

Student Handbook and Operational Policies

*Updated 08/22/2023



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Director of Education and Curriculum: Courtney Evans

6350 Newt Patterson Rd Mansfield, Texas, 76063

Dear Friends,

We are so excited to have you participate in our Anothén Outdoor Academy. This handbook is designed to help answer some important and common questions about attending our school.

We know that choosing the right preschool with the right learning environment is extremely important.

Camp Anothén and Anothén Outdoor Academy is a nature based, Christ centered camp and preschool located on a 22-acre Campus in Mansfield, Texas.

Anothén Outdoor Academy is a blend of outdoor education and emergent, child-centered curriculum that is seldom seen.

Students will routinely be exposed to the outdoors as we rotate between outdoor and indoor activities and learning centers. Our natural outdoor spaces are the perfect way to enhance curiosity.

The structured yet play-based curriculum will allow children to develop their intellectual and creative abilities. We recognize the equal importance of social, emotional, cognitive, spiritual, creative, and physical growth to the well-being of young children.

Thank you!
David Williford
Founder, CEO
Camp Anothén

WHO WE ARE:

Mission Statement: Providing students the *experience* of our natural environment in order to *discover* the fundamental concepts necessary to *grow* in mind, body, and in Christ.

Our Beliefs: Anothén Outdoor Academy is a Christian organization that believes in teaching children to love God and their neighbor. We believe that all human beings are created in the image of God and all of creation has been deliberately and thoughtfully created by Him.

We use our 22 acre campus to create an awe-inspired attitude towards worship in order to experience God, creating a stewardship of our natural resources, and a life-long love for learning.

Emergent Based Learning: At Anothén we use an emergent educational approach using nature based exploration. Our educational approach is influenced in part by [Reggio Emilia](#) and [Forest School](#) educational philosophies while using the [Bob Jones University Curriculum](#) to build our Scope and Sequence.

At Anothén Outdoor Academy, our educational approach is an invitation to experience our natural environment, while our students discover fundamental concepts which allows them to grow in mind, body, and strength. We strive to meet the Texas Pre-K Guidelines for School Readiness.

Our Form 1 Program is a natural expansion of the nature-based, Christ-centered programming that families love and expect from Anothén. We will be utilizing the Alveary, which is a complete, comprehensive curriculum and teacher training program designed by the [Charlotte Mason Institute](#). The Alveary program is designed to provide students with a high-quality education that stays true to the philosophy of Charlotte Mason while equipping students with the skills and worldview foundation vital to living well in today's world.

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HOURS OF OPERATION

Preschool: Monday through Friday: 9:00 am through 3:00 pm

Form 1- Drop off between 8:00 am-8:45 am; begins at 8:45am-3:30 pm

Before-Care and After-Care is available and you may register by emailing courtney@anothen.org

DROP OFF AND PICK UP :

Each parent will use Brightwheel to record the time and date of each child's arrival and departure from school.

Absolutely no one will be allowed to remove a child from school unless:

- 1) They are Parent or Appointed Guardian
- 2) They are an Alternate Person listed in Brightwheel
- 3) The school is notified by the parent or appointed Guardian and the person presents a valid Photo ID at the time of pick up.

If an adult other than the parent is listed as an authorized party for release of the child, a valid government issued photo identification must be shown before the child will be released.

Picking up outside of normal drop off and pick up time: Parents must call ahead and alert the teacher.

Drop off: Please refer to the map sent via email or on our website.

** There will be a \$15 fee charged to your account if you pick up later than 10 minutes after the end time. They will be taken to our After Care Program.*

Toys/Nap Time

In our preschool, each class will rest for the required amount of time per our state licensing requirements. Please provide a nap mat for your child. The nap mat will be sent home each week and should be washed, then returned the following week.

Please note a child may bring ONE stuffed animal/lovey to rest with during nap time. No toys should be brought to school unless instructed by the teacher.

Information Regarding Illness (including COVID-19)

*It has always been our policy to send children home when they present with any of the following symptoms:

- Vomiting (two or more episodes in 24 hours)
- Fever
- Diarrhea
- Swelling/Redness of the Throat
- Extreme Fatigue/Lethargy
- Head Lice
- Reddened/Draining Eyes
- Skin Rash
- Bumps on Hands, Feet and/or Throat
- Mouth Sores

Picking up a Sick Child:

- A parent or authorized pick-up person must arrive at the school as soon as possible, but not to exceed 1 hour after being called.
- Illness reports will be generated via Brightwheel.

Returning to school after illness:

- A child must be fever free and symptom free without the use of fever reducing or other medications for a period of 24 hours before they can return to preschool.
- Please alert the Director if your child tests positive for COVID-19, contracts Chicken Pox, Lice or similar conditions.

• In the event a student is sent home due to illness or exposure, Another Outdoor Academy will not refund tuition for missed days.

