

Coastal Kids Early Childcare Academy

Parent Handbook

2026-2027



Coastal Kids Early Childcare Academy

TABLE OF CONTENTS

Welcome	3
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PROGRAM INFORMATION

Mission Statement	4
Statement of Services.....	4
Hours and Days	4
Closures.....	5
Commitment to Excellence	5
Admission Requirements	5
Admission and Withdrawal	6
Waiting List	6
Paperwork, Forms, and Annual Re-Enrollment	7

HEALTH & SAFETY

Arrival and Sign-In Procedures	7
Pick-Up Procedures	8
Parking Lot Safety	9
Emergency Medical Consent Form	9
Information Changes	9
Immunization Requirements	10
Medication	10
Allergies and Emergency Treatment	11
Illness and Continued Health	11
Accident and Incident Reports	12
Children Requiring Special Accommodations	13
Child Abuse and Neglect Reporting Policy	13

DAILY OPERATIONS

Discipline and Behavior Guidance	14
Toilet Training	14
Toys and Personal Belongings	15
Clothing	15
Diapers and Wipes	16
Supplies	16
Meals and Snacks	16
Food for Infants and Young Toddlers	17

CURRICULUM & LEARNING

Curriculum	18
Infant Curriculum	18
Daily Schedule	19
Quiet Time	20
Class Placement and Class Size	21
Student-to-Teacher Ratios	21
Mixed-Age Grouping	22
Classroom Transitions	22
Summer Program	23

STAFF & FAMILY PARTNERSHIPS

Our Staff	23
Staff and Family Relationships	24
Communication with Families	24
Parent and Family Involvement	25
Children's Birthdays	25
Visiting the Center	26
Center Access and Visitor Guidelines	26
Volunteers	27
Unauthorized Individuals	28
Photographs and Video Recordings	28

FINANCIAL POLICIES

Registration Fees	29
Tuition and Fees	29
Payment Policies and Procedures	30
Discounts	30
Refunds	30
Receipts and Statements	31
Late Pick-Up Policy	31
Vacations, Absences, and Withdrawal	31

ADDITIONAL POLICIES

Transportation Policy	32
Insurance Coverage	32
Handbook Revisions and Policy Changes	33

ACKNOWLEDGEMENT

Parent Handbook Acknowledgment	34
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WELCOME

Welcome to Coastal Kids Early Childcare Academy! We are honored to partner with your family during this important season of your child's life. At Coastal Kids, our mission is to **train up the next generation of disciples** by providing a Bible-based, Christ-centered, and excellence-driven environment where children can learn, grow, and thrive.

We believe every child is deeply loved by God and uniquely created with purpose. Our desire is to provide a safe, nurturing, and engaging environment that supports each child's spiritual, social-emotional, physical, and academic development while helping them build a strong foundation of faith.

We understand that starting in a new environment can be an adjustment for both children and parents. Our team is committed to supporting your family with patience, encouragement, and care throughout this transition. While some children may experience separation anxiety during the first few days or weeks, consistent routines and confident goodbyes often help children adjust successfully. Please know that our staff will lovingly support and comfort your child as they settle into their new classroom.

This handbook has been designed to familiarize your family with our philosophy, policies, and daily operations. Our procedures are intended to promote safety, consistency, and excellence while ensuring that each child receives quality care and developmentally appropriate learning experiences.

We value open communication and encourage you to reach out with any questions or concerns. Thank you for entrusting us with the privilege of caring for and investing in your child. We look forward to partnering with your family as we train up the next generation of disciples and help children grow in the knowledge of God's love and truth.

With gratitude,

Ingrid Coutinho

Director, Coastal Kids Early Childcare Academy

MISSION STATEMENT

Our mission is to train up the next generation of disciples. We do this with a bible-based, Christ-centered, and excellence-driven atmosphere.

STATEMENT OF SERVICES

Coastal Kids is a year-round program providing full-day care for children ages 6 weeks to 5 years. Our daily schedule is thoughtfully designed to offer a balance of structure, flexibility, and age-appropriate experiences that encourage growth and learning across all developmental stages.

For the 2026–2027 academic year, we will offer a structured educational program that incorporates a year-round curriculum focused on fostering each child's social-emotional, cognitive, physical, and spiritual development. Through developmentally appropriate practices, we support early learning and build the foundational skills necessary for future school success while helping children understand that they are deeply loved by God.

Daily activities include language and literacy experiences, early math and science exploration, arts and crafts, music and movement, outdoor play, story time, and hands-on learning opportunities. As a Christ-centered program, children will also participate in age-appropriate spiritual learning experiences, including Bible stories, worship songs, prayer, Scripture memory, and activities designed to help them learn about God's love and truth.

Following the completion of the 2026–2027 academic year, Coastal Kids will also offer a Summer Program in 2027, providing engaging activities and continued learning opportunities in a fun and nurturing environment.

We offer a Full-Time Program for children attending five days per week, as well as a limited Part-Time Program for children attending either Monday, Wednesday, and Friday or Tuesday and Thursday.

HOURS AND DAYS

Coastal Kids is open **Monday through Friday** from **7:30 a.m. to 5:30 p.m.**

Coastal Kids observes the following holidays and scheduled closures: New Year's Day, Good Friday, Memorial Day, Independence Day (Fourth of July), Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a weekend, the observed closure date will be communicated to families in advance.

For the 2026–2027 school year, Coastal Kids will also be closed for Winter Break beginning Thursday, December 24, 2026, and will reopen on Monday, January 4, 2027.

An annual holiday calendar outlining all center closures will be provided to families at the beginning of each calendar year to assist with planning. As tuition reserves your child's space and supports the ongoing operation of our program, tuition rates remain the same during holiday closures and scheduled breaks.

CLOSURES

Due to state training requirements Coastal Kids will be closed a minimum of 2 days during the year for teacher in-service training. This will be in the form of one day in the spring and one day in the fall. These days will be decided in January of each year and will be posted for your convenience. You will be charged at the regular rate for the weeks these days fall.

Tuition policies related to emergency closures will remain in effect, as tuition reserves your child's space and supports the ongoing operation of the program.

Families should ensure that emergency contact information remains current and that authorized emergency contacts are available if early pick-up becomes necessary. Parents are expected to have an emergency plan in place should the center close due to severe weather.

Coastal Kids reserves the right to close, delay opening, or close early due to severe weather conditions or other emergencies that may impact the safety of our community. Families will be notified of closures or schedule changes through Brightwheel, email, or other approved communication methods as soon as possible.

The safety of our children, families, and staff is our highest priority. Coastal Kids monitors weather conditions and guidance issued by local emergency management officials and other appropriate authorities regarding severe weather events, including tropical storms and hurricanes.

COMMITMENT TO EXCELLENCE

We understand the importance of maintaining high standards to provide a safe, nurturing, and quality environment for your children. Coastal Kids operates under a religious exemption through the Florida League of Christian Schools (FLOCS) and complies with all applicable requirements established under our religious exemption status. Our policies and procedures address areas including staff qualifications, facility standards, health and safety practices, and appropriate child-to-staff ratios to support the well-being and development of every child in our care.

ADMISSION REQUIREMENTS

Enrollment in our program is open to all families within our community. Coastal Kids operates on a non-discriminatory basis and does not discriminate on the basis of race, color, religion, sex, disability, or national origin.

Only a child's parent or legal guardian may enroll a child in our program. Proof of custody or legal guardianship may be required. All enrollment forms and required documentation must be completed and submitted before a child may attend Coastal Kids. All personal information provided to the center will be kept confidential.

Parents are responsible for keeping emergency contact information current, including home address, phone numbers, workplace information, and individuals authorized to pick up their child.

In accordance with Florida requirements, a current Florida Certificate of Immunization (Form DH 680) or a valid Florida immunization exemption form must be submitted upon enrollment and maintained in the child's file. Families claiming a medical or religious exemption from immunizations must provide the appropriate state-approved documentation prior to attendance.

Coastal Kids must be informed of any custody arrangements or legal restrictions regarding a child. Appropriate legal documentation must be provided and maintained in the child's file.

