



# Parent Handbook

welcome.

Dear Parents,

Welcome to Coastal Day School (CDS). I am so happy you have chosen us to help build an educational foundation for your child's future. Since September 2006 we have been offering the best in preschool education and after school care to Leland families. Our goal is to provide quality care and education for your child in an environment that is clean, safe, secure, nurturing and FUN that exceeds all state requirements. All our teachers are highly professional and offer years of experience and education and are excited to work with you and your child.

For your child to benefit from all of our learning opportunities, we ask you to partner with us by preparing them for each day. This handbook will help explain how we can support them, what you can expect from us, and what we will expect from you.

I welcome your questions, comments, and ideas. Our facility is a learning environment, not only for children but also for parents and teachers. I am looking forward to partnering with you and your family.

Sincerely,

Ashley Danko

Owner

[ashley@coastaldayschool.com](mailto:ashley@coastaldayschool.com)

Center 910.383.3919

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# Our Preschool Programs

Our programs are designed to offer age-appropriate experiences that will lay a strong foundation for your child to build upon. We have tons of fun events throughout the year to encourage a sense of community among our families. We also offer fun field trips to enhance what students are learning in the classroom.

## **Two-Year-Old Program (must be two years old by August 31<sup>st</sup>)**

At this age children are just beginning to understand group play and how to communicate their thoughts with words. In our two-year-old class we focus on providing your child with plenty of group activities to practice social skills, such as cooperation, sharing and taking turns. We also start our introduction into the alphabet and numbers with fun, hands-on activities and projects!

## **Three-Year-Old Program (must be three years old by August 31<sup>st</sup>)**

Our three-year-old class is full of wonder and fun while students enjoy an array of activities and hands-on experiences. Our teachers introduce new language, math, science, and social skills daily to challenge students while building on what they learned in our two-year-old program. We use learning stations in our three-year-old class with age-appropriate toys and materials to help reinforce skills taught and promote cognitive development.

## **Four-Year-Old Program (must be four years old by August 31<sup>st</sup>)**

Our Pre-K was designed to make your child's transition to Kindergarten as smooth as possible. Students are placed in learning groups for literacy and math according to skill level and receive individualized lessons daily. Our teachers introduce new Science and Social Studies themes monthly with fun experiences and activities. We use formal assessments three times a year to ensure your child is ready for "big" school.

All our preschool programs are offered Monday-Friday with the options of two days (Tuesday/Thursday), three days (Monday/Wednesday/Friday), or five days.

## **Admission**

Enrollment at Coastal Day School's Preschool Program is open to all children, ages two to four years old, without discrimination in regard to sex, race, color, religion, or beliefs. Registration forms must be completed and submitted with our \$175.00 new student fee or \$75.00 returning student fee prior to their start date.

## **Attendance**

It is very important for your child to attend school every day. If children miss classes, they will miss important information that will hold them back and hinder their progress. We understand that circumstances come up that make it impossible for your child to attend. If this happens, please call our office prior to class to let us know your child will not be present.

## **Arrival/Departure Procedures**

Doors will be unlocked at 8:55 a.m. daily and you are encouraged to drop your child off between 8:55 a.m. and 9:15 a.m. in our morning drop off line. If you are going to be later than 9:15 a.m. please call/text us to let us know. In the afternoons, our pick-up line will begin PROMPTLY at 12:30. If you carpool, please let us know in advance so we can have them ready to go on time. We do offer some optional walk in days throughout the year if you would like to walk in to pick up your child. Additional information is sent out for those days. If your child is not picked up by 1:00 p.m. a late fee of \$1.00 per minute will be assessed. For children to be released to anyone other than parents/guardians, the names must be listed on student's registration form. ID will be required the first time a new person picks up a student. Please notify your child's teacher of any drop-off or pick-up changes. Coastal Day School will NOT release any student to a person not listed on their registration form.

## **School Closings**

You will find a school calendar enclosed in this packet. Please refer to it for holiday closings and breaks. If Brunswick County Schools are closed due to inclement weather, we will also be closed. If Brunswick County schools are operating on a one-hour delay, Coastal Day School will open at 10:00 a.m. If Brunswick County Schools are operating on a two-hour delay, Coastal Day School will open at 10:30 a.m. CDS does not make up any weather-related closings and tuition is not refunded for those days. If we must close, due to a high number of Coronavirus cases in our school, tuition will not be prorated. Please sign up for Remind as this is how we communicate last minute schedule changes and reminders.

## **Lunch and Snack**

Students must bring a snack and lunch daily. Do not send sodas, caffeinated beverages (coffee), or candy. If you pack cold food, please send an ice pack in their lunch box.

We offer Hot Lunch every Friday for an additional cost. Order forms are sent home monthly.

## **Attire**

Please keep in mind that your child will be very busy during their day at school. We offer many opportunities throughout the day to participate in activities including paint, water, clay, and other messy materials. Students should wear clothing appropriate for school activities.