DISPENSING AND HANDLING MEDICATION

Another Outdoor Academy will administer medication only when parents complete and sign a medical authorization form. Authorization to administer medication expires on the first anniversary of the date the authorization is provided.

A single dose of medication can be administered with phone approval from the parent.

- Another Outdoor Academy is not authorized to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.
- Parent authorization is not required to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that Another Outdoor Academy administers the medication as prescribed, directed, and intended. See Waiver.
- All medication will be stored out of reach from children and handled according to the label or documented guidelines.

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- Medication will be stored so it does not contaminate food.

Use of insect repellent and sunscreen

Another Outdoor Academy will apply both insect repellent and sunscreen if it is supplied by the parents.

Parents should send insect repellent and sunscreen marked with their child's name.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

*Another Outdoor Academy ensures that all teachers and staff are trained in infant/child CPR and basic first aid. All accidents or injuries will be reported via Brightwheel.

*Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice.

*Immediate care for more serious injuries will be referred to the Preschool Director.

*If a child is seriously injured and emergency transportation is needed the teacher or staff member who was with the child at the time of the accident or injury will call 911 at the direction of the Director. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

PARENTAL COMMUNICATION AND NOTIFICATION:

Parents must ensure that all emergency contact information is up to date in Brightwheel. Parents are asked to fill out an Emergency Consent Form for medical transportation, which is in the enrollment packet.

There are two categories of communication events.

- 1) End of Day Communication: These are events that are normal and incidental to daily care taking and play such as but not limited to:
 - Mild medical issues
 - Changes of diaper
 - Eating and sleeping status.
 - Mild Discipline Issues
- 2) Immediate Communication: These are unique discipline events or emergent medical events that require the parent's intervention such as but not limited to:
 - Soiled clothing with no replacements.
 - Discipline Problems that cannot be solved by staff's best efforts.
 - Medical Issues whose treatment are beyond the scope of our staff skills

All communication between parents and staff between the hours of 8:00 am – 3:00 pm will need to be made through the Brightwheel app. Please do not text your child's teacher during school hours and

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expect a response. If you need to notify them of early pick up, please call the Director or message through the BrightWheel app.

DISCIPLINE AND GUIDANCE

Another Outdoor Academy views our student's education and discipline as a partnership between our Staff, Student, and Families. We will also use positive methods of discipline and guidance.

We believe that each parent and teacher will know how to best love, encourage and discipline their students. Our staff will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. We believe all conflict is normal but that is identification, confession, restitution, and reconciliation.

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Discipline starts with setting reasonable and developmentally appropriate expectations. Mild discipline issues are common to growth and development. These will be addressed by the Teacher in the classroom.

Possible Disciplinary Actions:

Teachers will exhaust redirection and positive motivation before singling out a student for discipline.

Teachers may ask a student to sit out for an activity for no more than 1 minute for every year of age.

Parents will be notified of all discipline issues through Brightwheel. Although rare, it may be necessary to send children home immediately.

This occurs anytime there is:

- a. Physical Injury to another child
- b. Hitting, kicking, biting or spitting at a teacher
- c. Refusal to follow directions

If serious or consistent behavior problems continue, it may be necessary to withdraw the child from Another Outdoor Academy. If withdrawal is necessary, no refunds will be given.

Biting and Spitting:

Detailed reports will be produced in the event of any unacceptable behaviors such as Biting or Spitting. Although developmentally normal, these behaviors must be addressed swiftly.

Copies of the report will be kept in the office and distributed to the Parents of the Child who did the biting or spitting and of the Child who was bitten or spat upon.

We will not disclose who did the biting/spitting.

Continued behavior will require a parent-teacher conference.

Suspension and Expulsion of Children

Anothen Outdoor Academy is committed to loving and educating and training our students for kindergarten and the rest of their lives.

Therefore, teachers and staff will use all available and reasonable interventions or modifications to serve our students.

However, if a child's behavior endangers himself, staff and/or other children, it might be necessary to remove that child from the program.

In case that suspension or expulsion become necessary parents will be presented with documentation of all attempts to intervene or modify the behavior.

A reasonable attempt will be made to refer parents to programs that might be able to address the behavior.

MEALS AND FOOD SERVICE PRACTICES

Anothen Outdoor Academy does not prepare meals. Each family will provide lunch and snacks for their child.

Snacks are served once a day.

Each class will eat lunch together in their classroom or outside on campus.

Anothen Outdoor Academy supports good nutritional practices and will include nutrition as part of our curriculum.

Anothen Outdoor Academy does not have any food restrictions. Parents of children with food allergies are required to provide written documentation of the food allergy.

Water will be available to each child at any time during the day, but will always be available during snack times and meal time. Children are encouraged to drink water in order to stay properly hydrated.

WEATHER CLOSURES

If the weather is bad due to ice and/or snow, please watch for text messages and updates through the BrightWheel app.

