



2022-2023

Department of Children and Families License Number: C07SJ0008

Updated 7/11/2022

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.

We strive to create positive, inspiring and safe environments that foster sharing, learning and growth. Most importantly, we respect each child's uniqueness, and make every effort to create educational experiences that ensure success for every student. 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 believe very young children learn best by "doing" – through play with a purpose and meaningful work.

Please remember that we follow a developmentally appropriate philosophy, that is: the program will be guided by the needs of the children that it serves. Children will be taught in a manner that matches the way they develop and learn. The children will be challenged just beyond the level of their present ability and will be given constant opportunities to practice newly acquired skills.

Anytime you have questions or concerns, please contact the Assistant Director, Mary Pruitt or myself, Hannahlee Goedelman, at the office, (904) 471-2859, or stop by the Office. Should you need to reach us by email, you can contact us at earlychildhood@anastasiachurch.org. 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.

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

Thank you for entrusting your child to us. We look forward to partnering with you.

Sincerely,
Hannahlee Goedelman
Ministry Director

STATEMENT OF PURPOSE

The purpose of Anastasia Baptist Academy is to extend the Ministry of Anastasia Baptist Church by providing quality early childhood education to families in our community.

Anastasia Christian Teaching Services is the not-for-profit corporate entity that governs Anastasia Baptist Academy. Anastasia Baptist Church has elected the A.C.T.S. Board and has given it managerial responsibilities of Anastasia Baptist Academy. The Board, Director, and the staff shall work together to carry out established policies.

“Train up a child in the way he should go, even when he is old, he will not depart from it.” Proverbs 22:6

MISSION

We will follow the mission of Anastasia Baptist Church as our partner in ministry by:

“Helping people embrace the life changing truth of Jesus Christ.”

We choose to show Christ’s love and compassion through our daily interactions and decisions.

We want each child to grow up making wiser choices, building stronger relationships, and developing a deeper faith.

We will create opportunities to build relationships with families and partner with parents as they walk through each phase of their young child’s life.

We will teach each child three important TRUTHS:

- **GOD MADE ME.**
- **GOD LOVES ME.**
- **JESUS WANTS TO BE MY FRIEND FOREVER**

CORE VALUES

We will follow the core values of Anastasia Baptist Church as our partner in ministry by following their core values.

JESUS IS THE WAY

We point people to Christ in all we do, extending both His grace and truth to them.

THE BIBLE IS THE MAP

We are biblically based in all we do, giving the whole counsel of God's Word rather than the sum of man's opinions.

DISCIPLE-MAKING IS OUR MISSION

We help people grow in Christ, develop as leaders, and make other disciple-making disciples.

LOVE IS OUR GREATEST COMMAND

We express our love to God through worship in all aspects of our lives, and our love to other in mutually encouraging relationships in the body.

SERVING IS OUR PRIVILEGE

We lead each believer to understand how God has shaped us to serve, and how we have been called to serve, and how serving is an opportunity to be like Jesus.

EVERY PERSON IS IMPORTANT

We take the gospel of grace and compassionate love of Jesus near and far, serving the "least of these" as well as the "greatest of these."

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.

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

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.

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

Four-Five Year Old Classes (Non VPK)

Toddler Class: \$240

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

Two-Three Year Old Classes

VPK Extended Wrap

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

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

Check In and Out Procedures

Your children's safety and security are our top priorities. For this reason we keep all of our perimeter doors locked at all times. We have codes on our main entry doors and these will only be utilized for entering and exiting the buildings most of the time. Only Anastasia Baptist Academy staff and children enrolled at ABA are permitted to enter the buildings during morning drop off.