Parents are expected to comply with all applicable program policies, procedures, and requirements outlined in this Parent Handbook.

ADMISSION AND WITHDRAWAL

Parents interested in enrolling their children at Coastal Kids are encouraged to schedule a tour of the center to meet the Director and their child's Lead Teacher. Tours are arranged at the family's convenience; however, due to rest time and daily classroom schedules, we encourage tours to be scheduled Monday through Friday between 9:00 a.m. and 11:00 a.m.

The purpose of the tour is to answer any questions regarding our policies and procedures, provide an overview of our program, and familiarize families with their child's typical daily schedule. During this visit, families will receive a copy of the Parent Handbook and all necessary enrollment forms.

Enrollment at Coastal Kids is completed on an annual basis. Families wishing to continue their child's enrollment for the upcoming academic year or Summer Program will be required to complete the re-enrollment process and submit any updated forms and documentation by the deadlines established by the center. Enrollment for the Summer Program is separate from the academic year and requires annual registration.

Children who are enrolled for the current program year will remain enrolled through the end of that program period unless they are formally withdrawn according to the procedures outlined in the section titled **"Vacations, Absences, and Withdrawal from the Center."**

WAITING LIST

When all spaces in a classroom are filled, Coastal Kids maintains a waiting list for families interested in future enrollment opportunities. Families wishing to be placed on the waiting list will be asked to complete a Waiting List Request Form for each child seeking enrollment.

Placement on the waiting list does not guarantee enrollment or a specific start date. As openings become available, families will be contacted in the order determined by the center's enrollment procedures. Upon being offered a space, families will be provided with a deadline to accept the placement and complete the enrollment process.

To finalize enrollment, families must submit all required enrollment forms and documentation, including a current Florida Certificate of Immunization (DH 680) or approved exemption documentation, health records as required, and any additional forms requested by the center. Applicable registration fees and tuition deposits will be due upon acceptance of the offered placement.

Families who no longer wish to remain on the waiting list are asked to notify the center promptly so that other families may be accommodated. Coastal Kids reserves the right to update and manage the waiting list in accordance with the needs of the program and classroom availability.

PAPERWORK, FORMS, AND ANNUAL RE-ENROLLMENT

To maintain accurate records and ensure the health and safety of all children in our care, Coastal Kids requires that all enrollment forms and supporting documentation be completed prior to a child's initial attendance.

Families wishing to continue enrollment at Coastal Kids for the upcoming academic year and/or Summer Program must complete the annual re-enrollment process and submit all required forms, updated documentation, and applicable fees by the deadlines established by the center. Required documentation may include, but is not limited to, emergency contact information, health and immunization records or approved exemption forms, authorized pick-up information, and any other forms requested by the center.

Current families will be provided with a designated re-enrollment period and will receive priority consideration for available spaces before enrollment is opened to new families. Failure to complete the re-enrollment process by the established deadline may result in forfeiture of your child's placement, and the available space may be offered to another family. Submission of re-enrollment materials after the deadline does not guarantee continued enrollment and will be subject to classroom availability. Families who miss the re-enrollment deadline and wish to return to the program may be placed on the waiting list if no spaces are available.

Families wishing to withdraw their child from the current program year must provide written notice in accordance with the withdrawal policy outlined in this Parent Handbook.

Annual registration fees and annual materials fees will be assessed during the re-enrollment period. Parents and guardians are responsible for maintaining accurate and current information on file with Coastal Kids and must notify the center promptly of any changes to contact information, medical information, custody arrangements, or authorized individuals permitted to pick up their child.

ARRIVAL AND SIGN-IN PROCEDURES

Parents or authorized guardians must accompany their child(ren) into Coastal Kids each morning and complete the check-in process upon arrival. Families will be provided with a unique code to utilize the center's check-in/check-out system, which is located in the Coastal Kids lobby across from the office. Following check-in, parents or authorized guardians must personally escort their child(ren) to their designated classroom and ensure that the child has been received by a staff member before leaving the premises.

Children will not be permitted in the building prior to the center's opening hours. For the safety and security of all children, children are not permitted to enter the Coastal Kids area unaccompanied.

To promote a smooth transition into the school day and minimize disruptions to classroom routines and learning experiences, **all children should arrive between 7:30 a.m. and 9:00 a.m.** If a child will be arriving after 9:00 a.m. due to a doctor's appointment or other extreme unforeseen circumstances, families must notify the center in advance whenever possible. Children arriving after 9:00 a.m. with an excused late arrival must be signed in by a parent or authorized guardian and provide appropriate documentation, such as a doctor's note when applicable. Excused late arrivals will not be accepted after 11:00 a.m.

As part of our daily arrival procedures, each child must have direct contact with a staff member upon arrival. This interaction allows staff to observe for any apparent signs of illness, communicable disease, or unusual conditions or behaviors that may affect the well-being of the child or others in the program. If a child appears to be ill or exhibits symptoms outlined in our illness policy, the child may not be admitted to care and will be required to return home.

PICK-UP PROCEDURES

All children must be picked up by a parent, legal guardian, or an individual authorized by the parent or legal guardian. Authorized individuals must be listed on the child's Pick-Up Authorization Form or approved in writing by a parent or legal guardian. It is the responsibility of the parent or legal guardian to ensure that this information remains current and to notify the center promptly of any changes. Pick-up authorization information will be reviewed and updated annually during the re-enrollment process.

Upon arrival for pick-up, parents or authorized individuals must go directly to their child's classroom. A staff member will release the child only to an authorized individual. After the child has been released by the classroom staff, the parent or authorized individual must complete the sign-out process using the center's check-in/check-out system before departing the premises.

For the safety and security of all children, any individual who is unfamiliar to staff may be required to present a valid government-issued photo identification prior to the release of a child. Parents are encouraged to notify the center in advance whenever someone other than the usual authorized individuals will be picking up their child.

In emergency situations, verbal authorization for an alternate pick-up person may be accepted at the discretion of the Director or designee. However, written authorization through an approved communication method is strongly preferred whenever possible.

Coastal Kids reserves the right to refuse the release of a child to any individual not authorized to pick up the child or to deny access to individuals whose presence may compromise the safety, security, or well-being of the children, families, or staff within the program.

Children must be picked up by the center's closing time of 5:30 p.m. Families who anticipate arriving late should notify the center as soon as possible. Late pick-up fees may apply in accordance with the Late Pick-Up Policy outlined in this Parent Handbook.

PARKING LOT SAFETY

For the safety of all children, families, and staff, parents and visitors are expected to exercise caution while driving on CoastLife Church property. Please observe all posted speed limits, drive slowly, and remain attentive to pedestrians at all times, as young children may be present throughout the parking areas.

Families should park only in designated parking spaces and avoid blocking fire lanes, sidewalks, entrances, exits, or other vehicles. Children must remain under adult supervision at all times while in the parking lot and should be escorted safely to and from the building.

Coastal Kids is not responsible for damage to vehicles or loss of personal property while on church property. We appreciate your partnership in helping maintain a safe environment for everyone in our Coastal Kids community.

EMERGENCY MEDICAL CONSENT FORM

The Emergency Medical Consent Form authorizes Coastal Kids to seek emergency medical care for your child when immediate medical attention is necessary and a parent or legal guardian cannot be reached. Parents or legal guardians are responsible for providing current information for their child's physician, dentist, preferred hospital, and emergency contacts, including names, addresses, and telephone numbers. To ensure consistency and facilitate emergency communication, families are encouraged to list emergency contacts on both the Emergency Medical Consent Form and the Pick-Up Authorization Form.

Parents or legal guardians must disclose any known allergies, medical conditions, or medications their child is currently taking and complete any additional health, allergy, or medication forms required by the center. It is the responsibility of the parent or legal guardian to notify Coastal Kids promptly of any changes to their child's health information, emergency contacts, or medical providers and to submit updated documentation as needed.

