



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

Center 910.383.3919

Cell 910.409.0295

Admission

Enrollment in Coastal Day School's After School Program and Summer Camp Program is open to all children in grades K-8th without discrimination in regard to sex, race, color, religion, or beliefs. Registration forms must be completed and submitted with our \$100.00 new student fee prior to their start date.

Attendance

If your child will not need to be picked up from school, please call our office by 2pm to notify us. This will help avoid any confusion during pick-up time at the schools and keep us on our schedule. Our staff are not allowed to leave the school until we have confirmed if a child is absent or was already picked up. Any parent that does not notify us ahead of time that their child will not need to be picked up, will have a \$5.00 fee added to their account. If you cannot reach us at Coastal Day School, please feel free to text us via the Remind App or email Veronnica at veronnica@coastaldayschool.com.

Departure Procedures

Coastal Day School closes at 6 p.m. each day. If your child is not picked up by 6:00 p.m., a late fee of \$2.00 per minute will be assessed and due immediately. Any person picking up must be listed on the student's file and will be asked to present an ID if our staff does not recognize them.

Closings

You will find a closings calendar enclosed in this packet. Please refer to it for holiday closings and breaks. If your child's school is closed due to inclement weather, we will also be closed. If your child's school closes early because of inclement weather, we will pick up all children and you will have two hours to pick your child up from Coastal Day School. (i.e.- your child's school dismisses at noon because of the weather, we will pick up and you will have until 2pm to pick your child up)

Items From Home

Students can bring personal items from home, however, if they become an issue, they will be placed in the office until the end of the day. Personal items are to be used during designated times only. All personal items are the responsibility of the child that brought them and Coastal Day School is not liable for any lost, damaged, or stolen items. We will not assist in finding, fixing, or replacing any personal items.

Homework

We do offer homework help Monday-Thursday each week in a specified “Homework Room”. Each child in our program is notified when the room is open (typically 4pm-5pm) and is expected to report to the room if they have homework. We do not check folders and if a child tells us they do not have homework, we do trust them and allow them to go to their classroom. During homework time, work is to be completed in a quiet and timely manner. This ensures all students are given the same opportunity to complete their work and receive help when needed. If a child becomes disruptive in the Homework Room, they will be asked to leave regardless of whether or not their homework is complete. If you would like your child’s homework checked by an after school teacher, please notify Veronnica to ensure it is done daily.

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.

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.

Coastal Day School is closed on the following days:

Monday, September 4, 2023

Friday, November 10, 2023

Wednesday, November 22, 2023 - Friday, November 24, 2023

December 22-29, 2023

Monday, January 1, 2024

Monday, January 15, 2024

Friday, March 29, 2024

April 1-2, 2024

Monday, May 27, 2024

*We close at 5pm on Halloween

Mini Camps

Coastal Day School offers Mini Camps throughout the year when Roger Bacon and Brunswick County Public Schools are closed. We are open from 8am to 6pm for Mini Camps. Spaces are limited and you can register at any time for Mini Camps during the 2023-2024 school year. Non-refundable, pre-payment is due when you register. We cannot reserve a space for anyone without prepayment and it will not be refunded or prorated for any reason. Prices include all activities and field trips. Enrollment forms for Mini Camps can be found on our website.

Coastal Day School

Withdraw Policy

Please sign the top portion and return to Coastal Day School

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, regardless of attendance that month. This gives us adequate time to fill the space with a new family.

Once you have registered with Coastal Day School, you are required to pay your first tuition payment (July 15th for RBA students and August 15th for Public School students), unless you have withdrawn one month before (by June 15th for RBA students and by July 15th for Public School students).

We do not allow students to withdraw after April 1st. We cannot fill a space with a new student so late in the year. If your child will not be attending after April 1st 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 _____



Child's Name _____
Last Name First Name MI

Birthday _____

Street Address _____

City _____ Zip Code _____

Parent 1 _____ Phone Number _____

Parent 2 _____ Phone Number _____

Email _____

CDS may release my child to the following _____

In case of an emergency contact (if you cannot be reached)

1st Choice _____ Phone Number _____

2nd Choice _____ Phone Number _____

I, _____, for myself and my minor child, hereby release, discharge, and hold harmless Coastal Day School and its officers, directors, employees, representatives, volunteers, and owners, for, from, and against any and all liability and responsibility whatsoever, for any and all damages, claims, or causes of action that my minor child and I may have for any loss, personal injury, or death. In signing this agreement, I acknowledge and represent that I have read and understand this agreement; that I am at least eighteen (18) years of age and fully competent; and that I am the legal guardian of this minor participant. I have also read and fully understand the Coastal Day School Parent Handbook. I agree to all terms and conditions listed in the parent handbook and agree to abide by all the rules set by Coastal Day School.