- We must register you and anyone that will be picking up your children.
 - Check in and out each day upon arrival on a Parent Communication App, more details will be provided to you regarding our parent communication app.
 - Never drop-off or pick-up your child without verbally communicating with a staff member that you are dropping off or picking up your child.
1. Due to the safety of students sneaking out, we ask that parents and those caregivers dropping off or picking up students remain outside. When picking up your child, please knock on the child's exterior classroom door and step back. Please do not open the door or step into the classroom. Students do try to escape sometimes! Our teachers will greet you at the door and you are welcome to knock.
 2. If you need to pop in the office to speak to us you are welcome anytime. We ask that you avoid hectic drop off time and try the afternoon prior to picking up your child when possible as this time window is less hectic than morning drop off.
 - Please knock and hand your child's belongings to the teacher.
 - All students should arrive in their classrooms no later than 8:30 a.m.
 - You may pick up your child's belongings that will be set outside the door after PM snack each day.
 3. If children are on the playground you may pick-up your child from the gates:
 - **Please wait for a staff member to open the gate.**
 - **Please NEVER open the gate to the playground.**
 - **Please do not enter the playground for any reason.**

During times of excessive illness breakouts we may communicate the implementation of the policy below.

1. Upon arrival, you must FIRST go to the front office (Building A – Blue Door) for your child to have a visual health screening.
 - During outbreaks we will communicate the need to complete visual health assessment and a stamp for your child to enter their classroom.
2. Please be prepared to keep your child home if the answer is YES to any of the following questions:
 - Does your child have a fever of 99.6 or higher?
 - Has your child had any respiratory symptoms, or had a cough, shortness of breath, and a low-grade fever? This includes constant runny nose, eye discharge, hoarse or sore throat, and any other symptom that could be an indicator of sickness.
3. Upon completion of the health screening, parents will then walk their child to his/her classroom exterior door.
 - Please knock and place the child's belongings outside the door
 - All students should arrive in their classrooms no later than 8:30 a.m.

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 16. 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 communication may be by phone, email, a written note or a message on the Parent Communication App.
4. Due to safety and liability concerns, we respectfully request that you not stay and visit around the school or by the 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.

Arrival Expectations

We are an educational facility which offers a full-day schedule for working parents. We do not hold a drop-in license. We ask that you communicate if your child is sick or has an interruption to their normal schedule. We begin our learning day at 8:30am. We ask that all children arrive on time to be included in morning circle times and morning small group activities. If your child arrives late they are missing important parts of the morning teaching time.

If your child is not able to arrive and be checked in by 9am, it is your responsibility to let the facility know by phone call, email or message as soon as possible. Families consistently tardy will meet with the directors to plan for future drop-offs.

A transition to any new environment can be challenging and cause anxiety for a child. Our staff is trained to be alert to your child's reaction to their new environment and will be sensitive to their feelings. Separation anxiety is common. Your child may resist being left in the beginning. However, after the first two weeks, drop off usually becomes easier on everyone!

We suggest that you sign-in, walk your child to their classroom door or front office door, give your child a hug/kiss and assure them you will return in the afternoon to pick them up – then leave. Prolonging your departure can cause more anxiety. We know that separation from parents can be difficult, and aim to develop trust, promote a positive classroom experience, and cause the least amount of anxiety.

You and your child's teacher(s) are a team and will work together to create the most expedient separation process for your child. Our teachers provide clear expectations and consistent routines, so children know what to expect. Each child is different, unique and has individual needs. Our goal is a successful morning drop off!

Communication

Open communication is the key to providing the best learning environment for your child. We are here to support your child developmentally, emotionally, and socially. Teachers communicate to parents through daily reports, newsletters, weekly folders, phone calls and communication within the app. All communication about students should stay within the system. No personal cell phone numbers should be used to communicate school information.

We do believe communication goes both ways and ask that if there are incidents/events/happenings at home that may influence your child's behavior, or routine at school, you keep us informed so that we may better support the needs of your child and family.

We value the importance of parent and teacher communication, and we always offer scheduled conferences. Please let your child's teacher know if you would like to request a conference. A director will always be present. You may always schedule a conference with the director.

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 2022-2023 School Year

School closing dates may vary each year and are subject to change. 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

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
- Child is eating normally with no vomiting or loose bowel movements for 48 hours or more

Dental Visit Policy

If your child goes to the dentist and has any procedures done besides a routine cleaning that involves any anesthetic, numbing, sedation, or laughing gas, your child may not return to school until the next day. Please do not make appointments for dental work in the morning (unless it is only routine cleaning) and bring your child to school for the rest of the day.

