



COASTAL
CHILDREN'S LEARNING CENTER

WWW.COASTALCLC.COM
949-722-1005

Admission agreement 1

ADMISSION AGREEMENT

START DATE: _____

This agreement is entered into as of the 1st day in which child begins attendance by and between Coastal Children's Learning Center and _____.

My child will attend Full Time or Part Time at \$ _____, MONTHLY (pay in full on 1st or 15th) SEMI-MONTHLY (pay in full on 1st and 15th) ****CIRCLE ONE**** payable in advance.

1. BASIC SERVICES

1.1 Services to be provided. Center agrees to provide basic services as outlined here and in the Parents' Handbook in the Center's child care program at 2245 Orange Avenue in Costa Mesa, California according to the schedule set forth in Section 2 of this agreement.

- (a) Center will provide childcare, including meals or snacks in accordance with the schedule set forth in Section 2 of the agreement;
- (b) Center will maintain a set of rules for the protection of children participating in Center's program;
- (c) Center will provide assistance to Child in dressing, grooming and other personal hygiene activities at Center; and
- (d) Center will provide supervision of children's activities at Center; and
- (e) Center will provide isolated care (as defined below) for child in the event Child becomes ill at Center; provided however that Parent will be notified by Center when child becomes ill enough to require isolated care and parent shall have child removed from Center within one hour of such notice.
- (f) Toddler Option Component is for children from 18 months – 30 months. In the Toddler Option class the ratio is 1:6. At 24 months, you have the option of transitioning your child to the Jellyfish Room for two year olds where the ratio can be as high as 1:12

2. SCHEDULE

2.1 Except as otherwise provided in this agreement beginning on _____, 20____, Center will provide the Basic Services according to the Child's schedule as defined in the form called the "Child's Class Schedule" which is provided in the Parents' Handbook.

2.2 Holiday Schedule. The Center will not be open and the Basic Services will not be provided on the following days:

Martin Luther King Jr. Day
Memorial Day
Summer Break **The Thursday & Friday of Labor Day Weekend
Labor Day
Thanksgiving and the following day
Winter Recess **Center will be closed at noon on 12/24 and will remain closed until 1/2
Spring Recess **The Thursday & Friday of Easter Weekend
Presidents Day
Fourth of July
Veteran's Day

*If holidays fall on the weekend then the school will be closed the following Monday.

Parent will not receive a refund of or credit against the tuition fee as defined in section 3.1 of this agreement for such days.

3.PAYMENT PROVISIONS

3.1 Basic rates. Parent shall pay to Center the rate agreed upon in the Child Class Schedule for the basic services based upon the Center's rate for such services. The equivalent of two weeks tuition is to be held on deposit. It will be automatically applied to the last two weeks of care.

3.2 Registration fee. Parent shall pay to Center a non-refundable registration fee of \$80.00 for registration at the time that the child is enrolled. This payment is due upon date of enrollment agreement.

3.3 Due Date. If fees are payable monthly they are due by the 1st day of the month for that month, delinquent after the 7th day. There is a \$10 per week late charge for payment received after the 7th day of the month. If fees are payable weekly they are due by the 1st day of the week for that week, delinquent after the 3rd day. There is a \$10 per week late charge for payment received after the 3rd day of the week. If fees are payable semi-monthly they are due by the 1st and the 15th day of each month for that upcoming period of two weeks, delinquent after the 3rd day after due date. There is a \$10 per week late charge for payment received after the 3rd day of the agreement. Payments are to be made in advance of service.

3.4 Method of Payment: Unless otherwise expressly provided in this Agreement, any payment to be made by Parent to Center under this Agreement or otherwise may be made by cash, or by check or money order made payable to the Coastal Children's Learning Center. However, the TUITION EXPRESS ACH Direct Deposit is a mandatory agreement for each family enrolled at Coastal CLC, LLC. Coastal CLC must have banking and authorization on file and reserves the right to bill you per our agreement if cash or cashiers check are not paid on the agreed upon due date. If any payment by check or ACH is returned unpaid, Parent shall pay Center a service charge of \$25.00 in addition to other amounts due. Should this occur more than one time, future payments must be made in cash or money order. All payments must be made directly to the Administrator at the Center address.

