



Country Day School
LLC

Handbook

2026-2027



Country Day School
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Dear Parents,

Welcome to Country Day School, LLC (CDS)! We are pleased that you have chosen Country Day School for your child's early learning experience. We look forward to helping your child grow – inside and out – and consider it a privilege to work closely with you throughout the coming year.

We strive to create a safe, happy environment that fosters a love of learning. Your child's first school experience should be a positive one that helps lay a strong foundation for future learning. Through our program of supervised play and age-appropriate lessons we strive to provide a wonderful experience for your child where they learn and grow physically, socially, and academically.

Please feel free to contact me with any questions or concerns.

Sincerely yours,
Rachel Wade
Director

P.O. BOX 251 | MONTROSE, AL 36559

WWW.COUNTRYDAYFAIRHOPE.COM | (251) 928-1403 | COUNTRYDAYFAIRHOPE@GMAIL.COM

Registration Policy

Enrollment is open to children ages 18 months through five years old. Acceptance is determined by the number of places available in each class. Before a child can be admitted to our program, we must have a completed registration packet on file. Parents must notify the office when any pertinent information changes.

To register for our kindergarten class, children must turn five years old on or before September 1st.

Currently Enrolled Families

Currently enrolled families will have the privilege of early registration. This will take place in January before registration opens to the public. Currently enrolled students and their younger siblings are invited to participate in early registration.

New Families

New families will be enrolled on a first come, first served basis. Registration for the following school year is generally held toward the end of January. We allow families to register at any time for the current school year if there are openings.

Fees

A non-refundable registration fee of \$250.00 is required to enroll your child in the school. A one - time tote bag fee of \$35.00 will be due with the registration.

Fundraising Fee

In lieu of a fundraising event at Country Day School, we have adopted a fundraising fee. This \$50 fee will be payable in October of each year. This fee pays for a variety of items for the children's benefit at the school. Each year a different need will be met with the fundraising fee. A statement will be sent to each family in September.

School Hours

9:00 a.m. – 12:00 p.m. Monday, Tuesday, Thursday, and Friday

9:00 a.m. – 1:00 p.m. Wednesday

Optional Early Morning Drop Off between 8:00 and 8:10 a.m. is available Monday, Tuesday, and Friday for an additional fee.

Separation Problems

It has been our experience that children who are having separation problems at drop off times should be immediately placed in the capable hands of their teacher. The parent should then quickly make their exit. We have found that the longer the parent stays, the more emotional it becomes for the child. We encourage parents to call the school office to check on their child's status. If your child continues to be unduly distressed, we will call you.

Calendars

Each month you will receive a class calendar of events for the coming month. Please read it to find out what is going on in your child's classroom.

Field Trips

Since our students are too young to leave campus for field trips, we have arranged for the events to come to our school. This information will be on your monthly calendar. If you have a talent you would like to share with the school or your child's class, please contact the office.

Our Teachers

CDS teachers bring experience, talents, and dedication to the classroom. Many of our teachers hold college degrees, while others bring decades of valuable experience working with young children. All staff members complete background checks, are CPR certified, and participate in ongoing professional development to continue strengthening their skills and providing a high-quality early childhood learning environment.

Pupil-Staff Ratios

Ratios vary depending on the age of the children and the type of class. These ratios will be discussed during Parent Night prior to the start of the school year. If you have questions regarding ratios for your child's class before Parent Night, please feel free to contact the school office.

Faith and Traditions

CDS does not follow a formal religious curriculum. However, in keeping with our mission statement, classes may sing a blessing before snack time and may occasionally participate in religious-themed crafts or stories during holiday seasons. We aim to be respectful of all families and will make reasonable accommodations when possible.

Learning at Country Day School

Our teachers work to meet program goals that support the social, emotional, and academic development of children at each age and stage. CDS program goals are available to parents upon request.

CDS does not follow a single school-wide curriculum. Instead, our teachers use a variety of instructional resources to support early learning. This includes phonics activities, interactive read-alouds, early math instruction, and activities designed to strengthen fine motor skills.

Teachers take pride in tailoring their lessons to the abilities of their students and use a variety of teaching methods such as hands-on learning, exploration, direct instruction, and play to help children reach their learning goals.

