



# 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 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 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

Cell 910.409.0295

# Our Preschool Programs

Our programs are designed to offer age appropriate experiences that will lay a strong foundation for your child to build upon. In addition to their classroom learning time, our classes participate in art class, music class, and library weekly. We also offer Bible Buddies for those interested in our three, four, and kindergarten classes. 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.

## **Little Learners Program (must be eighteen months old by August 31<sup>st</sup>)**

Our Little Learners Program is a great starting point if you plan on attending our preschool programs! It's a mixed age class with children ages 1 to 3. At this age children are just beginning to understand group play and how to communicate their thoughts with words. We focus on practicing social and self-reliance skills. Students participate in story time, art projects, and plenty of play time! **Little Learners dismisses between 12:20-12:30.**

## **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 reinforces 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 of our preschool programs are offered Monday-Friday with the options of two days (Tuesday/Thursday), three days (Monday/Wednesday/Friday), or five days. Our Little Learners Program is offered Tuesdays and Thursdays only.

### **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 \$150.00 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. Doors open at 8:55 a.m. daily. Class starts promptly at 9:15 a.m. and we ask that children arrive on time. Late arrivals are a distraction to the teacher and students.

### **Arrival/Departure Procedures**

**Morning Arrival:** 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. School starts promptly at 9:15 a.m. If you are going to be later than 9:15 a.m. please call your child's teacher. Late arrivals are a distraction to the teacher and students. Please keep good-byes short and sweet.

**Car Line Pick-Up:** The pick-up line will begin PROMPTLY at 12:35. If you car pool, please let us know in advance so we can have them ready to go on time. For safety reasons, please do not walk inside to get your child at pick up time. It is very hard to have kids going in different directions. We want to ensure the safety of all kids at all times! If your child is not picked up by 1:00 p.m. a late fee of \$1.00 per minute will be assessed. **Little Learners dismisses between 12:20-12:30 in a separate car line.**

### **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. Closings will also be emailed to you and posted on our website. CDS does not make up any weather related closings and tuition is not refunded for those days.

**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 \$3.00. Order forms are sent home monthly.

**Field Trips**

We will be taking several field trips throughout the year. Parents are welcome to join us on most field trips offered.

**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.

**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.

## 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. (i.e. Once a fever is normal you must wait a full 24 hours before returning 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.

## **Release of Children**

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.

## **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.

## **Opportunity for Parents**

We like to have our parents involved with running our school. This gives an opportunity for parents to help with the education of their child. Please let us know if you are interested in helping in one of the following areas.

1. Fundraising Parent- CDS holds fundraising projects throughout the year that parents plan and carry out to help purchase new equipment for our school.
2. Event Coordinator-CDS holds several events throughout the year to help build a sense of community and our event coordinators plan, set-up, and run these events.
3. Room Mom Parent-Come in to assist teacher with projects, reading to children, helping with parties, etc.



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 \_\_\_\_\_



## 2019-2020 Tuition/Fees Contract

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Two Day Program                           | \$2000.00/year   |
| <input type="checkbox"/> | Three Day Program                         | \$2800.00/year   |
| <input type="checkbox"/> | Five Day Program                          | \$3400.00/year   |
| <input type="checkbox"/> | New Student Fee                           | \$150.00 (Due with registration— <b>non-refundable</b> ) |
| <input type="checkbox"/> | Returning Student Fee                     | \$75.00 (Due with registration- <b>non-refundable</b> )  |
| <input type="checkbox"/> | Coastal Day School T-Shirt                | \$12.00 each   |
| <input type="checkbox"/> | Bible Buddies Annual Tuition              | \$25.00 (Due August 15 <sup>th</sup> )                   |
| <input type="checkbox"/> | Little Learners 1-day (Tues. or Thurs.)   | \$1250.00/year   |
| <input type="checkbox"/> | Little Learners 2-days (Tues. and Thurs.) | \$2400.00/year   |

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 can divided into ten (10) equal payments due on the fifteenth of each month with the first payment due August 15<sup>th</sup> and the last payment due on May 15<sup>th</sup>. If payment is not made by the 15<sup>th</sup> of each month a \$20.00 late fee will be assessed. \*If we do not receive your first tuition payment by August 15, 2019, your child's space will be given to a child on our waiting list.** 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.

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

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

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

# Coastal Day School

## 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, this policy serves to protect the children that are bitten.

### **When Biting Does Occur:**

Our teachers strongly disapprove of biting. Our teachers work hard to keep their students safe and work to teach more appropriate behaviors. We do not use techniques to alarm, hurt, or frighten children.

#### ***For the child that was bitten:***

1. First aid is given to the bite. The area is cleaned with soap and water and covered with a bandage if needed.
2. Parents are notified.
3. An accident report is completed and given to parent.

#### ***For the child that bit:***

1. The child will be placed in time out for no longer than the child's age.
2. Parents are notified.
3. A behavior report is completed and given to parent.

#### ***If biting continues:***

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by administrative staff to determine what is causing the child to bite.
3. The child will be given positive attention and approval for positive behavior.
4. If a child continues to bite, a conference will be held with the parents to discuss the child's behavior.
5. If biting still continues, parents will be asked to make other arrangements for their child.

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

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 all that apply:

\_\_\_\_\_ I give Coastal Day School permission to post my child's photo on CDS's public social media accounts on Facebook and Instagram.

\_\_\_\_\_ I give Coastal Day School permission to post my child's photo on CDS's blog and website.

\_\_\_\_\_ I give Coastal Day School permission to use my child's photo in advertisements.

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 Enrollment Form

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

Please mark which class you would like to enroll your child in for the 2019-2020 school year.  
**\*\*We cannot change the number of days your child attends once you are registered and will need to be placed on the waiting list\*\***

\_\_\_\_\_ 2-day Two Year Old Class-Tuesdays and Thursdays

\_\_\_\_\_ 3-day Two Year Old Class-Mondays, Wednesdays, and Fridays

\_\_\_\_\_ 5-day Two Year Old Class-Monday-Friday

\_\_\_\_\_ 2-day Three Year Old Class-Tuesdays and Thursdays

\_\_\_\_\_ 3-day Three Year Old Class-Mondays, Wednesdays, and Fridays

\_\_\_\_\_ 5-day Three Year Old Class-Monday-Friday

\_\_\_\_\_ 2-day Four Year Old Class-Tuesdays and Thursdays

\_\_\_\_\_ 3-day Four Year Old Class-Mondays, Wednesdays, and Fridays

\_\_\_\_\_ 5-day Four Year Old Class-Mondays-Fridays

\_\_\_\_\_ Little Learners (previously MMO) 1-day Tuesdays

\_\_\_\_\_ Little Learners (previously MMO) 1-day Thursdays

\_\_\_\_\_ Little Learners (previously MMO) 2-days Tuesdays and Thursdays

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

# 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. This gives us adequate time to fill the space with a new family. 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 \_\_\_\_\_