3.5 Suspension and Termination for Late Payment: If Center Director has not received payment from Parent on or before the 7th day after which such payment is due ("Overdue Payment") Parent will be assessed a late charge of \$10.00 per week until balance is paid in full. However, if Director has not received the Overdue Payment on or before the 25th day after such payment is due, Center may terminate Child's enrollment at the Center in accordance with Section 9 of this agreement.

3.6 Late Pick-up Penalty: Each day a child is picked up at the Center later than the scheduled pick-up time for such day as provided in section 2.1 of this Agreement, Parent shall be assessed a fine of \$1.00 per minute for each minute after such time (Late Pick-up Fee). Parent shall pay that fee on the day of the late pick-up. (If scheduled pick-up is before closing time, Parent may make arrangement with the Center for extended hours and pay only for those additional hours rather than the Late Pick-up Fee.) If Child is picked up late more than three times during the month, the Center reserves the right to terminate child's enrollment in accordance with Section 9 of this agreement.

3.7 Absence Policy: Parent shall pay in full to the Center the Tuition Fee for the child enrolled regardless of whether the child is absent for any reason, including but not limited to illness or vacation. (*In the case of a protracted illness of more than 1 month, fees will be excused after the first week with a note from the doctor stating that the child may not return for an extended period due to accident or illness.*) Parent shall notify the Center by 9:00am if child is absent. Parent shall provide the Center with one week notice if child is to be absent for vacation or other planned absence.

4. MODIFICATION CONDITIONS

4.1 Full fee Families: Parent shall be given 30 days prior written notice for any basic rate change.

4.2 Subsidized families: Rate changes for subsidized families are government prescribed and the effective date is the date the new rate is prescribed. No prior notice is necessary.

4.3 Additional charges: Additional charges may be levied for field trips or in instances where increase in number of staff needed results in increased cost to Center, e.g. diaper children in pre-school..

4.4 Refund conditions: Refunds will be given only if Center terminates Child's enrollment.

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5. RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN

Parent understands and acknowledges that Center is a licensed childcare center and that, under California law, the California department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed child care center, to inspect and audit children's records, to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examination of children. (Community Care Licensing)

6. CHILD ABUSE PREVENTION PAMPHLET RECEIPT:

This will acknowledge that I/we have received a copy of "Facing the Facts: A Parent's Guide to the Understanding of Child Sexual Abuse" from the licensee or authorized representative of Coastal Children's Learning Center.

7. PARENT'S RIGHTS/CHILDREN'S PERSONAL RIGHTS:

This will acknowledge that I/we have received a copy of "Parent's Rights" and a copy of "Children's Personal Rights" from the licensee or authorized representative of Coastal Children's Learning Center.

8. WITHDRAWAL BY PARENT: Parent may withdraw Child from Center's program any time during provided Parent gives two weeks written notice of intent to withdraw. Failure to give two weeks notice shall result in charges for two weeks of care in lieu of notice.

9. TERMINATION CONDITIONS:

9.1 Immediate. Center may terminate Child's enrollment in Center's program effective immediately upon written notice to Parent of such termination if any of the following conditions arise:

- a) In the sole judgment of the Center Director, Child's behavior threatens the physical or mental health or well-being of one or more of the other children at the Center;
- b) Parent is hostile, uses profane language, is verbally or physically abusive or threatening to staff or clients of the facility;
- c) Any payment owed by Parent to Center is not paid within one month after such payment is due;
- d) Child is picked up late more than three (3) times during any month;
- e) Parent fails to pick up child promptly when notified child is ill;
- f) Non-cooperation of Parent. Parent refuses to comply with agreed upon plan of action relating to child's behavior.

9.2 Two weeks notice: Center may terminate Child's enrollment in center's program effective upon two week written notice to Parent if any of the following conditions arise:

- a) Any of the conditions listed under Section 11.1 above, provided that Center has not exercised its right to terminate Child's enrollment immediately;
- b) In the sole judgment of Center's Director, Center's program does not meet the developmental or special needs of the child;
- c) Parent fails to provide items for child that Parent is required to provide under terms of this agreement or the Family Handbook; or
- d) Center terminates Center program.

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10. MODIFICATION: Parent understands and acknowledges that, under California law, Center may modify this agreement whenever circumstances covered in this agreement change, provided that any such modification shall be in writing and shall be signed and dated by Parent and Center and provided further that:

- a) If Center's rates or fees are set by agreement between Parent and Center, Center agrees to provide written notice to parent thirty (30) days prior to implementing any such change.

