



# **Parent Handbook**

## **2026**

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## **Statement of Purpose**

We at Coastal Kids believe that the first years of a child's life are the most important. It is our mission to provide positive learning experiences for all children that promote physical, social/emotional, and cognitive development. Through nurturing and individualized attention, we take great pride in providing your child(ren) with a warm, safe and supportive environment while ensuring they receive the guidance and structure they need. We strive to support your child's imagination, individuality, and personality which in return will instill a strong sense of self in each child. Through positive learning experiences and interactions Coastal Kids will lay a strong foundation that supports lifelong learning. We proudly serve the children in our community from the age of six weeks old through eight years old.

## **Open Door Policy**

All parents of children enrolled at Coastal Kids are welcome to visit the program unannounced at any time while their child is present.

\*Covid restrictions may apply

## **Parent Communication/Involvement**

Coastal Kids understands parental involvement is a crucial component to the success of a child's educational achievement. Parents are their child's most important teacher. Research has proven that children are more successful learners when their parents are actively involved in their learning, both at home and at school. To support parents as partners, we encourage families to be involved in their child's educational process. Input from and communication with parents will help to facilitate this partnership and set a strong foundation for learning.

## **Hours of Operation:**

Coastal Kids is open year-round Monday through Friday\*\*

From 7:00am – 5:00pm    \*\*Please see list of scheduled closings

(Child/ren must be dropped off no later than 9:30)

## **Programs Offered**

Infant	(8 weeks-15 months)	\$80/day
Toddler	(15 months- 2.9 years)	\$68/day
Preschool 1	(2.9 months- 4yrs)	\$63/day
Preschool K	(entering K)	\$58/day

(must be 4yrs. & going into K that following September & fully potty trained for rate to drop)

Before school busing \$15 before

**(Tuition is due whether your child attends or not for their scheduled days)**

### **Preschool and Toddler Schedule:**

Preschoolers and toddlers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or read quietly until the rest period is over.

#### Our daily schedule, while flexible, is as follows:

7:00-9:00 a.m. – Arrivals. Play time. During this time children will have the opportunity to explore the classroom through supervised free play. Caregivers will take the opportunity to spend one on one time with your child.

9:00-9:15 a.m. – Clean up and disperse to assigned classrooms

9:15-9:30 a.m. – Diapering/Toileting/Hand Washing

9:30-9:45 a.m. – Nutritious morning snack

9:45 a.m. – Quiet activity

10:00-10:30 a.m. – Circle time. Circle time activities include singing songs, calendar, weather, and discussions based on our weekly thematic lessons.

10:30-11:00- a.m. – Teacher directed group activity based on the lessons discussed at circle time. These activities can include arts and crafts, science, math, music and/or movement

11:00-11:30 a.m. – Outdoor play (weather permitting). If the weather does not permit outdoor play, gross motor activities will be available inside the classroom.

11:30-11:45 a.m.-Diapering/Toileting/Hand Washing

11:45-12:15 p.m. – Lunch time

12:15-12:30 p.m. –Story Time

12:30-2:30 p.m. – Rest time

2:30-2:45 p.m. – Diapering/Toileting/Hand Washing

2:45-3:00 p.m. – Afternoon Snack

3:00-3:15 p.m. – Story time/group time

3:15-3:45p.m.-Outdoor play (weather permitting)

3:45-4:00p.m.-Diapering/Toileting/Hand Washing

4:00-5:00p.m.-Play time

5:00 p.m.-Clean up and departure

**\*\***Toddlers will follow this schedule with a little more flexibility.

**Infants: up to 12 months** (transition into toddler schedule by 15mnths)

Infants will not necessarily follow the same schedule as the toddlers and preschoolers. They are not capable of sitting still for long periods of time, may need a morning nap, etc. Infants will have experiences with stories, songs, art and movement. Infants are always fed according to their individual feeding schedules. Breast feeding infants need to have an adequate supply stocked and properly labeled.

A report will be prepared for each infant each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

**Scheduled Closings:**

Coastal Kids will be closed for **one week** vacation per year. We will give adequate written notice at least eight weeks prior. **Tuition is NOT due for this week.**

**Holiday Closings**

Coastal Kids will be **CLOSED** on the following holidays:

New Years Day, MLK Day, Presidents Day, Patriots Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Black Friday, Christmas Day.

Coastal Kids will close at 12:30 on Christmas Eve (May close depending on day holiday falls)

Coastal Kids will close at 3:00 on New Year's Eve (May close depending on day holiday falls)

**\*\*Tuition will be due for these closings.**

Depending on the day of the week each holiday falls, Coastal Kids reserves the right to close additional days.

