



# **COASTAL**

## KIDS ACADEMY

### **Policies and Procedures**

**Margaret Penton, Director**  
**Chad Stafford, Coastal Church Lead Pastor**

## Registration

**Initial Registration Fee: \$150/child.** This fee is separate from tuition and due at the time of registration. This fee is non-refundable and helps cover operating fees and curriculum costs. Annual Fee: \$150/per child-Due at the time of re-enrollment for fall.

Each year, following your child's first year, an annual "re-enrollment" fee will be charged to your child's account. To complete your child(ren)'s registration a registration packet, immunization record, medical report, and notarized Exemption Affidavit must be completed. **SPECIAL NOTE:** *If your child has any special needs or has been diagnosed as autistic, the director must be notified upfront to make determinations as to whether or not CKA can be of service to your family.*

## Exemption Status

Coastal Kids Academy is a childcare center operating under the exemptions of a church affiliated childcare center. This exemption applies to preschool programs which are an integral part of a local church ministry or a religious nonprofit elementary school, and are so recognized in the church or school's documents, whether operated separately or as a part of a religious nonprofit elementary school unit, secondary school unit or institution of higher learning under the governing board or authority of said local church or its convention, association, or regional body to which it may be subject; provided that notice is filed by the governing board or authority of the church or school with the department that said church or school meets the definition of a local church ministry or a religious nonprofit elementary school under terms of this section and are exempt from regulation by the department and a notice of intent to operate said programs is given to the appropriate fire and health departments so that said facilities shall be inspected in accordance with the state and local fire and health requirements for such programs.

## Hours of Operation

**7:00am-5:00pm | Monday - Friday**

Drop off begins at 7:00am which is when the doors are unlocked. **All children will be checked in no later than 8:45am** to attend class for the day. Curriculum begins promptly at 9:00am. Your child is tardy after 8:45am. After 8:45am, the doors will be locked, and no students will be allowed to report to class unless prior arrangements, such as doctor's appointments, have been discussed with the director. No exception to our 8:45am policy. We must minimize interruptions/distractions once the school day has begun. **Your student must be on time.** All students are to be picked up no later than 5:00pm. In the event of an emergency, parents/guardians are responsible for contacting the school. **Please, do your very best to be on time for drop off and pick-up.**

## Tardies

Each Child will be given three unexcused tardies from August 10th - January 1st. That means no written doctor's or appointment excuse will be required. Another three unexcused tardies will be given January 3rd - July 31st. Once you have exceeded the number of unexcused tardies for the allotted time period, you will not be permitted to drop off after 8:45am.

## Tuition

Tuition is expected to be paid on time. Tuition is due every Friday for the upcoming week. If tuition has not been submitted by Monday morning drop off, your child will not be permitted to attend class on Tuesday morning or until tuition has been paid. A late fee of \$25 will be applied if tuition is not submitted by Monday morning drop off.

## Transitioning From Our Program?

A written notification must be given to the director two weeks prior to the last date of attendance if you decide to remove your child/ren from the program. All tuition during the 2 week notification period is due regardless of your child/ren's attendance during the 2 week notification period. There is no refund/credit for those who choose to remove their child/ren before the 2 weeks are expired. We are not in a position to provide vacation weeks since we are a year round school. Tuition is always due unless the director specifies in the event of an uncontrollable circumstance. (*i.e shut down*)

## Waitlist

A \$25.00 deposit is required to reserve a spot on the CKA waitlist. Should you choose to enroll your child elsewhere, please know that your \$25 is nonrefundable. However, should you enroll your child in CKA your deposit will be applied to the remaining portion of your registration fee.

## Severe Weather

In the event of severe weather during operation hours, CKA will follow the same guidelines as Baldwin County Public Schools. In the event of a rapidly developing situation where parents are not able to reach the school in time to pick up, all children will be taken to the safest part of the building and held there until the "all clear" is given by local authorities. Students will remain in doors if the temperature is below 50 degrees. If the weather is clear and the temperature is 50 degrees or above students will be permitted to enjoy their regular outside playtime. Please, dress your child/ren according to current weather conditions. Restrictions based on excessive heat will be at the discretion of the director. The director will be responsible for making the call during summer months. Please, understand that your child may get dirty while at school.