## **Holiday Parties**

We will be having class parties celebrating Halloween, Christmas, Valentine's Day, and Easter. Parents can sign up to help provide food and treats for the party. We also love celebrating your child's birthday at school. It is the parent's responsibility to provide birthday treats. Parents must speak to your child's teacher to arrange a time to bring them in. We do offer some parties that parents are welcome to join in the fun and your child's teacher will notify you of those events in advance.

## **Substitute Teachers**

There will be days throughout the year that your child's teacher will be out due to illness or vacations. A qualified substitute teacher will take their place and they will teach materials your child's teacher has planned.

## **Discipline**

We believe it is our job as teachers to teach children what we expect from them, support them when they try, and to praise them when they succeed. We work hard in our classrooms to promote positive behavior and respect. We provide consistent routines where we offer engaging activities to keep children busy and focused. We model appropriate behavior and provide guidance during interactions with other students. When necessary, we redirect children to appropriate choices and praise students for following directions and listening. We are committed to providing a safe and nurturing environment where children can grow and develop their social and emotional skills. Coastal Day School does not use, support, or tolerate corporal punishment, verbal abuse, or humiliation when interacting with or disciplining students.

We do understand that some students face behavior challenges that require further action. If your child displays challenging behavior, we will schedule a parent-teacher conference to determine the best way to handle the issue. We will work together to develop goals for your child and a plan to follow at school and at home.

## **Biting Policy**

Biting is unfortunately an expected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and our teachers. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, parents will be asked to make other arrangements for their child. This policy serves to protect the children that are bitten.

## **Illness and Health Policies**

For the well-being and health considerations of all our students and teachers, parents must keep their child home if any of the following symptoms are present:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea
- Covid-19 or Flu Symptoms
- Chronic Cough
- Strep Throat
- Pink Eye
- Heavy, colored nasal discharge
- Head Lice
- Unexplained Rash

**\*Children must be kept home for 24 hours after symptoms subside. (i.e., Once a fever is normal, without the help of medication, you must wait a full 24 hours before returning to school) If your child has been diagnosed with the flu, they must be kept home for one full week before returning to school. If your child, or a member of the household, tests positive for the Coronavirus, they must stay home until the Health Department has cleared them to return to school.**

If a student develops any of the above symptoms during school hours, parents will be contacted to pick up the child.

## **Immunization Policy**

Families must submit an up-to-date immunization record with their child's registration forms. The only exceptions to this are if a family physician's recommends against immunizations on medical grounds or if the family requests an exemption on the basis of religious beliefs. In each case, a written statement must accompany their registration packet.

## **Accidents**

First aid kits are kept in each classroom along with emergency plans and numbers in the unlikely event of an accident taking place. Any accident (even very minor incidents) will be reported to the parents immediately and an incident form will be completed.

## **Covid-19 Policy**

Every child will have their temperature taken as they walk in the front door. Any child with a fever (100 degrees or higher) will not be permitted to stay. Children will then need to go immediately to wash their hands prior to going into their classroom. Classroom materials, furniture, and toys will be sanitized daily, along with frequent handwashing. We will follow recommendations by the CDC as they are made.

If any child or staff member tests positive for the coronavirus during the school year, we will notify everyone via email. We will need to follow any recommendations by health officials, so we are not sure what this will entail, but will communicate the details at that time. It could possibly mean being closed or a classroom quarantining. If a member of your household tests positive at any point, your child will not be permitted to return to school until they are released by the health department to do so. If a household member is awaiting test results, the child cannot attend.

As you are probably aware, closures during this pandemic have caused serious financial stress to our business, like many other businesses and families. It is our hope that we do not have to face those same closures this year, but that is unknown at this time. If we must close at any point due to a high number of cases in our school, or if your child is quarantining due to testing positive or exposure, tuition will not be prorated.

As a reminder, withdraw forms must be turned in by July 15<sup>th</sup> to avoid having to pay your first tuition payment on August 15<sup>th</sup>, if you decide not to send your child. We do require a 30-day notice, to withdraw your child at any point in the school year, even during a closure for the coronavirus.

# Coastal Day School Withdraw Policy

Please keep this for your records

Here at CDS, we plan our entire year's budget on having every space filled. We know things come up such as moves, job changes, etc. that cause families to need to withdraw their child(ren) from our program. In order to keep our program's needs met, we require families to give us a one month notice as well as payment for that month. This gives us adequate time to fill the space with a new family. If you need to withdraw before the school year begins, we must receive notice in writing, by July 15<sup>th</sup>. If we do not receive notice by July 15<sup>th</sup>, you will still be required to pay the first tuition payment by August 15<sup>th</sup>. We do not allow students to withdraw after April 1<sup>st</sup>. We cannot fill a space with a new student so late in the year as it would cause disruptions to our learning. If your child will not be attending after April 1<sup>st</sup> for any reason, you are still required to pay the last two payments of the school year. By signing below, you are acknowledging you have read and understand this policy.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_

We will keep this form in your child's file. If you need to withdraw your child, you must speak to an administrator in person to fill out the bottom portion.

Date of notice \_\_\_\_\_ Child's last day \_\_\_\_\_

Final payment date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Administrator's Signature \_\_\_\_\_