**Sick Days**

Coastal Kids understands that children get sick and are required to be excluded from care for certain illness. Each child will be allowed **two sick days** per year. Tuition is **not due** for these days. Sick days **cannot** be rolled over under any circumstance per fiscal year (January 1<sup>st</sup> through December 31<sup>st</sup>).

Please inform administration when you choose to use an unpaid sick day. Sick days cannot be used as any part of a two-weeks notice to terminate care.

### **Inclement Weather**

In the event of inclement weather, Coastal Kids will follow the Dartmouth Public School System for delays, closings and early dismissals. The safety of our families and staff is of utmost importance. Tuition will be due for these closings. Sorry in advance for any inconvenience.

### **Registration Fee and Enrollment Information:**

A non-refundable registration fee of \$75.00 per child is due upon each enrollment period. Payment of the registration fee guarantees your child's space in our program. The forms required by the state of Massachusetts and any other registration forms are due prior to your child's placement. For reasons of continuity, we require a two-day minimum for enrollment.

A deposit is required if you want to hold your child's spot in our program for two weeks or less. This deposit consists of one week's tuition, which will be applied to your account once your child starts. If your child does not start our program on their agreed upon enrollment date, this deposit is non-refundable. If you would like to hold your child's spot in our program for longer than 2 weeks, additional charges will be applied.

Every March Coastal Kids will send out registration forms to reserve your child's spot for the upcoming summer/fall program. A \$50 non-refundable registration fee will be due upon receipt of the registration form.

### **Tuition Policy:**

1. Tuition must be paid on a weekly or monthly basis. Payment must be made by the first day of attendance each week or month. A late fee of \$10.00 will be added to any account that payment has not been made by Friday. If payment is not received one week after it is due, daycare services will be discontinued until the account is paid in full.
2. A written **two-weeks notice** is required prior to terminating a child's enrollment or changing a child's scheduled days. Payment will be required for the two weeks after notice is given.
3. Accounts that are left unpaid will be charged \$10.00 weekly. Also, after one week of non-payment & contact your spot will be automatically forfeited.
4. There will be a \$25.00 service fee for any returned check. After two returned checks, we will accept cash or money orders only.
5. Tuition **will be** required for a child's absence on their scheduled days due to sickness, vacation or any other reason after your allotted sick days are used. Please remember sick days

will be granted per fiscal year (Jan-Dec). **Please notify Coastal Kids as soon as possible if your child will not be attending.**

6. Payments accepted: Cash or Check

### **Drop-off and Pick-up Policy:**

Our doors open promptly at 7:00am. Please use the main entrance only. For the safety of your child, and an easier transition, we ask that you walk your child to the front door and say a brief goodbye. In our experience, a prolonged drop-off may make the transition for some children harder. Children are usually quick to get involved in play or activities shortly after drop-off. A smile, cheerful good-bye kiss, and a reassuring word that you will be back will help your child adjust. Coastal Kids staff will happily walk your child to his/her classroom.

It is our strict policy to only release the child to his/her parent/guardian or to someone the parent/guardian designates on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day if this person is on the list of authorized persons. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, we will ask for identification. This is a measure taken for the child's protection.

### **Late Pick-up Policy:**

Coastal Kids closes promptly at 5:00p.m. If a child is picked up **any time after 5:00pm**, there will be a late fee of **\$15.00** per 10 minutes (or any part thereof). After 10 minutes, there will be a charge of \$1.00 per minute. Any time after 5:00pm an invoice will be placed in your child's cubby. This will be due at the time of pick up or on the next day your child is scheduled to attend. We understand that things do come up, however, **arrangements should be made** if you are unable to pick your child up at their scheduled time. We are sorry for any inconvenience this may cause. There will be **no exceptions** to this policy.

### **Illness Policy**

In any group of children, it is very important that each child is protected as much as possible from communicable diseases. Proper immunization is required unless the child is exempt due to family beliefs or medical reasons. Coastal Kids cannot provide care for children who are too sick to participate in all aspects of our day.

