

Coastal Kids Preschool

Parent Handbook from A to Z!!!

A is for ...ARRIVAL: Our doors open at 7:00am for our full time children. Full time children may arrive anytime between 7:00am and 9:00am. Our half day children arrival time is 9:00am. It is important for parents/caregivers to bring your child as close to 9:00am as possible. If an earlier arrival is needed please arrange it with the office so that we may adjust our staffing if necessary. If a earlier arrival time is needed on a regular basis we can adjust to tuition to reflect that. **BE SURE TO LEAVE YOUR CHILD WITH A TEACHER.** Please do not leave your child in a classroom unattended.

B is for... BIRTHDAYS: Coastal Kids loves to help your child feel extra special with a birthday celebration. If you would like to send a special birthday snack, please arrange it with your teacher. If you would like to invite your child's friends to a birthday party, you may ask your teacher for a list of first names and place the invitations in the children's cubbies.

...BOOK CLUB: Remember those days from elementary school when you got to order books from Scholastic - wasn't it fun? Well, we do a monthly book order and the kids love it! Each month an order form will be placed in your child's Communication Folder. There is no obligation to buy, but if you do choose to order please fill it out and place your order and check made payable to the correct book club (no tax) and place it in the BOOK ORDER folder in the office. Your books will arrive in about two weeks!

...BOTTLES AND SIPPEES: We prefer that children do not use sippee cups - but if you feel your child needs one - they are allowed in our two year old room only. We feel this is a great age to wean them off onto a big boy/girl cup. Yes, they may spill in the beginning but thats okay! Please label them with your child's name and keep them in their cubbie! We do not allow bottles in the classrooms (because we are big kids now.)

C is for...CIRCLE TIME: This is a VERY important time in your child's preschool day! It's a fun learning time when your child can choose a job, do calendar, weather, songs, music and movement, etc. If you arrive when your class is involved in circle time, please do not interrupt as this is very distracting to the kids. **CIRCLE TIME BEGINS AT 9:30am each day - PLEASE try to arrive BEFORE circle time begins so that your child doesn't miss this important time!**

...**CLOTHING**: Be sure to label all jackets/sweaters etc. We want to make sure that we can get them back to the correct children. Please dress your child in comfortable clothing. Remember to bring a jacket on chilly days and if your child is potty training remember to help them by letting them wear clothing that's easy to remove when using the potty. Tennis shoes are best for school. Dress shoes sometimes slip and we don't want anyone to fall and hurt themselves.

...**COMMUNICATION FOLDERS**: You will find your child's communication file on the cubbies as you come in their room. This file is used for daily handouts such as calendar, lunch menu and notes from your teacher art, etc.. You can leave a note as well as receive a message from the teacher assuming you are not able to see her that day. Our teachers also put your little ones art projects in their folders for to take home that day.

...**CUBBIES**: Each little one will have his or her own little cubbie to store their things in for the day. If your child is part time they will share a cubbie so please remember to remove everything for the next day.

D is for... DIAPERS: If your child is in our Tots room and wears diapers or pull ups please bring a package labeled with their name. When they are running low your teacher will let you know either by telling you or leaving a "*Please Bring More Diapers*" note in the communication folder.

...**DONATIONS**: In each classrooms each of our teachers have a *wish list* of items that would appreciate! If you a able to donate any of the following: pencils, gluesticks, crayons, arts and crafts supplies, Kleenex, flour, Cream of Tartar, salt, stickers, washcloths, hand sanitizer, baby wipes or anything else you can think of. Thank you so much!

E is for... EARTHQUAKE PREPARED: We are required by law to have earthquake supplies on hand in case of an earthquake. We have large containers with our supplies. (first aid kits, blankets, light sticks, food bars, water, and bottled water. We have all sizes of clothing, and diapers. We will prepare the children by talking about earthquakes, doing practice drills.

...**E-MAIL**: Our E-mail address is: COASTLKIDS@AOL.COM. Please feel free to communicate with us by e-mail.

F is for ... FIRST DAY CHECKLIST: When your child begins at Coastal Kids it will be very exciting for you and your child. Don't forget to bring, the enrollment folder, lunch if you are not ordering from CKPs lunch program, a labeled zip lock bag with a change of clothes, diapers if needed, and if your child is napping, their sheet and blanket. You may also bring a small pillow and a special soft toy to nap with.

...**FUNDRAISER:** Each year we do a fundraiser. We have had a great response from our CKP families. We use the funds each year for new toys, playground equipment, books and supplies. It is a great way to get new items for our children.

G is for... GOOD BYES: We ask that you always tell your little one goodbye. Even though saying good-by may cause some tears at first in the long run it will bring comfort to your little one. Separation anxiety is normal and expected. We promise to give your little boy or girl lots of love and hugs to help with their separation. If for some reason your child is not comforted we will call you and ask that you come. Always feel free to call during the day to ask how your child is doing. Remember it's a transitional stage and will pass as soon as they feel comfortable.

I is for... ILLNESS: We ask that you keep your child home when they are sick. We try our best to keep our children healthy and if one child is contagious it usually spreads to others. If your little one comes to school sick or becomes sick while at Coastal Kids we will call you to pick up. Fevers and vomiting require 24 hours at home with no fever and or no vomiting before coming back to school. If their illness is serious a doctors note may be required for re-admittance.

