

# Welcome to Coastal Day School

**Dear Parents,**

Welcome to Coastal Day School (CDS)! We're so glad you've chosen us to help build your child's educational foundation. Since 2006, we've proudly provided quality preschool education and after-school care to Leland families.

Our mission is to offer a safe, nurturing, and fun environment that exceeds state standards. Our professional and experienced teachers are dedicated to helping your child grow socially, emotionally, and academically.

To ensure your child gets the most from our programs, we ask for your partnership in preparing them for each day. This handbook outlines what you can expect from us and what we ask of you.

We value your questions, ideas, and feedback. At CDS, learning is a shared experience for children, families, and teachers. We look forward to working with your family.

Thanks,

**Ashley Danko**

Owner

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## Admissions & Attendance

Enrollment is open to all children ages 2–5, regardless of race, religion, or background. Registration forms and fees must be submitted before the start date.

Regular attendance helps ensure your child's progress. If your child will be absent, please call the office before class begins.

## Our Programs

Each program provides age-appropriate, hands-on learning experiences that build strong foundations for future success. We also host fun family events throughout the year to foster community.

## **Two-Year-Old Program**

*Must be two by August 31*

Focus on social skills—sharing, cooperation, and communication—through group play and hands-on introduction to letters and numbers.

## **Three-Year-Old Program**

*Must be three by August 31*

Builds on previous learning with daily exposure to language, math, science, and social concepts through engaging stations and activities.

## **Four-Year-Old (Pre-K) Program**

*Must be four by August 31*

Prepares students for kindergarten through small-group literacy and math instruction, monthly themed lessons, and regular assessments.

## **Preschool Program Options**

- **Morning Program (9:00–1:00)**  
2-day (T/Th), 3-day (M/W/F), or 5-day option
- **Afternoon Program (1:30–4:00)**  
3-day (T/W/Th)

## **Kindergarten Program**

*Must be five by August 31*

Offers instruction aligned with public school standards, small class sizes for personalized learning, and continued emphasis on learning through play.

- **Kindergarten Program (9:00-1:00) 5-days (M-F)**

## **Arrival & Departure**

### **Morning Programs**

- Drop-off: 9:00–9:15 a.m. via outdoor car line only
- Pick-up: Walk-in begins at 12:30 p.m. daily. At 12:45pm we transition to outdoor car line. Students must be picked up by 1:00 p.m. Late pick-up will incur a \$1/minute late fee

## **Afternoon Programs**

- Drop-off: 1:30–1:40 p.m. walk-in only
- Pick-up: 3:45–4:00p.m. outdoor pick-up line only. Students must be picked up by 4pm. Late pick-up will incur a \$1/minute late fee .

For safety, only individuals listed on your child's registration form may pick up your child. Photo ID is required.

## **Closures & Weather Policy**

A school calendar is provided to all families and shows all scheduled school closings. If Brunswick County Schools close for weather, CDS will also close.

- 1-hour delay → open at 10:00 a.m.
- 2-hour delay → open at 10:30 a.m.
- Early dismissal → afternoon programs canceled

CDS does not refund or make up weather- or illness-related closures.

Sign up for **Remind** for real-time updates. Once enrollment paperwork is submitted, instructions will be provided.

## **Meals & Snacks**

- Morning students: bring snack + lunch
- Afternoon students: bring snack only

All students must bring a refillable water bottle daily. No candy, soda, or caffeinated drinks. Include an ice pack for cold foods.

## **Dress Code**

Children should wear comfortable, play-ready clothing suitable for messy activities like paint, water, or playdoh.

## **Substitute Teachers**

When a teacher is absent, a qualified substitute will follow the planned lessons to ensure learning continues smoothly.

## **Celebrations**

We celebrate Halloween, Christmas, and Valentine's Day with special snacks for our students to enjoy in class with their friends. For Thanksgiving and Easter, we welcome our parents to join in the class celebrations. Birthday celebrations are encouraged! Please coordinate with your teacher to schedule and bring treats. We do ask that birthday treats are small cupcakes or equivalent.