In accordance with Florida requirements, a current Florida Certificate of Immunization (Form DH 680) or an approved Florida immunization exemption form must be submitted on or before the child's first day of attendance. Updated immunization records or exemption documentation must be provided whenever changes occur to ensure that each child's file remains current and complete.

Emergency Medical Consent Forms and related health information will be reviewed and updated annually during the re-enrollment process.

INFORMATION CHANGES

Parents or legal guardians are responsible for notifying Coastal Kids immediately of any changes to contact information, including home addresses, phone numbers, email addresses, places of employment, emergency contacts, or authorized pick-up individuals. Maintaining current information is essential to ensure that we can promptly reach families in the event of an emergency.

The center requires that at least one parent, legal guardian, or authorized emergency contact listed on the Pick-Up Authorization Form be available to pick up a child within thirty (30) minutes if the child becomes ill or if Coastal Kids determines that the child must be sent home.

All changes to contact information, employment information, residence, emergency contacts, custody arrangements, or pick-up authorization must be submitted to the Director or designated administrative staff as soon as possible. Coastal Kids may require written documentation to update information in a child's file to ensure the accuracy and safety of our records.

IMMUNIZATION REQUIREMENTS

In accordance with Florida requirements, all children enrolled at Coastal Kids must have a current Florida Certificate of Immunization (Form DH 680) on file or provide a valid Florida immunization exemption form prior to attendance. It is the responsibility of the parent or legal guardian to ensure that all immunization and exemption documentation remains current and is submitted to the center as required.

Families seeking a medical or religious exemption from immunizations must provide the appropriate state-approved exemption documentation before their child may attend the program. Parents or legal guardians are responsible for promptly providing updated immunization records or exemption forms whenever changes occur to ensure that their child's file remains accurate and complete.

Failure to provide required immunization or exemption documentation may result in interruption of care until the appropriate records have been received and verified by the center.

MEDICATION

Coastal Kids Early Childcare Academy will administer medication only when both written parent/guardian authorization and written instructions from a licensed healthcare provider are provided. This requirement applies to all medications, including prescription and nonprescription (over-the-counter) medications. All medications must be current, not expired, and provided in their original containers with clearly labeled administration instructions. Prescription medications must be in the original pharmacy container with the child's full name, medication name, dosage instructions, and prescribing healthcare provider information listed on the label. Nonprescription medications must remain in the original manufacturer's packaging and be accompanied by written authorization from both the parent/guardian and a licensed healthcare provider.

A completed ****Medication Authorization Form****, including the healthcare provider's authorization, must be submitted prior to the administration of any medication. All medications must be personally handed to a staff member upon the child's arrival and should never be placed in a child's belongings. Coastal Kids reserves the right to refuse to administer medication if the required authorization forms are incomplete or missing, the medication is expired, the dosage or instructions are unclear or inconsistent with the healthcare provider's written instructions, or if there are concerns regarding the safety or appropriateness of administering the medication.

Parents or legal guardians may come to the center during operating hours to administer medication directly to their child. When medication is administered by a parent or legal guardian at the center, Coastal Kids staff may document that the medication was administered by the parent or guardian while the child was in attendance. Emergency medications, including but not limited to epinephrine auto-injectors (EpiPens), inhalers, and seizure rescue medications, may be maintained at the center with appropriate parent authorization, healthcare provider instructions, and any required Emergency Action Plans.

Upon completion of the medication course, any remaining medication will be returned to the parent or legal guardian. Coastal Kids will maintain documentation of all medications administered by staff in accordance with center policies and applicable regulations.

ALLERGIES AND EMERGENCY TREATMENT

Coastal Kids must be informed of any food or non-food allergies that may affect your child. Parents or legal guardians are responsible for notifying the center immediately when an allergy is identified or when there are any changes to a child's allergy information.

If a child has a food allergy or requires dietary accommodations due to a medical condition, parents or legal guardians must complete an **Allergy/Food Exemption Medical Statement** and provide any supporting medical documentation requested by the center. This information enables staff to implement appropriate precautions and provide a safe environment for the child. Updated documentation must be submitted whenever changes occur and will be reviewed annually during the re-enrollment process.

If a child has a non-food allergy, parents or legal guardians must complete a **Non-Food Allergy Medical Statement** outlining the allergy, potential reactions, and any necessary precautions or interventions. This form must be submitted as soon as the allergy is identified and updated whenever changes occur. Allergy information will also be reviewed annually during the re-enrollment process.

If a child requires an EpiPen, inhaler, or any other emergency medication or treatment while in care, parents or legal guardians must complete an **Authorization to Administer Medication Form** and provide the medication in accordance with the center's medication policy. Additional medical documentation or an individualized care plan may be required to ensure staff are prepared to respond appropriately in the event of an emergency.

ILLNESS AND CONTINUED HEALTH

These guidelines are established to promote the health, safety, and well-being of all children enrolled at Coastal Kids. We rely on parents and legal guardians to monitor their children for signs of illness and make appropriate decisions regarding attendance. Outdoor play is an important part of our daily program and supports children's physical development and overall well-being. If a child is too ill to participate in outdoor activities, they are generally considered too ill to attend group care.

Children who are ill or have a temperature of 100.4°F or higher should remain at home. As part of our daily arrival procedures, each child will have direct contact with a staff member upon

arrival to observe for any apparent signs of illness, communicable disease, or unusual conditions or behaviors that may affect the health and safety of the child or others in our care.

If a child becomes ill while attending Coastal Kids, they will be supervised and cared for in a designated area until they can be picked up by a parent, legal guardian, or authorized emergency contact. A child may be required to go home if they have a fever of 100.4°F or higher, vomiting, diarrhea, symptoms of a contagious illness, or any other condition that prevents them from comfortably participating in the program or poses a health risk to others.

Parents or legal guardians are required to arrange for the child to be picked up within thirty (30) minutes of notification that the child is ill. If the parent or legal guardian cannot be reached, Coastal Kids will contact the emergency contacts listed on the Pick-Up Authorization Form. Failure to arrange for timely pick-up may result in late pick-up fees in accordance with the center's policies.

Coastal Kids reserves the right to require a physician's evaluation, medical clearance, or a physician's note before a child may return to the program following an illness or contagious condition.

Children may return to Coastal Kids when they have been fever-free for at least 24 hours without the use of fever-reducing medication, have been free from vomiting and diarrhea for at least 24 hours, and are well enough to participate fully in daily activities, including outdoor play. Coastal Kids reserves the right to require a physician's note or medical clearance following certain illnesses, contagious conditions, or prolonged absences due to illness. Parents should notify the center of any diagnosed contagious illnesses so appropriate health precautions may be implemented.

ACCIDENT AND INCIDENT REPORTS

The safety and well-being of every child at Coastal Kids is our highest priority. While we strive to provide a safe environment, accidents and incidents may occasionally occur as children learn, explore, and interact with one another.

When an accident or incident occurs that requires more than routine comfort measures, such as first aid or additional staff intervention, Coastal Kids staff will complete an Accident/Incident Report detailing the circumstances of the event, any injuries sustained, and any first aid or care provided. Parents or legal guardians will be notified promptly through Brightwheel, and the report will be documented and maintained in the child's records in accordance with center policies.

Families will be asked to review and acknowledge Accident/Incident Reports through Brightwheel to confirm that they have been informed of the situation. This process helps ensure clear communication between families and staff and provides an accurate record of incidents that occur while a child is in our care.

If a child is involved in an incident with another child, Coastal Kids will maintain the confidentiality and privacy of all children involved. The names or identifying information of other

children will not be disclosed to families. We respectfully ask families to honor this confidentiality and trust that staff will address behavioral concerns and incidents in a professional, developmentally appropriate, and consistent manner.

In the event of a serious injury or medical emergency, parents or legal guardians will be contacted immediately by telephone, and emergency procedures will be followed in accordance with the center's health and safety policies.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS

Coastal Kids is committed to providing a welcoming and inclusive environment for all children and complies with the Americans with Disabilities Act (ADA) and other applicable laws and regulations regarding services for individuals with disabilities. We will make reasonable accommodations to support children with disabilities or special needs, provided that such accommodations can be implemented safely and do not fundamentally alter the nature of the program or create an undue burden on the center.