## Emergency Procedures

Fire and Tornado Drills will be held at various times during the year. Directions and exits are posted on classroom walls. When the alarm sounds, teachers will direct students to the appropriate exits in an orderly manner. Teachers will take their roll books and attendance records to ensure all students have safely exited the building. The director will be the last to exit the building after sweeping the building. Emergency Procedures Manual will be kept in each classroom and are available for parent review.

## Security Guidelines

The doors to the building will be locked during operation hours for security purposes. In the event that someone from your emergency list is picking up, he/she will need to present the proper ID. Please, notify us via Brightwheel if your child's pick up plan has changed. Your child will not be released to anyone who is not on your emergency list. If there is a custody issue, please inform the director, and bring any necessary documentation to the school for us to have on file. Notify us of doctor's appointments ahead of time via Brightwheel, so we can prepare accordingly. **Since Covid, parents have not been allowed into the building for drop off or pick-up. This has helped tremendously with separation anxiety for parents and children.** Administrator and teacher conferences are available by scheduled appointments. Note, the school is equipped with cameras in each classroom for safety purposes.

## Behavior Guidelines

At Coastal Kids Academy, we LOVE your babies and strive to provide a loving, consistent guidance in the area of behavior disciplines. Behavior correction will consist of time away from the group or activity, clear boundaries and expectations explained in an age appropriate manner, and affirmation of the teacher's love. However, if a child's behavior is unsafe, aggressive or inappropriate, the correction will be as follows:

**1. Parents will receive a phone call from the teacher or director informing them of behavior.**

During this phone call, an appropriate consequence will be agreed upon by the parent and teacher/director. The teacher or director will document the disciplinary action, and both parties will sign. This will ensure consistency with correcting the behavior at home and at school.

**2. Parents may be called in for a conference with the teacher and the director.**

**3. If the behavior persists or worsens, the child may be dismissed from CKA.**

**4. The director will use her discretion if the severity of the child's behavior warrants immediate dismissal.**

## Biting Policy

Biting is an unacceptable behavior; however, it is common among young children. Children bite for various reasons: teething, attention, stress, lack of words. The parent will be notified if biting occurs and may be asked to come and pick up their child from school. If your child is the one bitten, we will call or notify you via Brightwheel and make you aware of the incident. Additionally, we will explain the steps we took to correct the situation. If biting is a reoccurring behavior of your child, your child may be suspended or dismissed from CKA if the behavior is not rectified.

## Clothing/Diapers/Personal Property

All clothing and personal belongings (sippy cups, bottles, pacifiers, etc.) must be **LABELED** with the child's name. We do not accept responsibility for unmarked clothing or property.

Please send one change of clothes (pants, shirt, underwear, socks) in a Ziploc bag **LABELED** with your child's name on the front of the bag. We will keep this set of clothes at the school in case of an accident.

## Immunizations and Health Record

Your child's current Certificate of Immunization (COI), previously known as blue card, must be on file before your child attends school. Records must be kept current throughout the year. A current health record must be kept on file for each child and staff member as well.

## Sick Policy

**If your child has any of the following, we ask that you keep them at home:**

- Fever (over 99°)
- Measles
- Respiratory Virus
- Vomiting
- Chicken Pox
- Green Runny Nose
- Mumps
- Pink Eye or Conjunctivitis
- Impetigo
- Diarrhea

If your child is being treated with antibiotics, they should be on the medication a **FULL 24 hours** prior to returning to school. **Your child should be fever free for 24 hours before returning to school after being sick.**

**In cases of viral infection, children should be diarrhea and/or vomiting free for a FULL 24 hours.**

## Sick Policy (continued)

If your child has a continually clear runny nose or rash due to a noncontagious illness or allergy, please let us know. We also realize that some symptoms hang on after the sickness has ceased. Remember that our goal for your child/children is to ensure their continual health and happiness! If your child becomes ill while with us, you will be contacted immediately to pick up your child. If you are unavailable, your emergency contacts will be notified. Your child will be kept separated from the other children (supervised) while they wait for you to pick up.