ENROLLMENT PROCEDURES

To enroll children into Anothen Outdoor Academy, parents can complete the registration form online via Brightwheel. Before the first day of school, parents will need to complete a registration form with the following information:

- Anothen Preschool Registration Form
- Child Discipline form
- Field Trip Form

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- Anothén Preschool Waiver
- Immunization Records and Health Statement
- Handbook Signature form

Parents will be notified of any changes to enrollment procedures by the Director. Notifications will be given through email.

TUITION:

At the time of registration, there will be a \$125 non-refundable registration fee.

Anothén Outdoor Academy- Preschool Students

All payments are made via auto-draft through Brightwheel and are due the 1st of each month

- 5 days: \$855 + \$125 supply fee at the start of each semester
- 3 days: \$519 + \$100 supply fee at the start of each semester
- 2 days: \$345 + \$75 supply fee at the start of each semester

A 5% discount is offered on monthly tuition for each additional child enrolled at Anothén. No other discounts can be applied.

Anothén Outdoor Academy- Form 1

All payments are made via auto-draft through Brightwheel and are due the 1st of each month

- \$1,099 + \$375 supply fee at the start of each school year

CANCELLATION POLICY AND LATE FEES

Cancellation requests **must be emailed** to Courtney Evans, Director of Education and Curriculum, a month in advance to prevent the following month's tuition to be charged.

If a tuition payment fails and is not paid within 48 hours, a \$25 fee will be added to that month's tuition.

- All request must be emailed to courtney@anothen.org
- There are no refunds for cancellations
- Although rare, if a child is asked to withdraw from the program due to behavioral issues there will be no refund.

IMMUNIZATION REQUIREMENTS

Anothén Outdoor Academy is required by law to obtain a copy of the child's current immunization records as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

Hearing and vision screening requirements: Vision and hearing screening tests are required for children 4 years old by September 1. Parents are required to provide one of the following as documentation:

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- the individual visual acuity and sweep check results
- an affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

PARENTAL VISITATION AND INVOLVEMENT

Parents may visit the school at any time during hours of operation to observe their child and the school's program activities, the building, the premises, and the equipment.

However, to ensure the general safety of the children and our caregiver, parents must check in with the Director before proceeding to any classroom. All visitors will be required to leave their Driver's License with the Director.

While it is permissible to visit the school, please keep in mind that teachers are engaged with students during the hours that the school is in operation and cannot stop their activities to visit with parents.

If you would like to talk with your child's teacher, please make an appointment for a conference time.

WATER ACTIVITIES

All swimming activities will be supervised by appropriate staff. Due to the outdoor nature of Anothan Outdoor Academy's education program children will come into contact with a swimming pool, pond, shallow creek, wading pools, and sprinklers. Anothan Outdoor Academy follows all recommendations for the use of, cleaning, and storage of water equipment.

Students will not enter the pond, pool, or shallow creek. Activities around the pond or creek will be supervised by staff that can swim and are trained to supervise children near a body of water.

ANIMALS

Children may come into contact with animals who inhabit the natural environment of the property, including but not limited insects, reptiles, birds, mammals, and snakes.

Anothan Outdoor Academy is trained in identification of animals that they might encounter while teaching children in a natural environment. Children will be taught procedures for avoiding injury or direct contact with these animals. Some animals may be brought into the classroom as a method of teaching. Some of our classrooms may choose to have a class pet. We will ensure that these do not create unsanitary or unsafe environments.

DIAPER CHANGING AND TOILET TRAINING

Anothan Outdoor Academy will change all diapers whether disposable or cloth. Parents must provide diapers/changing supplies for their child. Anothan Outdoor Academy requires that all diapers have side openings. If cloth diapers are being used, we ask parents to bring a bag that closes to store soiled diapers. Anothan Outdoor Academy employee will change diapers according to Division 2, Diaper Changing of the Minimum Standard for Child-Care Centers. Parents will receive documentation of diaper changes that take place while in our care.

Preschoolers Potty Training

Anothen Outdoor Academy will assist with toilet training by taking the child to the restroom once every hour. The information will be documented for your knowledge if you want a report. We ask parents of children who are toilet training to bring extra clothes and materials.

INCIDENTS & ACCIDENTS:

Anothen Outdoor Academy, takes precautions to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control which includes, but is not limited to:

- Incidents by one child due to the actions of another child like biting, hitting, pushing, and thrown objects
- Incidents by contact with furniture or objects
- Incidents to fingers from doors and containers
- Accidents while playing indoors
- Accidents while participating in outdoor educational activities

Parents are contacted depending on the severity of the injury. Non emergent injuries will be notified at the end of the day. Emergent injuries will be notified immediately.