For the protection of all children in our care, as well as the health of your own child, Coastal Kids **requires** that you keep your child home **for at least 24 hours after treatment** if they exhibit any of the following symptoms:

- a. **Fevers of 100.0 degrees or higher- your child must be fever free for 24 hours without the use of fever reducing medication to return to Coastal Kids.**
- b. **Colds if accompanied by severe cough and/or fever**
- c. **Diarrhea or vomiting**
- d. **Rash with fever or behavior change**
- e. **Chicken pox, scabies, impetigo, pertussis, lice, mumps, measles, shingles, strep throat or any streptococcal infections**
- f. **Conjunctivitis/pink eye and/or any drainage from eyes, ears and nose**
- g. **Difficulty breathing, wheezing, or severe congestion**

This 24-hour policy is designed for the sick child's protection, as well as for others in care. Taking that extra day to make sure a fever is gone gives the sick child the rest they need for their own body and health.

In the event your child becomes sick during childcare hours; the family will be notified, and prompt pick up arrangements must be made. If a parent/guardian is unable to be reached, Coastal Kids will contact the emergency contact person/s.

In any case of serious or unexplainable illness, a doctor's note may be required prior to admission back into care.

All parents will be notified in accordance with Department of Public Health recommendations when any communicable disease or condition has been introduced into the program.

### **Medication Administration**

**Prescription Medications:** When a prescription medication is to be administered to a child at the center, the medication must be in the container in which it was originally dispensed and with original labels affixed by the pharmacy or prescribing physician showing the child's first and last name, the dosage and the schedule of administration. The prescription label must also show what the prescription contains, the date purchased, the date of expiration and the Physician's name. In addition, a medical authorization form must be signed by the parent in each case.

**Non-Prescription Medications:** When a non-prescription medication is to be administered to a child at the center, the medication must be in the original manufacturer's packaging. The medication must be accompanied by a medical authorization form signed by the parent in each case. In addition, a letter detailing the type of non-prescription medication and dosage signed by the child's physician must be on file at the center; this letter must be renewed, signed and dated annually.

**Non-Prescription Topical Medication:** Topical, non-prescription medications such as sunscreen, diaper cream, petroleum jelly, or any other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.

**Please note:** All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent.

**Educators must not administer any medication contrary to the directions on the original container, unless so authorized by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.**

**Medication Storage:** Unless specified in a child's individual health care plan, **all medications will be stored out of the reach of children** and under proper conditions for sanitation, preservation, security and safety during the time the children are in care.

### **Clothing Policy:**

Please provide ONE extra set of clothing for your child to be left at Coastal Kids. Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. During the warmer months, it is required that you apply sunscreen to your child **prior** to drop-off, we will re-apply as needed.

\*If your child is potty training, please make sure they are dressed in clothes that they can easily pull up and down. Also, please provide at least three sets of spare clothing.

### **Snack and Lunch Policy:**

Please be sure to pack your child enough food for the following meal times:

AM Snack

Lunch

PM Snack

All snacks and lunches should be packed in a lunch box in easy-to-open containers ie. plastic bags. The use of a thermos and/or ice packs to keep food hot/cold is suggested.

Disposable items are preferred as it limits cross contamination, especially for the preschool classroom. If Bento boxes are being used, please make sure items packed can be given to your child all at once for lunch. AM and PM snacks should be packed separately.

All fruits and veggies **MUST** be prepared in a way that they are ready to eat. **GRAPES MUST BE CUT ATLEAST IN HALF THE LONG WAY.**

**Please send your child in with a labeled water bottle/cup everyday.**

### **Rest Time Policy:**

There will be a designated nap/rest time each day. All children must nap, rest or read quietly during this period. Rest time gives children a much needed break during their active day. Coastal Kids will provide each child with their own sleeping mat, please provide a **small** blanket. Blankets will be sent home to be washed as needed.

### **Outdoor Policy:**

We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 25 degrees (including wind chill), or above 90 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

### **Potty Policy:**

Our definition of "Potty Trained" is as follows:

Your child **MUST** be able to use the bathroom independently.

He/She will not need pull-ups or diapers at any point during the day.

Your child must be accident free for **4 weeks**.

When you feel your child is ready for toilet training, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training underwear or **detachable**(velcro) side pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry."

### **Toy Policy:**

We prefer that children **do not** bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that toys may be brought for show and tell activities. We are not responsible for any lost or broken toys/personal items. All personal items must be clearly marked with the child's name.

### **Progress Reports**

A written progress report will be prepared periodically on the progress of each child in our program. Parent conferences will be offered to discuss the content of the report. Parents will receive a copy of their child's progress reports for their personal records. All progress reports will:

- Be based on observations and documentation of the child's progress in a range of activities over time and may include samples of the child's work.
- Address the development and growth of the child including but not limited to the developmental domains of Cognitive, Social/Emotional, Language, Fine and Gross Motor skills and Life Skills.

