



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 \_\_\_\_\_

Personal 4-digit entry code \_\_\_\_\_



## 2021-2022 Tuition/Fees Contract

- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Two Day Program<br>(Tuesdays/Thursdays)          | \$2050.00/year   |
| <input type="checkbox"/> | Three Day Program<br>(Mondays/Wednesdays/Friday) | \$2850.00/year   |
| <input type="checkbox"/> | Five Day Program                                 | \$3650.00/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> )  |

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 ten (10) equal payments due by the fifteenth of each month with Payment #1 due by August 15<sup>th</sup> and Payment #10 due by 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 Payment #1 by August 15, 2021, 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 \_\_\_\_\_

# 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/COVID-19 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

Every child will have their temperature taken as they walk in the front door. Any child with a fever (100 degrees or higher) will not be permitted to stay. Children will immediately wash their hands prior to going into their classroom. For the time being, parents will not be permitted in classrooms. Drop off will need to happen at the front desk or drop-off line. Classroom materials, furniture, and toys will be sanitized daily, along with frequent handwashing. We will follow recommendations by the CDC, as they are made.

If any child or staff member tests positive for the coronavirus during the school year, we will notify everyone via email. We will need to follow any recommendations by health officials, so we are not sure what this will entail, but will communicate the details at that time. It could possibly mean being closed or a classroom quarantining. If a member of your household tests positive at any point, your child will not be permitted to return to school until they are released by the health department to do so. If a household member is awaiting test results, the child cannot attend.

As you are probably aware, closures during this pandemic have caused serious financial stress to our business, like many other businesses and families. It is our hope that we do not have to face those same closures this year, but that is unknown at this time. If we must close at any point due to a high number of cases in our school, or if your child is quarantining due to testing positive or exposure, tuition will not be prorated.

As a reminder, withdraw forms must be turned in by July 15, 2021 to avoid having to pay your first tuition payment on August 15, 2021, if you decide not to send your child. We do require a 30-day notice, to withdraw your child at any point in the school year, even during a closure for the coronavirus.

By signing below, I am confirming that I have been provided with a copy of Coastal Day School's Coronavirus Policy for the 2021-2022 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 exposure and possible infection of the coronavirus. I understand I will be responsible for paying tuition regardless of closures, or if your child is quarantining due to testing positive or exposure, and that the Withdraw Policy is still in affect during any closure.

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

Parent's Printed 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 15<sup>th</sup>. If we do not receive notice by July 15<sup>th</sup>, you will still be required to pay the first tuition payment by August 15<sup>th</sup>. 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 \_\_\_\_\_