



Child's Name _____
Last Name First Name MI

Birthday _____

Street Address _____

City _____ Zip Code _____

Parent 1 _____ Phone Number _____

Parent 1 Email _____

Parent 2 _____ Phone Number _____

Parent 2 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 it's 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 _____

New Student and Returning Student Fee

Our New Student Fee (\$200.00) and our Returning Student Fee (\$100.00) is due with your child's registration packet to hold a space for the 2024-2025 school year. This fee is non-refundable and non-transferable to another student or program and no exceptions will be made to this policy. Once this fee is paid, it will not be returned for any reason, cannot be used to pay tuition owed, and cannot be transferred to another student or sibling.

Annual Tuition (Afternoon Program 1:15pm-3:45pm)

Our annual tuition rates are as follows:

Two-day Program (Mondays and Wednesdays) \$1500.00/year or ten (10) equal payments of \$150.00

Two-day Program (Tuesdays and Thursdays) \$1500.00/year or ten (10) equal payments of \$150.00

Four-day Program (Monday-Thursdays) \$2500.00/year or ten (10) equal payments of \$250.00

*Tuition prices are calculated based on the number of days in school, with school closings and breaks removed from the total number. We also include extra days for the occasional weather-related closing.

The first tuition payment of the year is due by August 1, 2024. Tuition should be paid in full at this point, or your #1 payment if you elect to pay in monthly installments. Monthly installment payments are then due the 1st of each of the following months, with the last payment due May 1st. Monthly installment payments are not for specific months, just a payment towards your annual total and are non-refundable.

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, including Covid related. If you elect to do monthly installments, payments not made by the 1st of each month will result in a \$20.00 late fee. If we do not receive your first payment by August 1st, your child's space will be given to a child on our waiting list. Payments not made by the 10th 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 in person, personal checks, or debit/credit cards via our website. A \$20.00 fee will be assessed for any returned checks.

Coastal Day School requires a 30-day written notice if you plan to withdraw your child from our program for any reason. Tuition is required to be paid through the last day of the notice.

Child's Name _____

Number of Days: 2-days (M/W) 2-days (T/TH) 4-days (M/T/W/TH)

Parent/Guardian Name _____

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 2024-2025 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 _____

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. If you need to withdraw before the school year begins, we must receive notice in writing, by July 1st. If we do not receive notice by July 1st, you will still be required to pay the first tuition payment by August 1st. We do not allow students to withdraw after March 31st. 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 March 31st 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 _____

Parent/Teacher/Administrator Communication

We strive to keep open communication between our families and staff to ensure all our student's needs are being met. We are a team, and to best advocate for and support the growth of our students, communication is essential. Below are some ways we do that, along with an outline of policies in place.

Teacher Emails

Feel free to reach out to your child's teacher via email at any time. Their email address is their first name @coastaldayschool.com. We do ask our teachers to respond within 24 hours during the week. We do not require our teachers to respond over the weekend or during holiday breaks. Emails sent after 1pm on Friday will be answered Monday morning. If you need immediate assistance, it is best to reach out to an administrator as we try our best to respond as soon as possible. Our emails often get sent to spam folders so please check there if you are expecting an email from us.

Class Facebook Pages

Each class has a private Facebook page that our teachers post pictures and updates to. This is a great place to see what your child is learning and see them having fun in class!! Only parents or guardians can be added to the private classroom pages. We will not approve grandparents or babysitters. Teachers will email out links to the private Facebook pages.

Remind

We utilize the app Remind as a way to quickly relay information to the entire school in the event of an emergency or inclement weather. We also use it to send out reminders of upcoming deadlines, events, and celebrations. Some teachers also use Remind to send out class reminders. You will be added to our Remind groups, but you must accept by responding YES to the text you receive. You will not receive any information if you do not accept.

Child's Name _____ Child's Birthday _____

Parent 1 Name _____

Email and Phone Number _____

Parent 2 Name _____

Email and Phone Number _____