J is for...JUSTICE FOR ALL: At Coastal Kids we prohibit discrimination on the basis of race, gender, or religion.

K is for... KINDERGARTEN READINESS: Remember that at preschool your child is having fun and gaining a better understanding of the world around them. While doing this they are also preparing for their entrance into the exciting world of kindergarten. Our teachers find great joy in helping your little one learn the skills they need to succeed. They will learn the alphabet, be able to write their names, and know their numbers among many other skills.

L is for... LUNCHESES: We offer a lunch program that you may purchase in advance. The menus will be in the office. All the items on the menu are "kid" friendly foods. You may also pack your child a lunch each day. Remember to label their lunch box with their name so we know which one is theirs. If you forget or just don't feel like making a lunch one day you can always stop by the office and sign up for a lunch by putting \$3.00 in the lunch box. It is located on the front counter.

M is for... MEDICATION: If needed, prescription and over the counter medications may be brought to school. You will need to fill out a "Request to Give Medication Form" which will be found in the back of your little ones communication folder.

...**MISSION STATEMENT:** Coastal Kids Preschool is committed to making a difference in you and your child's life. We will provide a preschool program that is

creative, memorable, and fun. Our program will be developmentally appropriate and will challenge the child to develop skills that serve them throughout their journey in learning. We are committed to ensuring that your child spends their day in a nurturing and loving environment.

N is for... NEWSLETTER: A monthly news letter will be sent home to let you know what's happening at Coastal Kids. On the back is our calendar. Please take a look. You don't want to miss any important announcements!

O is for...OUTSTANDING: We are proud of our Outstanding school and teachers. We strive for excellence as well as follow the guidelines of NAEYC (National Association for the Education of Young Children) and the California Board of Education.

P is for... PACIFIERS: We know some children may need their pacifiers and that's fine. We will encourage them to put them in their cubbie when not needed.

... **POTTY TRAINING:** We do potty train at Coastal Kids. When you feel your little one is showing sign of readiness just talk to their teacher and we'll get started. It can go quickly or it can take a little while, either way don't worry. It will happen.

...**PHOTOGRAPHY:** We love to take pictures of the kids. Never a day goes by that we don't see something so adorable we can't resist taking a snapshot. We also have a professional studio come each year to take our School Pictures. If you have any objection to having your child photographed please let us know.

Q is for QUESTIONS: If you ever have any questions or concerns - Please don't hesitate to ask. Anyone of us will do our best to help.

R is for...RATIO: State licensing requirements are one teacher to every 12 children or one teacher with one assistant for 15 children.

...**REST TIME:** Nap/Rest time is approximately from 1:00 to 3:00 pm each day. If your little one doesn't sleep they will be offered a quiet activity to do on their cot. If they are used to a soft special toy to sleep with please feel free to pack it with their sheet, blanket and little pillow.

S is for... SAFETY: Please hold your child's hand in the parking lot. You never know when a car will be coming. Also our classroom doors are very heavy. Please tell your child that only Mommy's and Daddy's and teachers can open and close the doors, and never never go out of the outside gate by yourself.

...**SCHOOL SPIRIT:** Please check your monthly calendars for our special spirit days. We sell t-shirts with the Coastal Kids logo that the kids love to wear!

...**SNACKS**: Coastal Kids provides a morning and an afternoon snack for the children. We have cereal and milk in the morning and crackers and juice or cookies and milk in the afternoon. We do have special snacks on special occasions.

...**SPARE CLOTHING**: Since children are sure to have the occasional accident we ask that you don't forget their change of clothes. Please pack them in a ziplock bag labeled with their name. Remember to change the clothing according to their age and the seasons. If you are potty training remember to bring several changes of clothes. Just in case!

T is for...TOYS: We ask that you not allow your child to bring toys from home. Although we do understand that sometimes it can be a challenge in the early mornings. If your child absolutely can't part with that special something don't worry, we will have them put it in their cubbie as soon as they have transitioned.

U is for... UPDATE EMERGENCY INFORMATION: In today's world we know how quickly things change. Please don't forget to keep us informed of any changes in phone numbers... home, cell and work. Also don't forget Grandma and Grandpa or anyone else who is on your emergency list.

V is for VOLUNTEER: We understand that working families don't have a lot of extra time. On occasion our teachers may ask you to volunteer to bring a special snack or sign up to do a special project. We appreciate your help.

W is for WITHDRAWING REQUIREMENTS: If you decide to withdraw from Coastal Kids Preschool either temporarily or permanently, four weeks written notification and paid tuition are required.

X is for... XXXOOO: Be sure to give your child lots of kisses and hugs when coming and going.

Y is for... YEAR-ROUND: Our program is year round. You may enroll at any time during the year subject to availability. We are closed on the following holidays: Labor Day, Thanksgiving Break, Winter Break, Martin Luther King Day, President's Day, Memorial Day, and Independence Day.

Z is for... ZZZzzz: Children need their rest. Sleep recharges their little bodies and minds. So please bring your little one to school well rested. We know that when we feel well rested everything just seems to go better. It is the same for our children. Sweet Dreams!