11. PARENTS' ADDITIONAL RESPONSIBILITIES AND OBLIGATIONS.

11.1 Parent shall complete information on the forms listed below and certify that s/he has read and agrees to abide by all provisions in the Parent Handbook. Parent agrees to notify Center immediately of any changes in information on forms listed below:

- Identification and emergency information
- Family and Developmental History
- Physician's report
- Emergency medical authorization
- Statement of Parent's Rights
- Parent schedule of classes
- Family handbook receipt
- Training verification
- Consent for walks and photos

11.2 Release of Child: Parent will provide a list of individuals authorized to pick up child from Center. Parent agrees to notify Center in advance, in writing, each day that anyone other than parent or one of Parent's authorized representatives will pick up the child. Individuals other than Parent will be asked for identification.

11.3 Sign-in: Parent agrees that each day Parent shall not leave child at Center until Parent or Parent's authorized representative has made personal contact with a member of the staff and signed Child into the Center program. Child shall be dropped off at scheduled time.

11.4 Sign-out: Parent agrees that each day Parent or Parent's authorized representative shall not remove child until Parent has sign Child out with accurate time of leave-taking and notified teacher of departure.

11.5 Change in address or telephone number: Parent agrees to notify Center of any change in address or telephone number of Family or of any emergency contacts.

12. DESTRUCTION OF CENTER FACILITY: If at any time during the term of this Agreement, the Center's facility is damaged or destroyed to such an extent under the sole discretion of the Center Director, that continued use would be hazardous to the safety and well-being of the children, the Center may elect to suspend this agreement, including its obligation to provide services and the Parent's obligation to pay for such services, until Center locates another facility that Center deems comparable in which to resume Center program.

13. RELEASE OF CLAIMS: parent agrees to indemnify the Coastal Children's Learning Center Kristin & Todd Bryson, and all of their officers, employees and agents, hereinafter referred to as Indemnity, against all claims, loss, or liability whatsoever arising from the enrollment and participation of Child in the Center program including but not limited to damage to or destruction of property or injury or death to any person and including such claims, losses or any liability whatsoever arising from the sole passive negligent act or the concurrent negligent ace whether passive or active, of Indemnity.

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14. TERM: This agreement shall be in effect until Child is withdrawn from Center unless terminated sooner in accordance with the provisions of this agreement

15. ASSUMPTION OF RISKS: The undersigned parent acknowledges that he/she has reviewed the child care program and has examined the premises in which the program is being conducted, understands the program includes campus field trips and consents to the named children participating in the program and using these facilities.

16. GOVERNING LAW: This agreement shall be governed by and interpreted in accordance with the laws of the State of California.

**COASTAL CHILDREN'S LEARNING CENTER
ADMISSION AGREEMENT**

SIGNATURE PAGE

I have read this Admission Agreement and the Parent Handbook and discussed them with a representative of Coastal Children's Learning Center, LLC. I acknowledge that I have reviewed and agreed to enter into this contract.

PARENT(S):

SIGNED: _____ Date: _____
Parent/Guardian

SIGNED: _____ Date: _____
Parent/Guardian

CENTER:
Signed: _____ Date: _____
Authorized representative



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On your child's first day of school you will need to bring:

- A seasonally appropriate change of cloths to keep at school including underwear, socks and shoes
- A blanket and SMALL pillow for nap time (sheets are provided)
- Diapers, wipes & diaper cream if your child is not potty trained (NO PULL UPS)
- A lunch box with a nutritious lunch and drink with an ice pack (no soda, sippy cups or glass containers)
- An Earthquake Kit to include:
 - A fruit bar or granola bar
 - Juice box
 - Put in a ziplock bag & write child's name

**PLEASE LABEL ALL OF YOUR CHILDREN'S
BELONGINGS**

Thank you!!



