



# Policy and Procedures

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### **Hours of Operation**

The doors will be unlocked for FULL TIME PROGRAM children at 7am.

Pick Time for FULL TIME PROGRAM children is 6pm.

Drop off for PRESCHOOL PROGRAM children will begin at 9am.

Carline Pick up for PRESCHOOL PROGRAM children will begin at 1pm.

### **Nap Time**

FULL TIME PROGRAM children will have nap time each day from 1:30-3pm

Children are not required to sleep, but will be taught and encouraged to rest quietly on their nap mats.

### **Returned Check Fee**

A \$30 fee will be assessed for each returned check.

After the 2<sup>nd</sup> check returned a money order or cash will only be accepted.

### **Waiting List**

A \$25.00 deposit is required to reserve a spot on CKA waiting list. 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 apply to your registration fee.

### **Severe Weather**

In the event of severe weather during operating hours, CKA will follow the same routine as the Baldwin County Public Schools. You may listen to the local radio, television, check our social media page or call our office for any clarification needed.

If a rapidly developing situation occurs when parents would not be able to get to the facility in time to pick up their child/ren, all children will be taken to the safest part of the building and held there until the "all clear" is given by local authorities.

Fire and Tornado Drills will be held at various times during the year. Directions and exits are posted in the classrooms. When the alarm sounds teachers will direct students to the appropriate exits in an orderly manner. Teachers will take with them their roll books, and take attendance ensuring all students

have safety exited the building. The director will be the last to exit the building after checking all rooms and restrooms.

### **Behavior Guidelines**

At Coastal Kids Academy we LOVE your babies and strive to provide loving, consistent guidance in the area 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. Parent's will receive a phone call from the teacher or director to make you aware of the behavior. During this phone call an appropriate correction will be agreed upon by both parent and teacher or director. The teacher or director will put in writing the agreed to correction and both parties will sign. This ensure consistency with correcting the behavior at home and at school.
2. Parent's will be call 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 your child from school. If your child is the one bitten, we will call you and make you aware incident and the steps we took to correct the situation.

### **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 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.
- Students must wear closed toed shoes. Flip Flops are not allowed.
- 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.
- Please send a large T-shirt with your child's name on it for special art projects to protect clothing.
- Students are discouraged from bring personal toys from home, except of special "show and tell" days.

## **Security Guidelines**

The doors to the building will be lock during operation hours for security purposes.

In the event someone from your Emergency List is picking up your child, he/she will need to park and come inside to show proper ID. Please call or send a note with your child if there is a change in your pick up plan. Your child will not be released to anyone 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.

**\*Note: We are diligently working to have cameras installed in each room, but this may not be operational at the start of CKA in August. We will keep you posted as to when that will be operational. \***

## **Immunizations**

Your child's current BLUE CARD must be on file before your child attends school.

It must be kept current throughout the year.

## **Sick Policy**

If your child has **ANY** of the following symptoms and/or illnesses, we require you keep them at home:

FEVER (over 99-unless accompanied by other symptoms)

QUESTIONABLE RASHES

GREEN RUNNY NOSE

DIARRHEA

VOMITING

IMPETIGO

CHICKEN POX

MEASLES

MUMPS

PINK EYE OR CONJUNCTIVITIS

RESPIRTORY VIRUS

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

If your child has a continually clear runny nose or rash due to a non-contagious illness or allergy, please let us know. We realize some symptoms hang on long after the child is no longer contagious.

Remember that our goal is for your child/ren to remain healthy and happy!

If your child becomes ill while with us, the Director will contact you immediately to pick up your child. If you are unavailable, your emergency contacts will be called. Your child will be kept separated from the other children (supervised) while they wait for you to pick them up.

### **Food**

#### **Coastal Kids Academy is a Peanut 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 any snack or lunch that contains peanuts or nut products.

**Part Time Preschool:** You are to provide a small morning snack, lunch and drink. We encourage you to send nutritious food such as fruit, crackers, cheese, juice, water or milk. Carbonated drinks and sugary drinks are not permitted. A refillable water thermos is ideal!

**Full Time Preschool:** You are to provide a morning snack, lunch, afternoon snack and drink. We encourage you to send nutritious food such as fruit, crackers, cheese, protein, juice, water or milk. Carbonated drinks and sugary drinks are not permitted. A refillable water thermos is ideal!

### **Child/Staff Ratios**

|                           |      |
|---------------------------|------|
| 0 up to 18 months         | 1:5  |
| 18 months up to 2 ½ years | 1:7  |
| 24 months up to 36 months | 1:8  |
| 2 ½ years up to 5 years   | 1:10 |

### **General Information**

- Classes will have allotted time to play in our fenced in play area outside as long as the weather is clear and the temperature is 50 degrees or above. Please dress your kids according to current weather conditions. Please understand that your child may get dirty while at school.
- 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, cupcake, etc. for your child and their class. Please do not bring presents for your child to school. Additionally, 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.
- If you are interested in being a "Room Parent" please let your child's teacher know. "Room Parents" assist the teacher with classroom parties and special activities throughout the year.
- Each child is to bring their back pack and folder to school every day, as that is the way will most often send communication to you. Please check their back pack and folder daily. Please do not send verbal messages through your child. Written communication is most effective.