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.**

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 the container. No dosage will be given other than directed on the 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.

Field Trips

We Do NOT Transport Children. We only do "walking" trips with our preschool age groups. The one field trip we take a year is to visit Southern Horticulture next door in the spring. 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 may have special visitors including 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

Upon enrollment you give permission that 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. If you would like your child's photo to be withheld from photographs please inform the office in writing. FOLLOW US ON FACEBOOK @ Anastasia Baptist Academy

Safety Law Reminders

1. All children must be accompanied to and from 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.

Plan to Vacate Premises incase of emergency which effects the entire campus

(DCF requires this statement to be posted in our handbook):

- We will go to the far rear south corner of the parking lot
- We will contact parents by our parent communication app and also each teacher will call/text each parent by cell phone if each parent doesn't respond to the app message

Daily Overview

Each classroom will run according to the individual needs of the students. Anastasia Baptist Academy understands kids are unique and need flexibility. This is one of the biggest benefits we have as a private provider of childcare. Our schedules can bend when needed and are flexible to the needs of the classroom. We do have a few general guidelines to help the rooms run smoothly. Each room will have a schedule, so that you know what to expect. Each room will also have a list of needed supplies, so that you know what to what to bring.

Daily Schedules

Schedules for each classroom vary and are dependent on age ranges. Schedules are posted in each classroom. You will receive a copy at "Meet the Teacher" or on your child's first day of school. You may ask for a copy of your child's class schedule at any time. We are a school, and we ask that you respect our teachers and other students. All students should arrive no later than 8:30am, except for scheduled appointments with advanced notice.

Overall, Anastasia Baptist Academy follows a schedule that allows for students to experience outdoor play, indoor centers, imagination, art, music, small group and large group activities, sensory, reading and learning through play in print rich environments.

Classroom schedules may look similar to the SAMPLE outline below:

7:00-8:00 Arrival/Free play
8:00-8:30 Welcome and discovery play
8:30-9:30 Morning Circles, Movement and Exercise
9:30-11:00 Morning Learning Sessions/Outdoor Play
11:00-12:00 Lunch/Potty Breaks/Hand washing/Nap set up
12:00-2:00 Nap/Quiet Rest time
2:00-2:30 Wake up/ Potty Breaks/Hand washing
2:30-3:00 Afternoon Snack/Hand washing
3:00-5:00 Afternoon Learning Sessions/Outdoor Play
5:00-5:30 Free play/Clean Up/Closing

Naptime/Quiet Rest Time will be daily from 12:00-2:00 at the center. It is important that this time be respected. We understand there may be a time you need to collect your child during this time, please give advance warning (even a phone call that you are on the way) to minimize the interruptions to the room. Children will not be forced to nap if they no longer take naps but they will have to take a quiet rest/brain break. We expect them to remain in their space, on their mat and quiet during the nap time, so that others may have their full rest.

NOTE: Infant classrooms have a very different schedule as they nap twice or more a day and have bottle feedings and diaper changes on schedules that meet their needs.

Toilet Training

Classroom staff will help support your efforts to potty train by taking your child to the restroom, encouraging them to use the restroom, working on language/signs for the restroom and hand washing. All children entering the Two year old classrooms should be working consistently at home on potty training, utilizing pull ups that Velcro on the side or training underwear. The Three and Four Year old classroom students should be fully toilet trained before their start date.

Diapers and Pull-ups

For all children not potty trained or in-training, we ask that parents send in a box of diapers at the beginning of each month. Please have them labeled with your child's first and last name. Parents will be asked to replenish as the supplies dwindle. For potty training students, we will let you know as they begin to show signs that they are ready to transition from pull up to real training underpants!