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ENROLLMENT PACKAGE CHECKLIST

The following forms need to be completed and in your child's file folder before starting:

CHILD'S NAME _____
DATE OF BIRTH _____
DATE OF ENTRY _____

- EMERGENCY INFORMATION
- ADMISSION CONTRACT
- TUITION EXPRESS FORM, VOIDED CHECK AND PAYMENT PROCESSING SCHEDULE
- HEALTH HISTORY
- PHYSICIAN'S REPORT
**Signed and stamped by the doctor
- IMMUNIZATION CARD
**Meets the Health Department Requirement
- PARENTS RIGHTS
- CHILD'S PERSONAL RIGHTS
- CONSENT FOR MEDICAL TREATMENT
- TB CLEARNACE (within the last year)
- SUNBLOCK / SUNSCREEN AUTHORIZATION FORM
- MINOR PHOTO RELEASE FORM

Would you like to be included in our PARENT DIRECTORY?

YES NO

EMAIL ADDRESS 1 _____ (Please indicate Mom, Dad or other)
EMAIL ADDRESS 2 _____

Would you like your business identified in the Parent Directory? YES NO (if yes, please provide business card and 1-2 sentences summarizing what you do)

The representative/parent/domestic partner/guardian has the right to be informed of the appropriate licensing agency to contact regarding complaints, which is:

Community Care Licensing
750 The City Dr.
Orange, CA 92868 714-703-2800



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PARENT HANDBOOK

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Dear Parents,

Welcome to Coastal Children's Learning Center! We know that a great deal of thought and consideration has gone into your choice of a childcare/preschool center for your child. Our mission is to provide a caring and nurturing environment where your child can learn and develop through age appropriate and developmentally appropriate activities. Our primary goal is to help children feel good about who they are--to build high self-esteem. We try to do this by providing a safe environment in which children can be successful as they encounter the challenges of the world we live in.

We want to assure you that your child will receive our utmost, undivided attention, love and care. We always strive to make the children feel at home while they are learning, exploring and enjoying new experiences.

Again, welcome to Coastal Children's Learning Center. The entire staff looks forward to working with you and your child to achieve the best results for your loved ones.

Philosophy

The basis of our philosophy is respect for all children. We demonstrate respect by involving all children in basic care taking activities. All children are encouraged to make choices about interests and are informed about transitions. Children's feelings are valued and validated. All children are encouraged to communicate using words and participate in solutions to problems. Our goal is to nurture and encourage each child to grow socially, cognitively, physically, creatively, and emotionally in their way and their time. We strive in our center to provide each child with the tools they need to gain self-confidence, self-respect, respect for the people around them and their environment.

Learning is most effective for the children when it is provided through 'play'. Play is the child's work, where education is life. With this in mind, we will provide intellectual stimulation through a variety of new experiences where the teacher becomes a facilitator to problem solving in each child's world.

Objectives

Our physical environment has been thoughtfully organized to serve the developmental needs of our children. The preschool children have separate play areas with equipment which is appropriate to their age and abilities. Each group has a designated time allotted for outside time so they may utilize the space and equipment to their individual developmental needs.

The children are placed in learning environments according to their age and their developmental readiness. The groups are Jelly Fish, Seahorses and Sea Stars. Each class has a developmental/educational curriculum based on the children's needs, interests and skills. The teachers and director develop the curriculums, which incorporate all the areas of development: cognitive, emotional/social, and physical. The basis of each activity is

to allow the children to make their own choices so they can feel empowered and successful.

Physical:

- Help the young child to develop physically while protecting their safety.
- Encourage the young child to develop large and small motor skills.
- Teach the young child good, health habits.
- Help the children understand and follow their own built in timetables.

Cognitive:

- Help develop the feeling of competence and satisfaction while acquiring and mastering new skills.
- Help develop a sense of responsibility and belonging.
- Help stimulate the child's curiosity and imagination.
- Help express the child's ideas and concepts.
- Help the child gain a deeper understanding and greater awareness of the world around them.
- Teach the basic educational curricula (science, language, math, music, art and play).

Emotional/Social

- Help the child develop a sense of self-acceptance.
- Provide the environment that fosters trust and security for the child.
- Help the child develop an appropriate approach to dealing with change and disappointment.
- Help the child develop the ability to release stress and anger in a socially acceptable manner.

Discipline

It is imperative to the well-being and successful development of young children that they have clear, consistent and appropriate limits on behavior. The limits in which we set arise from two areas of importance: (a) that no harm comes to oneself or others (b) that children respect their environment and items in their environment. Our environment and curriculum is designed to minimize conflict and restrictions.