Parents or legal guardians are encouraged to communicate any special needs, medical conditions, developmental concerns, or accommodation requests during the enrollment process or as needs arise. When appropriate, Coastal Kids may request documentation from a licensed healthcare provider, therapist, or other qualified professional to better understand the child's needs and determine reasonable accommodations that support the child's successful participation in the program.

Reasonable accommodations may include, but are not limited to, individualized care plans, modifications to routines or activities, adaptive equipment, dietary accommodations, or other supports determined to be appropriate for the child's needs. Any approved accommodations will be documented in the child's file, and staff members responsible for the child's care will be informed of and trained on any necessary procedures or supports.

Coastal Kids values partnership with families and, when appropriate, outside professionals to ensure that children receive the support they need to thrive within our program. Questions regarding accommodations or support plans should be directed to the Director or designated leadership staff.

CHILD ABUSE AND NEGLECT REPORTING POLICY

The safety and well-being of children is of utmost importance at Coastal Kids. In accordance with Florida law, all Coastal Kids staff members are mandatory reporters and are legally required to report any suspected child abuse, abandonment, or neglect to the appropriate authorities.

If a staff member has reasonable cause to suspect that a child may be the victim of abuse, abandonment, or neglect, a report will be made promptly to the Florida Abuse Hotline and any other agencies required by law. Coastal Kids staff members are not responsible for conducting their own investigations or determining whether abuse has occurred. Their responsibility is to report concerns in good faith and cooperate fully with the appropriate authorities during any resulting investigation.

Families are encouraged to communicate with staff regarding any significant injuries, medical conditions, or circumstances that may result in visible marks or changes in a child's behavior. This information helps staff provide appropriate care and avoid unnecessary concern.

Any allegations or concerns involving a Coastal Kids staff member will be taken seriously and addressed promptly in accordance with applicable laws, child protection requirements, insurance obligations, and center policies. Coastal Kids will cooperate fully with all investigations conducted by the appropriate authorities and will take any necessary action to ensure the safety and well-being of the children in our care.

DISCIPLINE AND BEHAVIOR GUIDANCE

At Coastal Kids, we believe that discipline is an opportunity to teach, guide, and support children as they develop self-regulation, problem-solving skills, and positive relationships with others. Our staff are trained to use positive guidance and redirection techniques that encourage appropriate behavior while fostering each child's social and emotional development.

Our goal is to partner with families to identify effective solutions and provide a safe, nurturing, and supportive environment where every child can thrive. Coastal Kids utilizes a Behavior Intervention Policy designed to provide early support and intervention when behavioral concerns arise.

TOILET TRAINING

Toilet training is most successful when there is a consistent partnership between teachers, parents, and children. Children develop toileting skills through positive encouragement, consistency, and support both at home and at Coastal Kids.

Toilet training typically begins around 2 years of age. When a child shows signs of readiness, parents and teachers are encouraged to work together by completing a Potty Training Plan outlining strategies to support the child throughout the process. This plan reflects a shared commitment to approach toilet training consistently and positively; however, it is not intended to establish a timeline for completion. The Potty Training Plan will be maintained in the child's file.

Each child will begin toilet training at a different time and progress at their own pace. Coastal Kids staff will communicate with families regarding their child's progress and are available as a resource to answer questions and provide support throughout the toilet training process. Parents should provide several complete changes of clothing to be kept at the center during this stage.

Children enrolling in preschool classrooms (ages 3 years and older) are expected to be toilet trained prior to attendance. Toilet trained is defined as a child who is able to communicate their toileting needs, independently use the restroom with minimal assistance, and consistently remain dry throughout the day, with only occasional accidents expected during the adjustment period. Exceptions may be considered for children with documented medical conditions, developmental delays, or disabilities requiring reasonable accommodations in accordance with

the Americans with Disabilities Act (ADA). Families are encouraged to discuss any concerns regarding toileting readiness with the Director prior to enrollment.

TOYS AND PERSONAL BELONGINGS

Coastal Kids provides a wide variety of age-appropriate toys, games, and learning materials to support children's development and enrich their daily experiences. Preschool classrooms may periodically participate in Show and Tell activities related to the weekly lesson or classroom theme. Families will be notified in advance when Show and Tell items are permitted.

To help maintain a safe and positive learning environment, personal toys and belongings should remain at home unless specifically requested by the classroom teacher for Show and Tell or as a soft comfort item during rest time. Approved comfort items should be limited to soft toys, such as a small stuffed animal or lovey, and should be clearly labeled with the child's name.

Coastal Kids is not responsible for personal items, including toys, clothing, or other belongings, that are lost, damaged, or misplaced while at the center.

Toy weapons, including toy guns, swords, or other toys designed to imitate violence or destruction, are not permitted at Coastal Kids. If such items are brought to the center, they will be stored by staff and returned to a parent or guardian at pick-up.

CLOTHING

Children should be dressed in comfortable, play-appropriate clothing that allows them to safely participate in all daily activities. At Coastal Kids, we believe that children learn best through hands-on experiences, exploration, and play. As a result, children may get messy throughout the day. We encourage families to send children in clothing that is comfortable and suitable for active play.

Outdoor play is an important part of our daily schedule, and children will have opportunities to play outside twice each day, weather permitting. Outdoor activities may be modified or moved indoors during extreme weather conditions, including excessive heat, lightning, severe weather advisories, poor air quality, or other conditions deemed unsafe by the center. While Florida temperatures rarely reach extreme cold, children generally will participate in outdoor activities when temperatures are above 32°F and below 100°F, taking into consideration factors such as heat index and wind chill.

Parents or legal guardians are required to provide at least one complete change of clothing for their child to be kept at the center at all times in the event of spills, toileting accidents, or other situations requiring a change of clothes. Additional changes of clothing may be requested for children who are toilet training. It is strongly recommended that all clothing and personal belongings brought to the center be clearly labeled with the child's name.

If Coastal Kids provides center clothing due to an emergency or clothing change need, families are asked to wash and return the borrowed items within one week to ensure they remain available for other children who may need them.

DIAPERS AND WIPES

Parents or legal guardians are responsible for providing an adequate supply of diapers, wipes, and diaper ointment (if applicable) for children who are not yet toilet trained. All diapering supplies, including diaper ointment, must be clearly labeled with the child's first and last name. Families are encouraged to provide a full package of diapers to be stored at the center for their child's use. Coastal Kids staff will notify families through Brightwheel or other approved communication methods when diaper supplies are running low and need to be replenished.

If a child's diaper supply is exhausted and additional diapers have not been provided, Coastal Kids may provide diapers as needed to ensure the child's comfort and hygiene. A fee of \$2.00 per diaper used will be charged to the family's account.

Please contact the office with any questions regarding diapering supplies or procedures.

SUPPLIES

Coastal Kids provides the instructional materials and classroom supplies necessary to support your child's learning and participation in our daily program. An annual registration fee will be assessed during enrollment and re-enrollment to help offset the cost of materials, supplies, and administrative expenses associated with operating the program.

To help ensure your child's comfort throughout the day, families are asked to provide the following personal items, as applicable:

- **Infants (under 12 months):** A crib sheet for your child's assigned crib. In accordance with safe sleep practices, blankets are not permitted for children under 12 months of age. Families may provide an appropriately sized sleep sack if desired.
- **Toddlers, Twos, and Preschool Children:** A small blanket for rest time.
If desired, a small soft comfort item, such as a stuffed animal or lovey, for rest time.

All personal items brought to Coastal Kids should be clearly labeled with the child's first and last name. Rest items should be sent home regularly for laundering, as directed by the center, to help maintain a clean and healthy environment for all children.

MEALS AND SNACKS

At Coastal Kids, all meals and snacks must be provided by families. We encourage families to send nutritious, well-balanced foods that support their child's growth, development, and ability to actively participate throughout the day.