Parents will receive incident reports for all injuries, no matter how severe, through BrightWheel. If an incident occurs by one child due to the actions of another child, we cannot give parents information about who injured whom for confidentiality purposes.

GANG FREE ZONE:

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Firearms and Other Weapons

- Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
- For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of Anothen Outdoor Academy.

EMERGENCY PREPAREDNESS PLAN

Evacuation routes and relocation plans are posted in every room. The designated relocation area if we need to relocate inside the operation is in the hallway in front of the 2 and 3-year-old rooms, as this space has no windows, is an interior room and is easily accessible. Teachers and staff assigned to the age group will move their children to the designated areas. For students under 2 years olds teacher, assistants and director will assist in carrying them outside in a state of emergency.

Teachers will have a backpack with emergency supplies, updated student rosters, flashlight, and at least one activity to keep children occupied if appropriate.

Teachers will carry a cell phone at all times.

The Director will declare the emergency and call the all clear. Students and teachers will remain in place until the Director has called an all clear.

If we need to relocate outside the operation, we will follow our emergency evacuation plans and relocate to a waiting area near the front gate. The Rendon Fire Department and Police Department will be called to relocate to another site if necessary. Routine drills will be conducted according to licensing requirements

Fire Safety and Emergency Practices:

This policy addresses the evacuation, relocation, and sheltering/lock-down of children while at Anothen Outdoor Academy.

The first responsibility of staff in an emergency is to ensure the accountability and safety of all children. Staff must always know their children's location and be able to shelter or relocate their class in the event of an emergency. Children in attendance at the time of the emergency will be accounted for by a head count before and during movement to designated safe areas and at arrival of designated safe areas.

The Director, Associate Director or Administrative Director will coordinate communication with emergency services via cell phone.

Alternate Shelter and Safe Area:

Gravel Road in Front of Preschool
Drop off and Pick up -> Manger

Lighting: Shelter in the Preschool during a lighting storm.

Tornado:

Tornado Warning:
2s and 3s will go to 2s Closet
4s and 5s will go to Hall Way by offices.
Form 1 will use Form 1 closet

Grass Fire:

If walking around campus, call class together and walk to the nearest gravel road. Walk on the road away from the fire and back to the school or Drop off and Pick up.

Structure Fire:

In the event of a structure fire, teachers will ensure accountability of each class and exit through the door most distant from the fire. If possible, the Director or Assistant Director will walk through the school and verify that everyone is out.

Teachers will have accountability of their students at all times. Perform a roll call prior to exiting and upon exiting.

Indoor Immediate Action in response to fire:

- Each class will take accountability of their students and exit their Classroom through their back door.
- Take accountability and walk to the main Camp road.
- Walk down the main road and up to the front of camp for pick up.

Outdoor Immediate Action in response to fire:

- Each class will take accountability of their students and have them line up.
- Each class will take accountability and walk to Camp gravel road.
- Walk down the main road and up to the front of camp for pick up.
- Once clear of immediate danger, each class will notify the director as to the location and disposition of their students.

Name and address of the alternate shelter away from the center you will use as needed.

Creekwood Church
7701 Rendon Bloodworth Road
Mansfield, Texas 76063

Communication

The emergency telephone number that is on file with us.

All essential documentation is located online and can be accessed via a smartphone or computer.

Parents or subsequent emergency contacts will be called in the event of an emergency that requires the relocation of children. Staff will continue to care for the children until each child has been released.

In the event of an emergency, parents will be required to come and retrieve their children from Another Outdoor Academy. How you will reunify the children with their parents as the evacuation, relocation, or sheltering/lock-down is lifted

Active Shooter

The front gate at camp is always closed during business hours. The staff responsibility in a sheltering/lock-down emergency for the orderly movement of children to a designated location within the center where children should gather.

1. Evacuate if there is an accessible escape path, attempt to evacuate the premises.
2. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
3. Hide out if evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement
 - To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:

- If the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

REPORTING SUSPECTED CHILD ABUSE

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit: http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

Abuse Hotline and Website

- Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide
- Make your report through their secure web site and you will receive a response within 24 hours: <http://www.txabusehotline.org>

Preventing and responding to abuse and neglect of children: Another Outdoor Academy will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

Another Outdoor Academy provide information on recognizing and reporting child abuse to parents as part of the new student packet and include that information in the Operational Plan given to parents at enrollment.

Recognizing the Signs of Child Abuse

Physical Abuse: Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect: Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused. Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse: Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials. Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex • Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse: Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child. Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

MINIMUM STANDARDS AND LICENSING INSPECTION REPORT

A copy of the Minimum Standards for Child-care Centers is available for review at Anothan Outdoor Academy upon request. In addition, parents can find it online by going to:

http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf

Local Licensing Office, PRS Child Abuse Hotline and the PRS Website Information

Fort Worth Office

Childcare Licensing

1501 Circle Dr. Suite 310

Fort Worth, Texas 76119