Getting Started

Enrollment

The center is required by Social Services to obtain a variety of information and signed consent forms prior to enrollment. The enrollment procedure includes: completion of forms by the parents and doctor, vaccination records, developmental profile, authorization and emergency consent forms, and a parent agreement contract which outlines the programs policies. These forms must be returned to Coastal Children's Learning Center prior to your child's first day of attendance. Each year thereafter, new forms will need to be completed by the parent and returned to the office in a timely manner. Children who have incomplete files will not be allowed in school until the matter is taken care of and the child's file is complete.

Orientation

Children will be assigned to a primary caregiver who will help them become comfortable with their new surroundings and become familiar with the routines of the center. Children respond in a variety of different ways to new settings. Some may settle in quickly, whereas, others may have a more difficult time adjusting. Children may experience anticipation, anger, sadness, or delight as they learn to trust their new teachers and know that their parents do come back at the end of the day. The transition for your child will be made easier if you leave with a cheerful good-bye. It can be very confusing and place unnecessary doubt on your child if the parent repeatedly returns for one more kiss. Please be assured that your child will be supported during this transition time.

Parents can help their child by:

- Visiting the center with your child prior to his/her start date.
- Bring in all necessary supplies before the start date so that on your child's first day you can spend time with him/her.
- Talk positively about the school, the teachers and the children.
- Assure your child that you love them, you will miss them, and that you will be back.
- Let your child know when you are leaving. It is very important that you do not sneak out of the room to avoid the sadness your child may experience. It is essential to your relationship that your child trusts you and knows that you will not disappear when they are involved with another activity.

On your child's first day of school you will need to bring:

- A blanket and small pillow with your child's name
- An extra change of clothes to keep at school; this includes underwear and socks
- Baby wipes, diapers and diaper crème, if your child is not using the toilet on a regular basis. **If your child runs out of diapers we will provide a diapering package – 1 diaper 3 wipes for a \$5 fee per diaper until stock is replenished
- A lunch box with a nutritious lunch, drink and ice pack. If your child is not sent to school with a lunch, one will be provided for a \$5 fee

Please make sure to label all of your child's belongings with a permanent marker.

Clothing

Please send your child to school in comfortable, play clothes that are okay to get messy. Children will be actively involved in many sensory activities, which sometimes involve paint, water, sand and other messy materials. Smocks are available for children to wear, if it is their choice. It can be discouraging for children and staff when parents arrive and are upset about dirty clothes.

When your child is in the potty training process please provide *at least four* changes of clothing including underwear, pants and socks with at least two shirts. All soiled clothes will be placed in your child's cubby for you to pick up at the end of the day. **NO PULL-UPS.** Pull ups do not help a child with potty training, it usually hinders the process. They are very similar to a diaper and the children sometimes cannot differentiate between the two.

We strive for independence and success for each child, so please send your child in play clothes that are free of complicated fasteners. Children will feel more successful if they can remove their own clothes without a struggle, especially during toilet training.

Shoes should be sturdy and safe for running and climbing. Tennis shoes are the best and allow your child to participate in all activities with comfort and ease. ***Please leave flip-flops, open toed sandals, and boots at home.***

Hours of Operation

School Hours

The school is open Monday through Friday 7:00 a.m. to 6:00 pm and closes promptly at 6:00 pm. If you are late, supervision will be provided for your child at a rate of \$1.00 per minute payable to the teacher at the time of pick-up.

Closures

A copy of the school closures will be given to each family at the beginning of the school year. Tuition is charged regularly without credit for the days the center is closed:

- Martin Luther King Jr. Day
- Memorial Day
- Summer Break **The Thurs & Fri of Labor Day Weekend
- Labor Day
- Thanksgiving and the following Day
- Winter Recess **The center will be closed at noon on December 24th and will remain closed until January 2nd
- Spring Recess **The Thursday & Friday of Easter Weekend
- Presidents Day
- Fourth of July
- Veteran's Day

*If holidays fall on the weekend then the school will be closed the following Monday.

General Procedures

Arrival and Departures

Children must be dropped off and picked up by an adult 18 years of age, **no exceptions**. Parents must sign their child in and out on a daily basis. **It is a state law that parents sign their full, legal signature, NOT INITIALS.** The sign-in and out book is also used to account for all children in case of an emergency. A fine of \$50.00 may be imposed for failure to follow this law.