Children who arrive **before 8:00 a.m.** may be offered breakfast brought from home. To support classroom routines and transitions into the school day, breakfast items should be completed by 8:00 a.m. Children arriving after 8:00 a.m. should have eaten breakfast prior to arrival, as the next scheduled eating opportunity will be the morning snack.

Families are encouraged to pack a **morning snack that includes a fruit** to promote healthy eating habits and provide children with energy for the day's activities.

Lunches should be packed daily and ready to serve. Please note that Coastal Kids is **unable to heat or prepare food items** brought from home. Families are encouraged to use insulated containers or thermoses to maintain appropriate food temperatures when desired. The only exception to this policy is **infant bottles**, which may be warmed using approved bottle-warming equipment in accordance with the center's infant feeding procedures.

Families are encouraged to provide a nutritious afternoon snack that includes a source of protein and/or healthy carbohydrates appropriate for their child's age and dietary needs. Examples include cheese, yogurt, fresh fruit, vegetables, hummus, crackers, whole-grain snacks, or other healthy options. Children who remain in care beyond 4:00 p.m. should also have an additional snack packed to support their nutritional needs later in the day.

Because children's appetites and hunger levels vary from day to day, families are encouraged to pack sufficient quantities of food and snacks for their child. Some children may choose to eat more than one snack item at a given snack time or may require additional food to comfortably participate in the day's activities.

Coastal Kids strives to maintain an **allergy-aware environment** to support the health and safety of all children in our care. Families will be notified of any classroom-specific or center-wide food restrictions that may be necessary due to documented allergies among enrolled children. We ask all families to be mindful of common allergens, including peanuts and tree nuts, and to carefully review ingredient labels before sending food items to the center. Additional restrictions may be implemented as needed to accommodate the medical needs of children enrolled in the program.

Parents or legal guardians are responsible for notifying Coastal Kids of any food allergies, dietary restrictions, or special nutritional needs. Additional documentation may be required for medical dietary accommodations. Coastal Kids is committed to partnering with families to support each child's health and well-being while maintaining a safe environment for all children.

FOOD FOR INFANTS AND YOUNG TODDLERS

Parents or legal guardians are responsible for providing all formula, breast milk, bottles, baby food, and age-appropriate meals and snacks for children in the Infant and Young Toddler classrooms. Please inform classroom staff of your child's feeding schedule, the type of formula being used, any dietary restrictions, food allergies, or other feeding instructions necessary to support your child's individual needs.

All bottles and food containers must be clearly labeled with the child's first and last name and the date they were prepared. Infant bottles requiring warming will be warmed using approved bottle-warming equipment in accordance with center procedures. Breast milk should be clearly identified and will be stored and handled according to universal precautions and applicable health and safety guidelines.

For health and safety reasons, previously opened jars or containers of baby food should not be brought to the center. Any unused portions of baby food or bottles remaining at the end of the day will be sent home or discarded in accordance with safe food handling practices.

Please communicate any changes to your child's feeding routine, formula, dietary needs, or introduction of new foods to classroom staff to help ensure consistency between home and school and to support your child's health and well-being.

CURRICULUM

At Coastal Kids, we believe that children learn best through active engagement with the world around them. Young children develop through play, experimentation, exploration, discovery, and meaningful relationships. Learning should be a joyful, hands-on experience that nurtures the whole child.

Our program utilizes a developmentally appropriate, Christ-centered curriculum designed to support each child's spiritual, social-emotional, cognitive, language, and physical development. Recognizing that the early years are foundational to lifelong learning and growth, we provide experiences that encourage curiosity, creativity, problem-solving, and a love for learning while helping children understand God's love and truth.

Each classroom's lesson plans and daily schedule will be communicated to families through Brightwheel and may also be posted in the classroom. Our curriculum and teaching practices are informed by current research and best practices in early childhood education and are adapted to meet the developmental needs of the children in each age group.

While curriculum experiences vary based on a child's age and stage of development, our approach is guided by the following principles:

- Children learn through active exploration and meaningful experiences.
- Children are naturally curious and capable participants in their own learning.
- Learning is fostered through open-ended opportunities for discovery, creativity, and problem-solving.
- Teachers serve as guides and facilitators, creating nurturing environments that encourage growth and development.
- Spiritual formation is woven throughout the day through Bible stories, prayer, worship, Scripture, and opportunities to learn about God's love and His purpose for their lives.

INFANT CURRICULUM

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

DAILY SCHEDULE

At Coastal Kids, we recognize that children thrive when provided with a balance of routine, flexibility, and developmentally appropriate experiences. While daily schedules may vary slightly based on the age and needs of each classroom, our program follows a consistent flow designed to support children's spiritual, social-emotional, cognitive, and physical development.

A typical day at Coastal Kids may include the following:

- **Free Play and Learning Centers:** Children engage in child-directed exploration through a variety of age-appropriate activities, including dramatic play, blocks, puzzles, sensory experiences, art, and other hands-on learning opportunities that encourage creativity, independence, and problem-solving.
- **Large Group Time:** Teachers facilitate interactive group experiences that may include Bible stories, prayer, worship, reading, music and movement, discussions, finger plays, games, and activities related to the classroom theme or curriculum.
- **Morning Snack Time:** Children will enjoy snacks provided by their families while practicing independence, social skills, and healthy eating habits. Staff members sit with children to encourage positive conversation and model appropriate mealtime behaviors.
- **Small Group Learning Activities:** Teachers provide intentional, developmentally appropriate learning experiences that support school readiness skills, early literacy, mathematics, science exploration, fine motor development, and faith-based learning opportunities.
- **Outdoor Play:** Outdoor time is considered an extension of the classroom and provides opportunities for active play, gross motor development, exploration, and social interaction. Children will typically participate in outdoor activities twice daily, weather permitting. Outdoor schedules may be adjusted due to inclement weather, extreme temperatures, special events, or other circumstances.
- **Lunch/M meal Time:** Children will eat meals provided by their families in a calm and supportive environment. Staff members sit with children during mealtimes to encourage independence, positive social interactions, and healthy eating habits.
- **Rest Time:** Children are provided with an opportunity to nap or rest each day. Rest environments are designed to support each child's need for quiet time and relaxation.
- **Afternoon Snack Time:** Children will enjoy snacks provided by their families while continuing to develop independence and social skills in a supportive setting.
- **Day Recap and Reflection:** Teachers review the day's experiences with children through conversation, stories, songs, or group discussions, helping reinforce learning and celebrate accomplishments from the day.
- **Afternoon Free Play and Outdoor Activities:** Children participate in additional child-directed play experiences, indoor learning centers, or outdoor activities as they prepare for dismissal.

Specific schedules and activities vary by age group and developmental level. Families can view classroom activities and updates through Brightwheel.

QUIET TIME

At Coastal Kids, we believe that periods of rest and quiet play are important components of a young child's daily routine and overall well-being. Following lunch, children will participate in a scheduled quiet time designed to provide an opportunity for rest and relaxation after a busy morning of learning and play.

Children who are able to nap will be encouraged to rest. We recognize that each child's sleep needs are unique; therefore, children who do not fall asleep will be offered quiet activities, such as looking at books, listening to soft music, or engaging in other calm, age-appropriate experiences while respecting the restful environment of their classmates.

Infants will follow individualized feeding and sleeping schedules based on their developmental needs and in partnership with their families. As children grow, rest needs may change. Coastal Kids will work with families to support age-appropriate rest practices while maintaining a consistent daily routine within the classroom.

The following chart provides general guidelines regarding recommended sleep needs for children of various ages:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1

We believe that children benefit from a balanced daily routine that includes active play, learning experiences, and opportunities for rest and quiet activities. Quiet time is incorporated into each classroom's daily schedule in a manner that is developmentally appropriate for the age and needs of the children in that group.

CLASS PLACEMENT AND CLASS SIZE

At Coastal Kids, we strive to provide a nurturing, engaging, and developmentally appropriate environment that supports the growth and learning of each child. Classroom placement is determined based on several factors, including each child's individual developmental needs, applicable child-to-staff ratios, and the overall enrollment needs of the center.