## **Discipline Policy**

At Coastal Day School, discipline means **teaching and guiding**, not punishing. Our goal is to help children learn self-control, responsibility, and respect for others in a positive and supportive environment.

Teachers use clear expectations, consistent routines, and engaging activities to promote good behavior. We model kindness and respect, redirect children toward appropriate choices, and praise positive actions. When conflicts arise, teachers help students identify their feelings and practice problem-solving skills.

Coastal Day School does **not use or tolerate** corporal punishment, verbal abuse, or humiliation. Every child deserves to feel safe, respected, and valued.

If behavioral challenges persist, parents and teachers will meet to create a plan that supports the child's success at school and home.

## **Biting Policy**

Biting is treated as a serious safety concern in our program. When a child bites on two separate occasions, we implement a required break from the classroom. Our team partners with families to understand possible causes and outline strategies to reduce future incidents. If biting continues after these interventions, we may need to consider a longer break or alternative care arrangements to ensure the safety and well-being of all children.

## **Health & Safety**

### **Immunizations**

All students must have up-to-date immunization records unless exempt for medical or religious reasons, with written documentation provided.

### **Accidents**

Each classroom is equipped with first-aid supplies and emergency contacts. All incidents, even minor ones, are reported to parents immediately.

## **New Student and Returning Student Fee**

**A New Student Fee of \$200.00 or a Returning Student Fee of \$100.00 is due with your child's registration packet to reserve a space for the 2026–2027 school year.**

These fees are **non-refundable** and **non-transferable**. Once paid, they:

- Will not be returned for any reason.
- Cannot be applied toward tuition.
- Cannot be transferred to another student, sibling, or program.

No exceptions will be made to this policy.

## **Annual Tuition**

### **Morning Program 9am-1pm**

Two-day Program (Tuesdays and Thursdays) \$2850.00/year

Three-day Program (Mon., Wed., and Fri.) \$3850.00/year

Five-day Program \$4850.00/year

### **Afternoon Program 1:30pm-4pm**

Three-day Program (Tuesdays, Wednesdays, and Thursdays) \$2850.00/year

*Note: Tuition is calculated based on the total number of instructional days, with school holidays and breaks already excluded. Additional days are built into the schedule to account for occasional weather-related closures.*

## **Sibling Discount**

Coastal Day School offers a **5% sibling discount** for siblings enrolled during the same academic year.

## **Tuition Payments**

- Tuition is due in full by **August 1, 2026**.
- Families wishing to set up a monthly installment plan must contact the Office Manager **prior to August 1st** to arrange this option. Tuition can be divided into ten equal payments. Example: 2-day program \$2850/10 monthly payments = \$285/month for ten months August 1<sup>st</sup> – May 1st
- Monthly installments are payments toward the annual tuition total, not payments for specific months, and are **non-refundable**.

## **Late and Missed Payments**

- If tuition is not received by **August 1st**, your child's space will be released to the next student on the waiting list.
- If you elect to set-up a monthly installment plan, a **\$20 late fee** will be charged for payments not received by the 1st of the month.
- Installment plan payments not received by the **10th of the month** will result in dismissal from Coastal Day School.

## **Payment Methods**

- **Cash** (in person)
- **Personal check**
- **Debit/credit card** (via our website)

A \$20 fee will be assessed for any returned checks.

## **Withdrawal Policy**

Here at CDS, we plan our entire year's budget on having every space filled. We understand that life changes, such as moves, job changes, or other circumstances, may cause families to withdraw their child(ren) from our program. In order to keep our program's needs met, we require families to provide a **one-month written notice** as well as tuition 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**, notice must be given in writing by **July 1st**. If we do not receive written notice by July 1st, you will still be required to pay **one month tuition** by August 1st.
- We do not allow student withdrawals **after March 31st**. Because we cannot reasonably fill a space so late in the year without disrupting learning, families withdrawing after March 31st are still required to pay the **final two tuition payments** of the school year.