**Infants:** Progress reports for infants will be prepared every three months.

**Toddlers and Preschoolers:** Progress reports for toddlers and preschoolers will be prepared every six months.

**School Age:** Progress reports will be prepared annually, at the midpoint of the child's program year.

### **Child Guidance Policy**

Coastal Kids will encourage the children to behave in a manner that is safe to themselves and others. We have implemented a positive child guidance policy, which focuses on prevention, redirection, love and consistency. We stress two main patterns of behavior: respect for other people and respect for property. The rules of the center will be discussed with children frequently, so they are all familiar with the guidelines. Please keep in mind that there will be disagreements between children. Children learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. We will make every effort to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when an offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". The use of a "time away" will be rare except when a brief cooling off period is needed. If in a "time away," the child will be

separated from the group and placed at the table with a quiet activity. The teacher will take this time to speak with the child about what happened and find a resolution.

Coastal Kids will provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

- Encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits and redirecting;
- Helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
- Using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
- Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
- Explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
- Discussing behavior management techniques among staff to promote consistency.

The following methods of discipline are prohibited:

- Spanking or other corporal punishment;
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- Depriving children of outdoor time, meals or snacks, force feeding children or otherwise making them eat against their own will, or in any way using food as a consequence;
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual excessive practices for toileting;
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
- Excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

Each stage of a child's life is a growing process which has its own characteristics, its own challenges and its own needs. Behavioral guidance is an important aspect of a child's development. Positive guidance and modeling of staff members will help children to feel good about themselves and to behave in responsible ways.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents/guardians. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care

for the other children. If the problem continues, other arrangements for the care of the child will have to be made for the safety and well-being of all.

### **Suspension and Termination Policy**

**Coastal Kids reserves the right to terminate a child from the program if a child is consistently unable to gain control and persists in aggressive behaviors that pose a constant threat to their peers and/or the staff.**

We want to ensure that all children who attend Coastal Kids will have a positive experience. We strive to make sure we are providing an environment that is rich in caring and acceptance. We believe that working with families is an integral part in the efforts to accommodate the needs of children and their families. We strongly encourage parents to communicate any concerns with us immediately, so we can discuss a solution.

### **Challenging Behavior**

If continuous challenging behavior arises, the director will schedule a conference with parents to discuss options and work to find a solution. Referrals that can assist the family with evaluation and diagnostic or therapeutic services will be offered. Supportive services, educator training and workshops pertaining to behavior management are part of our employee development each year. Resource books pertaining to behavior management are available at our center to both parents and staff.

Before the implementation of the termination of a child due to challenging behavior, Coastal Kids will take the following steps:

- Meet with parents and discuss other options;
- Provide referrals for evaluation and diagnostic or therapeutic services;
- Pursue consultation and training in the area of behavior management for the program;
- Work with families to develop a behavioral plan to implement at the center and the child's home.

### **Referral Services**

#### **Staff Responsibilities/Observations**

We at Coastal Kids are dedicated to the physical, social, emotional and cognitive development of each child in our care. Our teachers and staff members observe the children's behavior every day, and in a more formal way twice a year with progress reports. Many observations are documented, especially in the event a child is having difficulties in one or more areas of development. Documentation usually includes what the difficulty is, when and where it takes

place, and the efforts the staff has made to assist or accommodate the child's needs. All observations will be kept in the child's record for reviewing.

### **Procedures to Notify Parents**

If a child continues to have difficulty or a particular behavior needs immediate attention, teachers will bring their concerns and written observations to the attention of the director. After review, if the director sees fit, the parent(s) of the child will be notified and a meeting will be set up to discuss the observations and behaviors. Parents are encouraged to discuss behaviors and observations that they have seen at home with their child. Together, the parents, teachers and director will formulate a plan of action. A follow-up meeting will be arranged to discuss the result of the plan in place.

### **Referral Meeting**

Teachers will continue to monitor and observe the child while under the plan formulated by staff and parent(s). If no improvement is recorded by the time of the follow-up meeting, it will be decided if a specialist should be consulted for further assistance on the issue. Coastal Kids will prepare a written document addressing the reason for the recommendation of a referral for additional services, a summary of the related observations and the efforts made to accommodate the child's needs. A current list of referral resources in the community for children in need of social, mental health, educational or medical services will be given to the parents. The director will discuss the services provided by an Early Intervention Program for children up to the age of 2 years and 9 months old. For children older than 2 years and 9 months of age, the director will discuss the services offered by the Department of Special Education as well as the availability of services and parental rights, including the right to appeal, under Chapter 766. The director will assist the parent(s) with making the referral, with parent authorization.