Children are generally grouped by age to promote developmentally appropriate learning experiences and peer relationships. However, Coastal Kids reserves the right to make classroom placement decisions based on what is in the best interest of the child and the program as a whole.

When appropriate, we seek to maintain continuity in peer relationships and support children as they prepare for future educational settings, including kindergarten readiness. Final decisions regarding classroom placement and transitions are made by the Director in collaboration with classroom staff, taking into consideration each child's developmental progress and the needs of the classroom community.

STUDENT TO TEACHER RATIOS

Child-to-staff ratios at Coastal Kids are established in accordance with applicable Florida childcare standards and are designed to promote the health, safety, and well-being of all children in our care. The following chart outlines the maximum child-to-staff ratios observed by Coastal Kids.

Age of children	Number of Students	Per teacher
Infants	4	1
Toddlers 12-23 months	6	1
2-Year-Olds	11	1
3-Year-Olds	15	1
4-Year-Olds	20	1
5-Year-Olds & Older	25	1

MIXED-AGE GROUPING

Coastal Kids primarily groups children according to age and developmental level. However, there may be occasions when children of different age groups participate together in shared activities or are grouped together for limited periods of time. These opportunities are thoughtfully planned and implemented with careful consideration for each child's developmental needs, safety, and well-being.

When mixed-age experiences are utilized, they are intended to provide a rich learning environment that recognizes that children develop at their own pace and according to their individual interests and abilities. Our staff are trained to support children in these settings and ensure that all activities remain developmentally appropriate and adequately supervised.

Potential benefits of mixed-age experiences may include:

- Older children having opportunities to develop leadership skills, patience, empathy, and confidence as they model positive behaviors for younger peers.
- Younger children being exposed to more advanced social, language, and problem-solving skills through interactions with older children.
- Increased opportunities to accommodate individual differences in development and learning styles.
- Encouraging children to think creatively and flexibly as they observe peers approaching tasks and challenges in different ways.

Any mixed-age activities or groupings will be implemented at the discretion of the Director and staff and will always prioritize the health, safety, and developmental appropriateness of the children involved.

CLASSROOM TRANSITIONS

Coastal Kids recognizes that transitioning to a new classroom is an important milestone for both children and families. To support a positive and successful transition experience, the center may develop an individualized transition plan for children who are preparing to move to a new classroom.

Transition plans are designed to help children become familiar with their new environment, teachers, routines, and peers while also allowing receiving teachers the opportunity to learn about each child's unique strengths, interests, and individual needs. The transition process may include classroom visits, opportunities to meet new teachers, and gradual introductions to the new classroom setting when appropriate.

Because every child develops at their own pace and responds differently to change, transition plans are individualized and may vary from child to child. Classroom placement and transition decisions are made collaboratively by the Director and teaching staff, taking into consideration each child's developmental readiness, social-emotional needs, and the needs of the classroom community.

Families will be informed in advance of upcoming classroom transitions, and the Director or classroom teachers will provide additional information and support throughout the process.

SUMMER PROGRAM

Coastal Kids offers a Summer Program for children from infancy through 12 years of age. The program is designed to provide a safe, engaging, and enriching environment during the summer months through a variety of developmentally appropriate activities and experiences.

Summer activities may be centered around weekly themes and can include arts and crafts, music and movement, water play, sports and games, Bible-based learning experiences, stories, cooking activities, special events, and other hands-on opportunities designed to promote creativity, exploration, and social development. Opportunities for field trips or special on-site experiences may be offered for eligible age groups, and families will receive advance communication regarding participation requirements and associated fees.

Enrollment in the Summer Program is separate from the academic year and requires registration according to the center's established procedures. Additional program fees may apply to cover the cost of special activities, field trips, transportation, or other summer programming experiences.

OUR STAFF

At Coastal Kids, we are committed to providing nurturing, high-quality care within a Christ-centered and engaging learning environment. Our dedicated staff members play an essential role in creating a safe, supportive, and enriching experience for every child entrusted to our care.

All Coastal Kids employees participate in a comprehensive hiring and screening process, which includes:

- A detailed application, interview, and reference verification process.
- Background screening in accordance with applicable Florida requirements and organizational policies, including reviews of criminal history and child abuse registry records, as required.
- Current CPR and First Aid certification requirements as applicable to their role.
- Completion of required training and professional development related to early childhood education, child health and safety, and child development.

We believe strongly in ongoing training and professional growth for our staff. Our team members participate in continuing education opportunities to enhance their knowledge and skills in early childhood education and best practices for supporting young children and families. Coastal Kids encourages all employees to pursue professional development that exceeds minimum requirements and reflects our commitment to excellence in early childhood education and Christ-centered care.

STAFF AND FAMILY RELATIONSHIPS

At Coastal Kids, we value the relationships built within our church and school community and recognize that many families and staff members may know one another outside of the program. We ask that all interactions between families and staff remain respectful of professional boundaries and the important roles our team members serve within the center.

To support the continuity of care for our children and maintain a healthy work environment for our staff, families are encouraged to direct any childcare needs or employment inquiries through the Director rather than approaching staff members directly. Coastal Kids is not responsible or liable for any arrangements, services, or agreements made independently between families and current or former employees outside of their employment with the center.

Our staff members are expected to adhere to employment policies regarding outside employment and professional relationships with enrolled families. If questions arise regarding this policy, families are encouraged to speak with the Director.

COMMUNICATION WITH FAMILIES

At Coastal Kids, we value open and meaningful communication with families and believe that a strong partnership between home and school best supports each child's growth and development. Teachers and staff will make every effort to provide updates and communicate important information during drop-off and pick-up times. However, because these are active supervision periods, extended conversations may not always be possible as staff members are responsible for ensuring the safety and well-being of all children in their care.

Please note that the staff member present during pick-up may not always be the teacher who spent the majority of the day with your child. To best support children's learning experiences and classroom consistency, lead teachers are often scheduled during the primary instructional portions of the day. Families seeking more detailed information regarding their child's development, classroom experiences, or specific concerns are encouraged to communicate directly with their child's lead teacher.

Brightwheel serves as our primary method of communication and provides families with updates regarding their child's day, classroom information, and important center announcements.

Families are welcome to contact the center or communicate through Brightwheel if they would like additional information about their child's day or wish to arrange a more in-depth conversation with their child's teacher. Teachers may be more readily available for extended discussions during non-instructional times, such as rest time, planning periods, or by scheduled appointment.

Members of the leadership team are also available to answer questions, address concerns, and provide support. Families are encouraged to contact the Director or administrative staff by phone, email, Brightwheel, or by scheduling a meeting whenever additional assistance is needed.

PARENT AND FAMILY INVOLVEMENT

At Coastal Kids, we believe that parents and families are a child's first and most important teachers. We value the partnership between home and school and recognize that meaningful family involvement contributes significantly to a child's success and overall development. Our goal is to support and complement the important work taking place at home by providing a Christ-centered environment where children can learn, grow, and thrive.

We welcome and encourage family involvement in the life of our program. Coastal Kids maintains an open-door policy, allowing parents and legal guardians access to the center during operating hours, while ensuring that classroom routines and the safety of all children are maintained.

There are many opportunities for families to participate in the Coastal Kids community, which may include:

- Parent meetings and educational events
- Open House events
- Parent-teacher conferences
- Classroom celebrations and special programs
- Family engagement activities, such as Thanksgiving celebrations
- Volunteering during special events or classroom activities
- Classroom volunteer opportunities, subject to center policies and screening requirements
- Contributing items for classroom celebrations or special events with advance approval from the classroom teacher
- Supporting fundraising initiatives
- Participating in family engagement groups or activities
- Special on-site experiences and enrichment opportunities

Families are encouraged to share their ideas, talents, and interests with the Coastal Kids team. Parents who would like to become involved in additional ways are invited to contact the Director to discuss opportunities for participation.

We also believe that strong partnerships between families and staff are essential in supporting children's social-emotional development. Parents and guardians are expected to collaborate with teachers and leadership staff when behavioral concerns arise and to participate in behavior support strategies outlined in this Parent Handbook.