For your child's safety, always let a teacher know when you and your child arrive in the morning and when you depart in the evening. If someone rather than yourself is picking your child up from school, please let the teacher know. You may add them to your emergency paperwork or leave a note in your child's file. We will check all picture I.D.'s before releasing a child.

Pick up time

When picking your child up from school, please take a few moments to spend with him/her so they can leave school on a positive note. Allow your child to finish their project/activity and encourage them to clean up; this is a good transition for heading home.

Occasionally, childcare centers are put into a difficult position by parents who are involved in a custody dispute. In the absence of a Court Order, a childcare center cannot deny a parent access to his/her child. For the safety and emotional stability of all children, please do not engage in arguments on school grounds. The teachers first and foremost responsibility is to care for the well being of your child, so we ask that all personal matters be kept personal and not involve the teachers.

Coastal Children's Learning Center will not release a child at any time to a parent or designated individual who is visibly impaired due to alcohol consumption, substance abuse or other substances. The center will telephone additional persons from the Emergency Information form to arrange for alternate pick up. In a situation where other authorized adults are not available or insistence upon taking the child from the center by the impaired adult will result with the center notifying the appropriate law-enforcement officials.

Fees and Tuition Policies

Payment Policies:

Tuition is due and payable in advance on the first day of the selected method of payment (monthly or semi-monthly). We offer a 10% sibling discount to families on their lowest tuition rate. There will be no tuition reductions due to absences, vacations or holidays. We reserve the right to require money orders or cash from families who have returned checks. We charge \$25.00 for each returned check.

Tuition is due in advance unless arrangements have been made with the owner. Tuition Express enrollment is mandatory. There will be a \$10.00 late fee per week added to all accounts, which are past due. If payment is delinquent for more than one week the owner reserves the right to refuse childcare until the balance is current.

DIAPERS **If your child runs out of diapers we will provide a diapering package – 1 diaper 3 wipes for a \$5 fee per diaper until stock is replenished

LUNCH ** If your child is not sent to school with a lunch, one will be provided for a \$5 fee

Tuition Increases

There will be *a minimum* 5% increase in tuition each calendar year to adjust for rising costs and Center improvements.

Registration Fees

There is an annual registration fee of \$80.00 per child per calendar year.

Security Deposits

Each child enrolled in the school will be assessed a security deposit based on their enrollment schedule. To obtain a full refund of your deposit, your child must be enrolled in the program for a minimum of three months, a two-week written notice must be given to the director or owner, and all fees must be paid in full. Coastal Children's Learning Center reserves the right to apply the security deposit towards any unpaid fees. All returned security deposits would be mailed to you within two weeks.

Transitions

Your child will transition to another class when he/she has reached the appropriate age and developmental level of the next group and when space becomes available. The cut off date for each classroom is December 2nd. The Toddler Option class must be 18 months by the first day of enrollment. Transition to the Jellyfish class may be at 24 months or 30 months. The ratio changes from 1:6 in the Toddler Option class to up to 1:12 in the Jellyfish class. In the Jellyfish Class (2 year olds) children must be 2 years by enrollment. The Seahorse Class Birth date Cutoff is 12/2/04 (3 year olds) and the Sea stars Birth date Cutoff is 12/2/03 (4's & 5's) Coastal Kids school year starts 9/2 and they transition into their new groups July 1. ****FYI: Public schools use 12/2 and private schools use 9/1 for kindergarten entry (must be 5 yrs. by that date)**

When children move into the next group the new, lower tuition will go into effect on the first of the following month.

Health Policies

Guidelines for excluding ill children

When children first begin school their immunities may need to be built up. Although this may be frustrating for both the child and the parent, there is a positive result; many children illnesses result in a lifelong immunity. For children's safety and comfort, we will contact a parent to pick their child up from school if he/she shows any of the following symptoms:

- Fever (100 degrees or higher)
- Vomiting
- Diarrhea
- Wet or continuous cough
- Nose that has green mucus or needs constant wiping
- Any open or oozing sores
- Rashes
- Pink or goopy eyes
- The child needs one-to-one care
- The child appears to be in extreme discomfort

The child will need to be free of **ALL** symptoms and fever or pain reduction medicine for 24 hours before they return to school. Parents must have a doctor's note prior to their child returning to school.

