the staff/administration and agree to abide by the conditions stated above for as long your child is enrolled.

Parent/Guardian Signature		Date	
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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 school in advance, following the guidelines listed below:

- **If the person picking up my child is NOT listed on this form, I must notify the school in writing.**
- **Photo identification will be required of any person picking up my child.**

Parent/Guardian Signature		Date	
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Authorization for Non-Prescription Topical Ointment

I give Anastasia Baptist Academy permission to apply the ointments listed below

to _____ between 8/8/22 and 8/5/23.

First /Last 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	
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Sunscreen and Insect Repellant Permission Form

We encourage parents to apply sunscreen to their children in the morning before coming to school. Please bring in child-safe sunblock and/or bug spray for your child if you would like us to apply it as necessary. Please label your items with your child's first and last name. Please sign below to indicate permission or non-permission to apply sunscreen and insect repellant to your child.

This is to give permission to or to decline the ability to apply sunblock or bug spray on your child. For the current school year between 8/8/22 and 8/5/23.

First /Last Name of Child

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

Parent/Guardian Signature		Date	
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