CHILDREN'S BIRTHDAYS

Birthdays are special milestones, and we enjoy celebrating these occasions with our Coastal Kids families. If you would like your child to celebrate their birthday at Coastal Kids, please make arrangements with your child's teacher in advance to allow for appropriate planning and coordination.

To help ensure the safety of all children, hard candy, chewy candy, and balloons are not permitted due to choking hazards. Families wishing to provide food or special treats for birthday celebrations must follow the center's food and allergy guidelines.

VISITING THE CENTER

Coastal Kids maintains an open-door policy and welcomes parents and legal guardians to visit their child during the center's operating hours. To help ensure the safety and security of all children and staff, all visitors are required to check in with the office or designated sign-in area before entering classroom spaces. Staff members are responsible for ensuring that all visitors have completed the appropriate check-in procedures.

Parents and legal guardians who wish to visit during lunch or participate in classroom activities are encouraged to coordinate with their child's teacher in advance to minimize disruptions to the classroom routine and ensure a positive experience for all children.

For the safety of our children, individuals other than parents or legal guardians who wish to visit a child, including extended family members such as grandparents, aunts, uncles, or other relatives, must receive prior approval from the parent or legal guardian and coordinate the visit with the Director or designated leadership staff in advance. In situations involving custody arrangements, Coastal Kids will follow the legal documentation and procedures outlined in the Pick-Up Authorization section of this Parent Handbook.

Our visitor procedures are designed to promote a welcoming environment while maintaining the safety, security, and well-being of all children entrusted to our care. Families with questions regarding visitation are encouraged to contact the Director or a member of the leadership team.

CENTER ACCESS AND VISITOR GUIDELINES

To maintain a safe and secure environment for all children, families, and staff, Coastal Kids requires that all individuals on center property have a legitimate purpose for being present and follow established check-in procedures.

Individuals who may be present on center property include:

- **Employees:** Staff members scheduled to work and authorized to be on the premises in the course of their duties.
- **Enrolled Children:** Children who are currently enrolled in the program and for whom all required enrollment documentation has been completed and submitted.
- **Parents and Authorized Pick-Up Individuals:** Parents, legal guardians, and individuals authorized for pick-up who are dropping off or picking up children or participating in approved center activities.
- **Visitors:** Individuals who have received prior approval from the Director or designated leadership staff to visit the center. All visitors must check in upon arrival and may be required to remain accompanied by a staff member while on the premises.

- **Volunteers:** Individuals serving in an approved volunteer capacity, including assisting with classroom activities, special events, or other center functions. Volunteers must comply with all applicable center policies and screening requirements.
- **Vendors and Delivery Personnel:** Individuals providing deliveries, maintenance, or other approved services to the center. Whenever possible, these individuals should be supervised or escorted by a staff member while on the premises.

To support a smooth transition into the school day and help children settle successfully into their classroom routines, families are asked to limit drop-off visits to approximately ten (10) minutes. While we understand that goodbyes can sometimes be difficult, prolonged departures may increase anxiety or make it more challenging for children to engage in classroom activities. Coastal Kids staff receive orientation, guidance, and ongoing support on age-appropriate strategies to help children navigate daily transitions with care, encouragement, and reassurance. If additional support is needed during drop-off, families are encouraged to communicate with their child's teacher or the Director so that we can work together to best support their child.

Any individual who is unable to demonstrate a legitimate purpose for being on center property or who fails to follow center security procedures may be asked to leave the premises. If necessary, Coastal Kids reserves the right to contact appropriate authorities to ensure the safety and well-being of the children, families, and staff in our care.

Individuals remaining on center property beyond routine drop-off, pick-up, or approved activities may be asked to check in with the office or receive approval from the Director or designated leadership staff to support the safety and security of our community.

VOLUNTEERS

Coastal Kids values the partnership and support of parents, family members, and community volunteers who contribute to our program. Volunteers may have opportunities to assist with classroom activities, special events, field trips, and other center functions.

To ensure the safety and well-being of all children in our care, volunteers must comply with applicable Florida requirements, organizational policies, and child protection procedures. Depending on the nature, frequency, and level of supervision associated with the volunteer role, Coastal Kids may require volunteers to complete a screening process prior to serving within the program.

The volunteer screening process may include, but is not limited to:

- Completion of a volunteer application and acknowledgment of center policies.
- Background screening and fingerprinting, when required by Florida law or center policy.
- Completion of child protection and abuse reporting acknowledgments and training.
- Review of health and safety expectations applicable to the volunteer role.
- Orientation regarding center procedures, emergency protocols, confidentiality, and appropriate interactions with children.

Parents and family members wishing to chaperone field trips or assist with special events may be subject to volunteer screening requirements based on the nature of the activity and the level of supervision involved.

Individuals who regularly volunteer within the program or spend extended periods of time interacting with children may be required to complete additional screening and training requirements as determined by Coastal Kids and applicable regulations. All volunteers are expected to maintain appropriate professional boundaries and follow center policies while serving in the program.

UNAUTHORIZED INDIVIDUALS

The safety and well-being of the children entrusted to our care is our highest priority. While Coastal Kids maintains an open-door policy and welcomes parental involvement, we also have a responsibility to ensure a safe and secure environment for all children, families, and staff.

Individuals who wish to remain on center property beyond routine drop-off, pick-up, or approved activities may be required to comply with applicable visitor or volunteer procedures, including any screening, orientation, or supervision requirements established by Coastal Kids. These procedures are designed to support the safety and security of our program and may vary depending on the nature and frequency of the individual's involvement.

Any individual who refuses to follow established center safety procedures, including visitor check-in requirements or volunteer guidelines, may be asked to leave the premises. If an individual remains on the property without authorization or poses a concern for the safety and well-being of others, Coastal Kids reserves the right to implement appropriate safety protocols and contact local authorities if necessary. Additional information regarding emergency response procedures can be found in the Safety and Emergency Preparedness section of this Parent Handbook.

PHOTOGRAPHS AND VIDEO RECORDINGS

Throughout the year, Coastal Kids staff may take photographs or short video recordings of children participating in classroom activities, special events, learning experiences, and projects. These images may be used for classroom purposes, children's projects, displays within the center, keepsakes, communication with families through Brightwheel, or promotional materials for Coastal Kids, as permitted by parent authorization.

A Photo and Media Release Form is included in the enrollment packet and provides parents or legal guardians the opportunity to grant or decline permission for their child's photograph or video image to be used for purposes beyond classroom documentation. Coastal Kids will honor each family's preferences regarding the use of their child's image.

Families will be notified separately if additional photography opportunities or special events involving photographs are offered by the center.

REGISTRATION FEES

An annual registration fee is due upon a child's initial enrollment in Coastal Kids and again during the annual re-enrollment process for each academic year and summer program, if applicable. Registration is not considered complete until all required enrollment forms, documentation, and applicable fees have been submitted.

The annual registration fee helps offset administrative costs, enrollment processing, classroom materials, and program preparation expenses associated with providing a high-quality early learning environment.

Families who withdraw from the program and later wish to return must complete the enrollment process again, including payment of the applicable registration fee, and will be subject to classroom availability and any waiting list procedures in effect at that time. Withdrawal from the program and reapplication at a later date does not guarantee placement or priority enrollment.

Families wishing to maintain their child's enrollment should participate in the annual re-enrollment process by the deadlines established by Coastal Kids. Failure to complete re-enrollment requirements by the designated deadline may result in forfeiture of the child's placement, and the available space may be offered to another family.

TUITION AND FEES

At Coastal Kids, tuition reserves your child's space within the program and supports the staffing, resources, and operations necessary to provide a high-quality early learning environment.

Tuition is based on enrollment rather than attendance; therefore, regular tuition rates apply regardless of a child's attendance, including absences, illnesses, holidays, scheduled center closures, or vacations.

Tuition rates are established based on each family's selected enrollment schedule and are outlined in the Tuition Agreement completed during enrollment. Families wishing to request a change to their child's enrollment schedule must provide at least two (2) weeks' written notice. Requests for schedule changes are subject to classroom availability and approval by the Director.