Please notify the office immediately if your child has a contagious disease: strep throat, pink-eye, measles, mumps, chicken pox, impetigo, ringworms, head lice or any other illness that is categorized as a contagious disease. The school is mandated by the Health Department to post all contagious diseases. We will always post the signs by the sign in and out books in the front of the center. This will allow parents to watch for any signs of the illness in their own child. Teachers are required to evaluate each child's health when he/she arrives at school. Teachers will not allow children who are sick in the classroom. The teachers and director use their discretion and best judgment when sending children home. If your child is not feeling well please do not send him/her to school.

Medication Policy

The school will administer *prescription medicine* to your child if:

1. The medicine is in its original container.
2. The dose is labeled on the bottle.
3. Parents complete the proper medication form.

The school will not administer any over the counter medications, which include, but not limited to: Tylenol, Advil, cough medicine or allergy medicine.

*If you give your child any medication before they arrive at school please let the teacher know what it was and why it was given to your child.

Sunscreen: It is the responsibility of the parent to apply sunscreen to his/her child in the morning hours. Parents may leave a bottle of sunscreen at school for their child and the teachers will reapply sunscreen after nap provided your child's Sunscreen Release Form is on file.

General Information

Birthday Celebrations:

Parents are welcomed to come and celebrate their child's birthday at school. Parents are welcome to bring birthday treats to the classroom to share with all of your child's friends; birthdays will be celebrated during afternoon snack. We encourage you to avoid sugary items and bring a more nutritious snack such as fruit, cupcakes with cream cheese or whip cream frosting, gogurts, frozen yogurt, popsicles, etc. Parents may also like to donate a book in honor of their child's birthday. All donated books will be tagged on the inside cover 'In honor of...birthday'.

Breakfast, snacks and Lunch:

Breakfast is the most important meal of the day. Children need to start their day off with a healthy, nutritious meal. If your child arrives at the center *before* 8:00 a.m. you may bring his/her breakfast to school with them. Please avoid donuts or other foods that are high in sugar.

The school provides a healthy snack for the preschoolers and the toddlers in the morning and the afternoon. If your child arrives after the scheduled snack time please make sure they have had something to eat before they arrive at school. The director posts the snack menu monthly. If your child does not like the snack or is allergic to the snack that we provide, you may supply your own snack for him/her.

A lunch program is available for the children on an emergency basis for a fee of \$5.00 per day. If you forget your child's lunch, one will be provided and a \$5.00 fee will be added to your account.

Children need to have a lunch box with an ice pack. All food should be put in containers or baggies that children can open on their own. **NO SIPPY CUPS OR GLASS CONTAINERS.** Please do not send your child to school with gum or candy.

Toys:

The center is designed to be a developmental, learning environment, in order for your child to participate and get the most that he/she can out of the program, we ask that all toys remain at home or in the car. Preschoolers may bring in a toy on their scheduled share day only. All toys brought in on share day should have the child's name clearly written on it. The school will not be responsible for any lost or broken toys. Toy weapons are not allowed at school and will be taken away immediately and will be stored in the office until the end of the day.

Biting Policy:

Excessive or habitual biting by an individual child will not be tolerated. Corrective action by the parent must be taken after the 3rd incident. A parent teacher conference is required at this point to discuss corrective action. If behavior continues Coastal CLC reserves the right to release the child from the program.



COASTAL
 CHILDREN'S LEARNING CENTER
 WWW.COASTALCLC.COM
 949-722-1005

Minor Photo Release

(A minor is any individual who is 17 years old or younger)

I, _____, parent or legal guardian of _____, do hereby give permission to the Coastal Children's Learning Center, to use his/her photograph or photographic image in official Coastal Children's Learning Center business including: web sites, newsletters and newspapers etc. I understand that Coastal Children's Learning Center legally requires that all minors who have agreed to pose for a photograph for use of the Coastal Children's Learning Center must have a parent or legal guardian sign a photographic release form. It is agreed that the use of my photograph or photographic image shall in no way be used in any other forum other than for official Coastal Children's Learning Center business.