**We cannot administer any medication of any kind as a safety/liability precaution.**

- Since we encourage independence, particularly in the restroom, clothing should be easy to get off and on.
- If your child is still in diapers, please make sure that you send diapers, wipes, and any ointment needed. Please, **label** these items.
- Each child is required to bring their backpack and folder to school every day; it is one of our major lines of communication with you. **Please, check their back pack and folder daily.** Please, do not send verbal messages through your child. Written communication is most effective.

## Food

Coastal Kids Academy is a Nut Free School. For the safety of those children who may have life threatening allergies to peanuts or nut products of any kind. Please do not send any snack or lunches that contains peanuts or nut products.

## Staff/Child Ratios

**18 months | 1:7**

**24 months up to 36 months | 1:8**

**3 years up to 4 years | 1:18**

## Staff Qualifications

All staff are required to hold a current CPR/First Aid/AED certified. DHR Comprehensive Background Checks are performed on all staff members prior to hire. All staff members must complete 12 hours of continued education credits per school calendar year. K3 and K4 Primary Teachers will hold Early Childhood Education Certifications or have college education in addition to the continuing education.

## Nap Time

Children will have nap time each day for 2 hours. Children are not required to sleep, but they will be taught and encouraged to rest quietly on their nap mats. Nap mats are NOT provided by CKA and should be purchased by the parent/guardian.

## Curriculum

K3 & K4 Programs have a curriculum based on the Abeka Curriculum basics in Language Arts, Math, Reading, and Writing. Technology education is provided by Wiz Kids during the school calendar months. Spanish, Science, and Bible curriculum are developed by the director and teachers specific to the classroom. Additionally, students will take a music class. Preschool Two's base their curriculum off the Abeka Curriculum for Numbers, Language Development, Skills Development, and Development Goals. In addition Bible and social development curriculum is developed by the teaching staff relevant to the age and abilities of the classroom. Infant and Toddler Classrooms have a curriculum developed around the basic skills appropriate for the age of the child per the Department of Human Resources (DHR) guidelines provided (<http://www.dhr.alabama.gov/documents/AELG.pdf>). The curriculum includes activities that develop the Self-concept/Emotional, Social, Language/Literacy, Physical, and Cognitive skills of the child based upon their age.

## Religious Teachings

Coastal Kids Academy has a mission of nurturing children in a loving environment to produce world changers. The curriculum and daily activities are based on the Four Essential Beliefs of Coastal Church. These include:

### **1. The Bible Is The Word Of God**

The Bible is the basis for all we believe and is our manual for living. We practice daily Bible reading and study. When faced with a decision, the first question is "What does the Bible say?"

### **2. Jesus Christ Is The Son of God**

We believe that Jesus Christ is the 2nd person of the Trinity, lived a sinless life, voluntarily gave His life for us and rose from the dead. People receive salvation from Jesus alone, He baptizes believers in the Holy Spirit and will return again.

### **3. We Must Be Born Again**

We recognize that we are sinners and have fallen short of God's plan for us. We have asked God for forgiveness and are seeking His direction for our lives.

### **4. All Believers Can Be Filled With The Holy Spirit**

We believe that the only way possible to live the Christian life is by God's power within us. We can be filled with the Holy Spirit simply by asking and God's Spirit can enable us to do what is right.

## **Birthdays**

Your child's birthday is a special day, and we want to help you celebrate. Please, make arrangements with the teacher if you would like to bring in a special snack, cupcakes, etc. for your child and their classmates. Please, do not bring presents for your child to school. Moreover, if you are sending out invitations to birthday parties we are happy to pass them out as long as there is one for each student in the class.