### **Referral Follow-up**

With parental consent, the director will contact the evaluating service provider or agency for consultation and assistance in meeting the child's needs. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center will review the child's progress at the center every 3 months to determine if another referral is necessary.

Coastal Kids will maintain a written record of any referral, including the parent conference and results.

### **Trial Period**

Coastal Kids provides a 2-week trial period for the first 2 weeks your child attends our program. This time will be a good indicator to our staff, as well as to the parent/guardian, if childcare at Coastal Kids is right for your child. In most cases, children will have adjusted to their new environment in these two weeks. Any time during this 2 week trial, Coastal Kids or the

parent/guardian reserve the right to terminate care without prior notice. Coastal Kids will make every effort to accommodate the child's individual needs and assist them during this transition.

Following the 2 week trial period, Coastal Kids reserves the right to terminate services to children and families for the following reasons:

- Physical or verbal abuse of any person or property.
- Biting 3 or more times.
- Failure to pay tuition.
- If the developmental needs of the child cannot be met by our program, parents will be referred to appropriate services after each step outlined in the referral policy have been taken. This includes challenging behaviors that cannot be managed effectively by Coastal Kids staff or which pose a threat to the safety and well-being of his/her self, the other children or staff.
- If a parent or family member displays inappropriate behavior either physically, verbally, or sexually, toward any staff member, child or parent, than termination and/or referral services will be initiated.
- Lack of compliance with our Parent Handbook policies.
- Failure to complete the required forms/provide immunization records.
- Routinely picking up your child late.

If we must suspend or terminate childcare at any time after the child's first 2 weeks, the parent/guardian will be provided with written documentation of the specific reasons for the proposed suspension or termination and the circumstances under which the child may return, if any. Parents/guardians are required to give two weeks written notice if they decide to terminate child care. The two weeks will be paid in full, regardless of whether the child is in attendance. Coastal Kids reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of Coastal Kids staff or other children in attendance.

### **Procedures for Emergencies**

In the event of an emergency that requires evacuation from Coastal Kids, staff members will walk the children to our emergency meeting place located at:

Dartmouth Middle School

366 Slocum Rd

Dartmouth, Ma 02747

If at any point the childcare building becomes unsafe, but the outdoor premises remain safe, the children will be walked to one of our on-sight emergency meeting places located at:

The toddler play yard

Or

Dartmouth Middle School

Teachers will have or be provided with working phones during all hours of operation, including when off site.

**IN THE EVENT OF A FIRE, NATURAL DISASTER, OR SITUATIONS REQUIRING EVACUATION OF THE BUILDING:**

All children and staff will follow our fire evacuation plan to exit the building. All staff members will assist the children in walking to the safest emergency meeting place. Infants will be carried or wheeled out of the building in evacuation cribs. Children who have disabilities will receive additional assistance while evacuating the building. Administrative staff will be responsible for taking the emergency binder which includes parent/guardian contact information.

Parents/guardians will be called to pick up their children at the emergency meeting location. After the facility, has been evacuated, a designated staff member will be responsible for taking a final head count to ensure no child is left behind. The fire department will be contacted at this time.

Each month, we will use alternating exits to conduct practice fire drills with the children to ensure effectiveness in the event of a real fire. Fire drills will be held during different days and times to ensure every child gets a chance to participate.

Local authorities will be contacted to determine whether to evacuate or shelter in place in the event of a natural disaster.

The closing of the center will be sent out via phone call alerting parents as to where they should go to pick up their child. All teacher-child ratios will remain within state regulations until all children have been picked up.

**IN THE EVENT OF POWER OUTAGE, HEAT LOSS OR WATER LOSS:**

If at any time during childcare hours, Coastal Kids is without power, heat or hot water, staff will contact the appropriate service person to determine the cause of the issue. The situation will be evaluated and a solution will be determined. If the problem cannot be resolved in an appropriate amount of time (approximately 2 hours), and the facility conditions become unsuitable for childcare, Coastal Kids will be closed until the issue is resolved. Every attempt will be made to remain open, as long as safe conditions can be met including heat and clean water. An e-mail and a phone call will be sent out to each parent/guardian to notify them if they need to pick up their child, and when Coastal Kids will re-open.