In consideration of my engagement as a model, and for other good and valuable consideration herein acknowledged as received, I hereby grant Coastal Children's Learning Center and assigns, those acting with its authority and permission the irrevocable and unrestricted right and permission to copyright, in its own name or otherwise, and use, re-use, publish, and re-publish photographic portraits or pictures of my child, or which my child may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations, in conjunction with my own or a fictitious name, or reproduction thereof in color or otherwise, made through any medium at his studios or elsewhere, and in any and all media now or hereafter known for illustration, promotion, art, editorial, advertising, trade, or any other purpose whatsoever. I also consent to the use of any printed material in conjunction therewith.

I hereby waive any right that I may have to inspect or approve the finished product and the advertising copy or other matter that maybe used in conjunction therewith or the use to which it may be applied. I hereby release, discharge, and agree to save harmless Coastal Children's Learning Center and assigns, and all persons acting under its permission or authority or those for whom acting from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

I do hereby release, acquit and forever discharge the Coastal Children's Learning Center, its officers, employees, attorneys, representatives, insurers and assigns from any and all demands, cause of action and/or judgments of whatsoever nature of character, past or future, known or unknown, whether in contract or in tort, whether for personal injuries, property damage, payments, fees, expenses, accounts receivable, credit, refunds, or any other monies due or to become due, or damages of any kind or nature, and whether arising from common law or statute, arising out of, in any way, the use of my photograph or photographic image for official Coastal Children's Learning Center business.

This release contains the entire agreement between the parties and shall be binding upon and inure to the benefit of the successors and assigns of the undersigned.

Executed on the ____ day of _____ 20__

 Name of Child

 Printed Name

 Parent or Guardian Signature



Tuition Express

Payment Processing Schedule

As you are aware, we have decided to use Tuition Express as our automatic tuition payment processing service. With this service we are able to reduce the time and effort it takes our staff to process payments. Additionally, Tuition Express is the safest, most efficient means of payment processing and will allow us to better address your specific payment needs.

Below you will find a list of payment options. You may chose one (1) payment option. We hope that by offering these payment options we can assist you in meeting your personal payment needs.

- _____ Every Two Weeks: Your payment will be deducted on the 1st and the 15th of each month.

- _____ Monthly: Your payment will be deducted on the 1st of each month for the upcoming month.

- _____ Monthly: Your payment will be deducted on the 15th of each month for the upcoming month.

Please note: When the payment date reflected above falls on a weekend or holiday the center will process the payment on the next available business day.

Thank you for your continued support of our center and the programs we offer.

Sincerely,

Kristin Bryson
Owner/Administrator



**TUTION INFORMATION
(2008)**

Schedule Monthly 2 weeks deposit

FULL DAYS 7:00 a.m. – 6:00 p.m.

Toddler Option (18 mos. – 24 mos.)

Full Time (M-F)	\$940	\$470
Part Time (MWF)	\$715	\$358
Part Time (TTH)	\$565	\$283

Preschool (2&3 yrs.)

Full Time (M-F)	\$784	\$392
Part Time (MWF)	\$678	\$339
Part Time (TTH)	\$519	\$260

Preschool / Pre-K (4&5 yrs.)

Full Time (M-F)	\$746	\$373
Part Time (MWF)	\$611	\$306
Part Time (TTH)	\$415	\$208

HALF DAYS 8:45 a.m. – 12:15 p.m. or 2:30 – 6:00 p.m.

5 ½ days (M-F)	\$510	\$255
3 ½ days (MWF)	\$345	\$173
2 ½ days (T TH)	\$235	\$118

*** For those children who are not yet potty trained, tuition is an additional \$50 per month on the half-day schedule pricing. When the child is accident free for one month the fee will be removed from the following months tuition.*

KINDERGARDEN AFTER SCHOOL CARE 1:15 P.M. - 6:00 p.m.

5 Afternoons (M-F)	\$260	\$130
3 Afternoons (MWF)	\$245	\$122.50
2 Afternoons (T TH)	\$225	\$112.50

IMPORTANT INFORMATION:

- Annual Registration Fee - \$80 per child
- 2 weeks deposit is put towards last 2 weeks of tuition
- First tuition billing in advance
- No compensation due to non-attendance for sick or vacation times
- 10% sibling discount applied to the lower of the tuitions
- Tuition is paid through TUITION EXPRESS only
- There will be a 5-10% tuition increase each calendar year (January)