



# Parent Handbook

welcome.

Dear Parents,

Welcome to Coastal Day School (CDS). Since September 2006 we have been offering the best in preschool and kindergarten 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 have worked hard to obtain their degrees in Education and are excited to work with you and your child.

For your child to benefit from all 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

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 \$50.00 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](mailto:veronnica@coastaldayschool.com).

## **Departure Procedures**

Coastal Day School closes at 6pm each day. If your child is not picked up by 6:00 p.m. a late fee of \$1.00 per minute will be assessed and due immediately. Parents are required to enter the building to sign their child out each day. Any person picking up must be listed on student's file and will be asked to present an ID if our staff doesn't recognize them.

## **School Closings**

You will find a school 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.

## Expectation for Students

Our staff is committed to providing students a safe and fun environment. To accomplish this, the following expectations have been established:

**Be Respectful:** Students should be respectful and kind to all staff, peers, and property. Students should keep their hands to themselves, treat others as they wish to be treated, use appropriate language, and respect all toys and property of Coastal Day School. Violence and bullying will not be tolerated. If a child displays ANY form of physical violence with another child or teacher, he/she will be suspended (timeframe dependent on severity of conduct.) The child is then allowed to return; however, a repeat offense will result in expulsion. Tuition is not refunded for missed days due to suspension.

**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.

## 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
- 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.**

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

## Coastal Day School is closed on the following days:

Monday, September 3, 2018

Wednesday, November 21, 2018

Thursday, November 22, 2018

Friday, November 23, 2018

December 24-31, 2018

Tuesday, January 1, 2019

Friday, April 19, 2019

Monday, April 22, 2019

Monday, May 27, 2019

## 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 7:30am to 6pm for Mini Camps. Spaces are limited and you can register at any time for Mini Camps during the 2018-2019 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.



Child's Name \_\_\_\_\_  
Last Name First Name MI

Birthday \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

CDS may release my child to the following \_\_\_\_\_

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

1<sup>st</sup> Choice \_\_\_\_\_ Phone Number \_\_\_\_\_

2<sup>nd</sup> 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 \_\_\_\_\_



## **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

All children **MUST** be up to date on their immunizations.  
We do not administer medication of any kind.

**Your child should not have experienced any of these symptoms for at least 24 hours before coming to CDS.** We will contact parents immediately if a child exhibits any of the above symptoms while at CDS.

Please turn in this form signed along with your child's shot record.

Childs Name \_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_



## 2018-2019 Tuition/Fees Contract

Tuition for our after school program is \$2,530.00 for the school year. This amount is divided into equal monthly payments due the 15<sup>th</sup> of each month.

### Roger Bacon Students

\$230.00/month with the first payment due July 15, 2018 and the last payment due May 15, 2019

### Public School Students

\$253.00/month with the first payment due August 15, 2018 and the last payment due May 15, 2019

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 because absences or school closures. We do not give discounts or credits for days/weeks your child is not attending regardless of the reason. You are paying for your child's seat on the van, not for the days they attend. If your child is absent, you are still responsible for paying in full and on time. This amount does not include full day care when schools are closed. If schools are closed for inclement weather no refunds will be offered, however, we will not charge extra to pick up on make-up days. Half days are included in tuition. **Tuition is divided into equal payments due on the fifteenth of each month. If payment is not made by the 15<sup>th</sup> of each month a \$20.00 late fee will be assessed. If the 15<sup>th</sup> falls on a weekend, payment is due the Friday before.** Payments not made by the 25<sup>th</sup> 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. If your card is declined for any reason (ex. your card has expired) a \$5.00 fee will be assessed.

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

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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

## Permission to Photograph

We will be making many memories this year and we like to catch as many as possible on camera. We would love to be able to display some of the photos to show everyone what a day in our program looks like.

Please initial all that apply:

\_\_\_\_\_ I give Coastal Day School permission to display my child's photo throughout the center in frames, and on the TV in the lobby.

\_\_\_\_\_ I give Coastal Day School permission to use my child's photo on the center's website, blog, and Facebook page. We post pictures frequently of special events going on at school so make sure you initial this if you would like to see them 😊

## 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 2018-2019 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.

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 Printed Name \_\_\_\_\_

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 \_\_\_\_\_

# Coastal Day School Withdraw Policy

(Please sign top portion and return to 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 15<sup>th</sup> for RBA students and August 15<sup>th</sup> for Public School students), unless you have withdrawn one month before (by June 15<sup>th</sup> for RBA students and by July 15<sup>th</sup> for Public School students).

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. 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 \_\_\_\_\_