Tuition agreements are reviewed and renewed during the annual re-enrollment process. Tuition rates and fees are subject to change, and families will be provided with a minimum of two (2) weeks' advance notice of any changes.

Families are responsible for ensuring tuition payments are made according to the center's established payment schedule. Statements reflecting account activity and applicable charges will be made available through Brightwheel.

Additional fees may apply for optional programs, special events, field trips, or services beyond a child's regular enrollment agreement. Enrollment in the Summer Program requires separate registration. Current Coastal Kids families will be provided with priority enrollment opportunities before registration is opened to the community. Summer tuition rates, fees, and program details will be communicated to families prior to the start of the program.

PAYMENT POLICIES AND PROCEDURES

Tuition payments are due in advance according to the payment schedule established by Coastal Kids. All tuition and fee payments are to be made through Brightwheel, unless prior arrangements have been approved by the Director.

A late payment fee of **\$50.00** will be assessed if payment is not received by the close of business on **Monday**. An additional **\$5.00 daily late fee** may be applied to accounts that remain unpaid after this time. Failure to maintain a current account balance may result in suspension or termination of services at the discretion of Coastal Kids. Families experiencing financial hardship are encouraged to communicate with the Director promptly to discuss potential arrangements. No account will be permitted to carry an outstanding balance unless prior approval has been granted by the Director.

Families withdrawing from the program are required to provide two (2) weeks' written notice in accordance with the withdrawal policy outlined in this Parent Handbook. Failure to provide the required notice will result in a charge equivalent to two weeks of tuition. Registration fees are non-refundable. Tuition payments are non-refundable except in cases of overpayment or as otherwise outlined in the center's refund policy.

Coastal Kids reserves the right to pursue collection of unpaid balances. Families may be responsible for any outstanding tuition, applicable fees, collection costs, and reasonable attorney's fees incurred in the collection process. Coastal Kids also reserves the right to immediately suspend or terminate services due to non-payment of tuition or fees.

DISCOUNTS

Coastal Kids is pleased to offer a **10% sibling discount** for families with more than one child enrolled full-time in the program. The discount will be applied to one additional child and will be calculated based on the child with the lower tuition rate. The child with the highest tuition rate will be charged at the full published tuition rate.

Sibling discounts apply only to full-time enrollment and may not be combined with other promotional offers or discounts unless otherwise approved by the Director. Coastal Kids reserves the right to modify or discontinue discount programs with advance notice to families.

REFUNDS

Coastal Kids does not provide refunds for tuition, registration fees, or other fees associated with a child's enrollment in the program. Tuition reserves your child's space within the program and is therefore non-refundable, regardless of attendance.

In the event of an overpayment, the excess amount will be applied as a credit toward future tuition and fees whenever possible. If a family has withdrawn from the program and a credit balance remains on the account after all outstanding tuition, applicable fees, and required notice period obligations have been satisfied, a refund may be issued at the discretion of Coastal Kids. Any outstanding balances owed to the center will be deducted from the remaining credit prior to processing a refund.

Refunds resulting from account overpayments will be processed within a reasonable timeframe using the original method of payment whenever feasible. Registration fees are non-refundable.

RECEIPTS AND STATEMENTS

Payment receipts are available through Brightwheel and may be accessed by families at any time through their account. Annual tuition statements for tax and accounting purposes are available upon request. To receive an annual statement, family accounts must have a zero balance or have an approved payment arrangement in place with the Director.

LATE PICK-UP POLICY

Coastal Kids closes promptly at **5:30 p.m.** Children must be picked up and signed out by an authorized adult by the center's closing time. A **late pick-up fee of \$3.00 per minute, per child**, will be assessed for children remaining in care after closing. This fee is non-negotiable and is intended to compensate staff members who are required to remain beyond their scheduled hours.

Parents or authorized pick-up individuals who anticipate arriving late are required to notify the center as soon as possible. Notification of a late arrival does not waive the late pick-up fee.

If a parent or guardian is contacted because a child is ill and requires dismissal from the program, the child should be picked up within **30 minutes** of notification. If a parent or authorized emergency contact is unable to pick up the child within a reasonable timeframe, late pick-up fees may apply.

If a child has not been picked up by closing time and the center has not been contacted, Coastal Kids will attempt to reach the parent(s) or legal guardian(s), followed by individuals listed on the child's authorized emergency contact list. Emergency contacts may be contacted beginning **15 minutes after closing** if the parent or guardian cannot be reached.

If a child remains at the center **60 minutes after closing** and all reasonable attempts to contact parents and emergency contacts have been unsuccessful, Coastal Kids may be required to contact the appropriate authorities, including the Florida Abuse Hotline or local law enforcement, in accordance with applicable laws and child safety requirements.

VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE PROGRAM

Tuition reserves your child's space within the program; therefore, regular tuition rates apply during absences due to illness, vacations, holidays, and other scheduled or unscheduled days away from the center. Families are asked to notify Coastal Kids as soon as possible if their child will be absent from the program.

Families wishing to withdraw their child from Coastal Kids or make changes to their child's enrollment schedule are required to provide a minimum of **two (2) weeks' written notice** to the Director. Families who do not provide the required notice will be responsible for tuition charges equivalent to the two-week notice period. Failure to provide written notice of withdrawal does not automatically terminate enrollment, and tuition charges will continue to accrue until written

notification is received. Upon receipt of written notice, the required two-week notice period will begin.

Coastal Kids reserves the right to discontinue enrollment when it is determined that the program is unable to meet a child's needs despite reasonable efforts and collaboration with the family, including the implementation of behavior support strategies outlined in this Parent Handbook. Additionally, Coastal Kids reserves the right to terminate enrollment when a family's actions compromise the safety, well-being, or respectful operation of the program, including but not limited to repeated violations of center policies, threatening or aggressive behavior, harassment of staff or other families, or failure to maintain a cooperative partnership necessary to support the child's success within the program.

A Withdrawal Notice Form is available through the office and may be used to provide the required written notice of withdrawal.

TRANSPORTATION POLICY

Parents and legal guardians are responsible for arranging and providing transportation to and from Coastal Kids each day, including coordinating any personal carpool arrangements.

From time to time, Coastal Kids may offer off-site field trips or transportation-related activities as part of special programming or the Summer Program. Families will be notified in advance of any planned transportation activities, and written authorization will be required before a child may participate.

Coastal Kids will comply with all applicable Florida laws and safety requirements related to the transportation of children. Additional transportation procedures and expectations will be communicated to families if transportation services are offered. Transportation authorization forms and permissions, when applicable, will be completed prior to participation and may be required to be updated annually.

INSURANCE COVERAGE

Coastal Kids maintains insurance coverage appropriate for the operation of an early childhood program in accordance with applicable requirements and recommendations from our insurance providers. Information regarding the center's insurance coverage and liability policies is available upon request through the Director's office.

Families are encouraged to review this Parent Handbook carefully, as enrollment in the program acknowledges understanding and acceptance of the policies and procedures outlined herein.

HANDBOOK REVISIONS AND POLICY CHANGES

Coastal Kids reserves the right to revise, update, or modify the policies and procedures outlined in this Parent Handbook as needed to comply with applicable laws and regulations, reflect operational needs, or support the ongoing health, safety, and well-being of the children and families we serve.

Families will be notified of significant changes or additions to handbook policies through Brightwheel or other written communication methods utilized by Coastal Kids. Updated policies will become effective on the date communicated by the center. Continued enrollment and participation in the program constitute acknowledgment and acceptance of the current policies and procedures of Coastal Kids.

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Coastal Kids Early Childcare Academy Parent Handbook. I understand that it is my responsibility to read, understand, and comply with the policies and procedures outlined in this handbook. I understand that Coastal Kids reserves the right to revise, update, or modify policies and procedures as necessary and that I will be notified of significant changes. My signature below acknowledges receipt and understanding of the Parent Handbook and my agreement to abide by the policies contained within it. I understand that I am responsible for asking questions regarding any policies I do not understand.

Child's Name: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