Parent/Guardian Signature _____ Date _____

Personal 4-digit entry code _____



2023-2024 Tuition/Fees Contract

Tuition for our after school program is \$3,025.00 for the school year. This amount is divided into equal monthly payments due the 15th of each month.

☐ Roger Bacon Students (11 equal payments)
\$275.00/month with the first payment due July 15, 2023 and the last payment due May 15, 2024

☐ Public School Students (ten equal payments)
\$302.50/month with the first payment due August 15, 2023 and the last payment due May 15, 2024

The prompt payment of tuition is essential to the proper functioning of our school. By signing this contract, you are agreeing to pay the tuition for the entire academic year and that no portion of the tuition will be forgiven or refunded on account of absences or school closures. Tuition is divided into eleven (11) equal payments for RBA students due by the fifteenth of each month with Payment #1 due by July 15th and Payment #11 due by May 15th, and ten (10) equal payments for Public School students due by the fifteenth of each month with Payment #1 due by August 15th and Payment #10 due by May 15th. If payment is not made by the 15th of each month a \$20.00 late fee will be assessed. *If we do not receive your Payment #1 by July 15, 2022 for RBA students and August 15, 2022, for Public School students, your child's space will be given to a child on our waiting list. Payments not made by the 25th of the month will result in dismissal from Coastal Day School. If you encounter unexpected financial hardship, please notify us in writing as soon as possible so that we can explore possibilities of financial aid or rescheduling tuition payments.

Payments may be made by cash, personal check, or debit/credit cards. A \$20.00 fee will be assessed for any returned checks.

Child's Name _____

Parent/Guardian Name _____

Signature _____ Date _____

Permission to Transport

I give permission for the child named above to be transported in a motor vehicle driven by an employee of Coastal Day School from _____ to Coastal Day School each day of the 2023-2024 school year. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver. My child is in _____ grade.

I have read, understand, and discussed with my child that:

- They are required to wear a safety-belt at all times
- They are expected to respect each other, the vehicle they are riding in, and the driver
- They are to remain in their seats and not be disruptive to the driver

*All students are required to buckle their own seatbelt.

Parent's Signature _____ Date _____

Known Allergies and Medical Conditions

Child's Name _____

Date of Birth _____

☐ My child has no known allergies or medical conditions.

☐ My child has the following allergies and/or medical conditions:

Allergy	Reaction	Treatment

Medical Conditions/Limitations and Special Instructions _____

Parent's Signature _____ Date _____

Permission to Photograph

We will be making many memories this year and we like to catch as many as possible on camera. We will be displaying your child's picture throughout our center as well as on private social media accounts that are only shared with parents in your child's class. We do also have public pages as well that we would like to display pictures on with your permission.

Child's Name _____

Please initial one:

_____ I give Coastal Day School permission to post my child's photo on CDS's public social media accounts on Facebook and Instagram and the CDS blog and website.

_____ I **do not** give Coastal Day School permission to post my child's photo on CDS's public social media accounts on Facebook and Instagram and the CDS blog and website.

Parent's Signature _____ Date _____

Illness Policy

In order to provide a safe and clean environment for all children at CDS parents MUST NOT bring their child if they are exhibiting any symptoms listed below:

- A temperature of 100 degrees or higher
- Red, watery eyes (pink eye)
- Undiagnosed rash
- Excessive runny nose/ sneezing
- Excessive cough
- Sore Throat
- Nausea/ Vomiting
- Diarrhea
- Covid-19 or Flu Symptoms (students that test positive may return after five days assuming they have been symptom free for 24 hours without medication)

Children cannot return to school until 24 hours after symptoms have subsided without the aid of medication.

For example, if a child's fever breaks at noon on Monday, they will not be permitted to attend school Tuesday morning. If a child is sent home sick from school, they will not be permitted to attend the next day.

We work very to keep germs from spreading by sanitizing toys and equipment and washing hands. Please help us by keeping your child home when they are sick. If germs spread to our teachers, it could cause us to need to close if we do not have enough staff to operate.

By signing below, I am confirming that I have read Coastal Day School's Illness Policy for the 2023-2024 school year and understand the policy in its entirety. I understand that sending my child to preschool/after school at CDS does come with the risk of contracting sicknesses and agree to keep them home until they have been symptom free for 24 hours. I understand I will be responsible for paying tuition regardless of attendance due to sickness.

Parent's Signature_____ Date_____

Parent's Printed Name_____

Child's Name_____

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