\*In the rare event that Coastal Kids needs to close for an emergency, tuition will be due.

**MISSING CHILD AT THE PROGRAM**

The safety of the children in care is our number one priority. Coastal Kids will make every effort to ensure every child who should be in attendance is accounted for. Head counts are conducted regularly throughout each day. In the event a child is unaccounted for, the following steps will be taken to locate the child:

- Identify which child is missing, if necessary, do a full face to name attendance check.
- Communicate with all staff members to make sure they are not aware of the child's location.
- Check the sign out sheet to make sure the child's parent/guardian has not picked the child up.
- If a child is suspected as missing, the director of the program should be notified.
- Do a visual check of all areas in the classroom and outside the building (bathrooms, outdoor areas, classrooms).
- Police will be notified; staff members will continue to search for the missing child.
- Contact the parent/guardian to inform them of the situation and to see if the parent can account for the child.
- Contact any other persons on the child's authorized pick-up list to make sure the child hasn't been picked up from a person who may not have signed them out.
- Continue looking for the child and turn all search effort plans over to authorities.

### **Children's Records**

Prior to enrollment, an EEC enrollment form must be filled out for each child. These forms will be updated and reviewed annually. If there is ever a change in the information on your child's enrollment form, you must inform administration to update the form.

Your child's record must include annual documentation of physical examinations, updated immunizations and lead screening.

Information pertaining to children and their families is privileged and confidential. This information will not be distributed or released to any unauthorized person.

### **Mandated Reporters**

Child educators are mandated reporters and MUST, by law, report any suspected child abuse or neglect to the Department of Children and Families.

### **Organizational Information**

Our program is licensed by The Department of Early Education and Care (EEC) located at:

100 Myles Standish Blvd., suite 100,

Taunton, MA 02780

Phone: (508) 828-5025

You may contact them at any time for information regarding our program, such as our regulatory compliance history.

Coastal Kids maintains a copy of 606 CMR 7.00: Standards for the licensure of approval of family child care; small group and school age and large group and school age child care programs on the premises at all times. Upon request, we will make these regulations available to you. Please ask the front desk staff for information regarding state regulations.

If you have any questions or concerns that you would like to discuss with us please contact:

Kristin Avila, President/Director of Coastal Kids

Kimberly Martin, Vice President/ Director of Coastal Kids

Kristin Avila and Kimberly Martin are responsible for administrative supervision of the program at all times.

**Thank You!**

We greatly appreciate you considering Coastal Kids for your childcare needs. We hope you find the services we provide to be of value to the development of your child. We look forward to building a wonderful relationship with you and your family.

## Permissions

Please sign and return this page to Coastal Kids before your child begins care.

I give my permission for \_\_\_\_\_ to be photographed and/or have pictures published on the Coastal Kids social media.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

I would prefer **NOT** to have my child's photographs to be included on the Coastal Kids social media.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

I, \_\_\_\_\_ give Coastal Kids permission to provide my child, \_\_\_\_\_, with Toms Children's Toothpaste for daily tooth brushing.

Topical Medication/Ointments (Please list only those medications/ointments which you will allow the educator(s) to administer to your child's skin): Ex: sunscreen, insect repellent (bug spray), diapering ointment, hand sanitizer.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

By signing below, I, \_\_\_\_\_,

Acknowledge that I have read the Coastal Kids Handbook and agree to the policies outlined.

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Date

**Child's Name** \_\_\_\_\_

I, (print parent/guardian name) \_\_\_\_\_, have read the **Coastal Kids Parent Handbook** on (date) \_\_\_\_\_. I acknowledge that I have read the following policies and agree to comply with them:

**\*Please mark each bullet with a checkmark after reading each policy**

- Statement of Purpose**
- Open Door Policy**
- Parent Communication/Involvement**
- Hours of Operation**
- Programs offered/daily schedules**
- Closings/Holidays/Sick Days/Inclement Weather**
- Registration Fee/Enrollment Information/ Tuition Policy**
- Parent drop-off and Pick-up/Late Pick-up**
- Illness/Medication Administration**
- Clothing**
- Snack/Lunch**
- Rest Time**
- Outdoor**
- Potty**
- Toys from Home**
- Progress Reports**
- Child Guidance/Suspension and Termination/Challenging Behaviors**
- Referral Services**
- Trial Period**
- Procedures for Emergencies**
- Children's Records**
- Mandated Reporters**

○ **Organizational Information**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*Coastal Kids MUST have a signed copy of this page upon registration and BEFORE your child can start our program.**