



# Parent Handbook

## 2024-2025

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

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](mailto:veronnica@coastaldayschool.com).

## **Departure Procedures**

Coastal Day School closes at 5:30 p.m. each day. If your child is not picked up by 5:30 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) Tuition is not prorated or refunded for closings.

## **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 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 after school hours, parents will be contacted to pick up the child. Tuition is not prorated or refunded for absences.

## 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 2, 2024

Monday, November 11, 2024

Wednesday, November 27, 2024 - Friday, November 29, 2024

December 23-27, 2024

Wednesday, January 1, 2025

Monday, January 20, 2025

Friday, March 31, 2025

Friday, April 18, 2025

Monday, April 21, 2025

Monday, May 26, 2025

\*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 5:30pm for Mini Camps. Spaces are limited and you can register at any time for Mini Camps during the 2024-2025 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 1<sup>st</sup> for RBA students and August 1<sup>st</sup> for Public School students), unless you have withdrawn one month before (by June 1<sup>st</sup> for RBA students and by July 1<sup>st</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 \_\_\_\_\_



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)

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 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 \_\_\_\_\_



## 2024-2025 Tuition/Fees Contract

- Classical Charter School (RBA) Students - \$3410.00 for the academic year (179 days)  
\*180 days on school calendar but our after school program is closed Monday, April 21, 2025  
Or 11 equal payments of \$310.00/month with the first payment due July 1, 2024 and the last payment due May 1, 2025
- Public School Students - \$3200.00 for the academic year (168 days)  
Or 10 equal payments of \$320.00/month with the first payment due August 1, 2024 and the last payment due May 1, 2025

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 first of each month with Payment #1 due by July 1<sup>st</sup> and Payment #11 due by May 1<sup>st</sup>, and ten (10) equal payments for Public School students due by the first of each month with Payment #1 due by August 1<sup>st</sup> and Payment #10 due by May 1<sup>st</sup>. If payment is not made by the 1<sup>st</sup> of each month, a \$20.00 late fee will be assessed. \*If we do not receive your Payment #1 by July 1, 2024 for RBA students and August 1, 2024, for Public School students, your child's space will be given to a child on our waiting list.** Payments not made by the 10<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 \_\_\_\_\_

### 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 2024-2025 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 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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