Bedding

Clean blankets are to be brought to school at the beginning of each week. All bedding should be clearly labeled with your child's first and last name. We will provide sleeping mats for each child. They will be sanitized after each use. All bedding will be sent home with your child on their last attendance day of the week for washing. All bedding will be sent home with sick children to be cleaned before they return to school. A fitted crib sheet fits perfectly on the mats. Students may bring in a stuffed animal/lovie to cuddle with during nap. We will send the stuffed animal/lovie home nightly unless otherwise communicated.

Toys and Personal Belongings

We know the struggles of convincing a child they don't need to bring a favorite toy, new book, or special item to school. 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. Please try to discourage your child from bringing anything that could blend in with our center toys. We want those important items to be well loved and played with at home.

Smoke Free

We are a smoke free campus. This includes, but is not limited to e-cigarettes, cigarettes, and tobacco chew. Smoking and tobacco products are not permitted near or around the building. This includes the parking lot, the drop off/pick up area and sidewalks.

Pets

We love pets, but our center is not the place for them. They are not allowed on site. Any persons with pets will be denied entrance. Please share this information with those who help to care for your child.

Clothing and Safety

We understand you may want your child to look their best, but we also want you to encourage your child to dress themselves as they grow! We will take all the mismatched clothing for a smiling face. Your child will be painting, drawing, and making a mess, so please utilize play clothing for school.

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 are often a shoe free zone inside our classrooms, we ask that your child wear comfortable, closed toe & closed back shoes, preferably Velcro sneakers with SOCKS or tennis shoes that slide onto the foot or rubber NATIVE slide on shoes (these can be purchased online, at Walmart and at Target), to school each day. ONLY VELCRO OR SLIP ON PLEASE –
 - No shoes with laces.
 - No high-top Converse.
 - No cowboy boots.
 - No flip flops or sandals of any kind.
 - No clog type shoes like crocs.
 - SHOES WILL NOT BE WORN INSIDE – PLEASE CLEARLY LABEL your child's shoes. Please remove your child's shoes and place them in the hamper outside his/her classroom door. VPK will remove their shoes themselves and place them in baskets outside their classroom doors.
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.

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 ¼ inch or smaller, food for toddlers must be cut into pieces ½ 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.

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. Some teachers choose to celebrate all birthdays for a certain month on one day. They will also celebrate your child on their actual birthday or closest attending day, but combining the celebration day limits the amount of excess sweets in the classroom and is a great option for classrooms. If you have questions, please ask your child's teacher.

- ALL Birthday Cupcakes/treats must be STORE or BAKERY BOUGHT AND SEALED.
- 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!
- 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 or to the front office.

Volunteers

We encourage parents to be involved in the learning environment. For frequent volunteers we will need fingerprints and a form on file. All parents are welcome to join the classrooms for parties and events as they arise. Teachers will communicate these dates to you and other details prior to any events/parties.

We have several family involvement events throughout the year. Some of the events include our Parade of Characters at Halloween, Family Thanksgiving Feast, Christmas Craft Parties, Easter Egg Hunt and many more events... please refer to the 2022-2023 Year-At-A-Glance for an outline of our yearly events.

Understanding Your Child's Progress

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 office at 471-2859 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. Teachers are not obligated to share their personal phone number with parents.
3. Teachers and staff will utilize a communication app called Class Dojo to communicate with parents, however they are not obligated to respond to texts, calls, messages, etc. outside of their normal working hours (evenings, weekends, days off, etc.). While our teachers are in the classroom, they are very busy with the children and may choose to respond to messages at naptime or at the end of the day. Please make every effort to check the class monthly calendar, website, and notes home for information before contacting staff outside of normal working hours.
4. 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.
5. 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.
6. We ask that you not share any concerns regarding your child's behavior or development with the teacher when your child is present.
7. Please talk positively about your child's school and school experiences in front of the child.
8. Always say "goodbye" to your child and let them know who will be picking them up later.
9. 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

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)

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.

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 the container. No dosage will be given other than directed on the 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 childcare 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.

Enrollment Agreement

Signatures on the Enrollment Agreement verify information contained in this document and your understanding of Anastasia Baptist Academy's policies.