CDS has served families in our community since 1973. Our program operates as a license-exempt program under Alabama law due to the duration of our daily program schedule.

For more than fifty years, CDS has maintained its own policies, procedures, and safety practices to provide a nurturing, developmentally appropriate environment for the children and families we serve.

Tuition and Fees

Tuition is charged on an **annual basis**. All fees must be paid before a child is registered for the following year. Payment options are as follows:

	Annual	Semester (August - January)	Monthly (August- May)
Kindergarten	\$3,000.00	\$1,500.00	\$300.00
5 Day	\$2,750.00	\$1,375.00	\$275.00
3 Day	\$2,550.00	\$1,275.00	\$255.00
2 Day	\$2,350.00	\$1,175.00	\$235.00

- If paying monthly, tuition is due the first day of each month. After the 5th, a \$25.00 late charge is added.
- A \$25.00 service charge is applied to all returned checks.
- No post-dated checks will be accepted.
- A full one month's notice must be given before withdrawal from Country Day School.
- Pre-payment or cash payment may be required based on past payment history.
- An account cannot be more than thirty days past due. Attendance is contingent on a current account.

ProCare and Tuition Payments

Country Day School uses ProCare, a free online portal for you to access account information and easily pay tuition. ProCare is safe, secure, and implemented for your convenience. Please follow the email instructions to complete your child's profile. Although ProCare is our preferred payment method, we will still accept checks and cash. If paying with checks or cash be sure that your payment is in an envelope labeled with your child's first and last name, their teacher's name, the payment type (ex: tuition), and the amount.

Tuition Refund / Withdrawal Policy

By signing and submitting a registration form, parents agree to all financial terms and obligations. Any withdrawal of a student, whether by parent or Country Day School, shall require one month's tuition from the date of dismissal. Records will not be released until all fees have been paid. A written withdrawal must be completed by the custodial parent for a withdrawal date to be set.

Optional Early Morning Drop Off

This program is offered on Monday, Tuesday and Friday mornings. There is an additional fee for this program. You must sign your child up in advance for this program, drop-ins will be permitted only if space allows. Emergency circumstances will be considered. Drop off for this program is 8:00 am until 8:10 am. At this time the doors will be locked again until the 9:00 am drop off time.

School Day Information

School begins at 9:00 am for all students.

Children should be picked up at their assigned classroom door. The person responsible for picking the child up should sign the child out on the sign out sheet with the teacher.

- Pick up time for 2 day and 3 day classes is between 11:45 – 11:55 with the exception of Wednesday (12:45 – 12:55).
- Pick up time for 5 day classes is between 12:00- 12:10 with the exception of Wednesday (1:00-1:10).
- After the pick-up window, doors will be closed and you will be considered late.
- A fee will be charged for late pick-up.

Car Line, Carpool, and Parking Lot Safety

The safety of our students is a top priority at CDS. Our faculty works diligently to provide a safe environment during the school day; however, parents are solely responsible for their child's safety before school hours, while waiting for doors to open, and after dismissal.

Car Line Procedures

Children should be dropped off through the car line, where a staff member will assist them out of the vehicle. Children should remain safely inside vehicles and should not hang out of windows or sunroofs. For a smooth drop-off, please have your child unbuckled with their bag in hand as you approach. Children should not open their own car doors or exit the vehicle without assistance.

Parents are asked to remain attentive and refrain from using cell phones during drop-off and pick-up times.

Parking Lot Guidelines

To help keep everyone safe and traffic flowing smoothly, please follow these guidelines:

- Park only in designated parking areas. Do not double park or park in non-designated areas, including along Oak Hill or on the grass behind the teacher parking area/boat storage facility.
- Do not move, park in front of, or drive around safety cones.
- Drive slowly when entering and exiting the service road and parking areas.
- Handicapped parking areas are reserved only for vehicles with a valid permit.
- Do not linger in the parking lot so traffic can continue to move efficiently.

The parking lot is not a safe place for children to play. Children should remain with a parent at all times. Always hold your child's hand when walking to and from the building and while crossing the parking lot.

Pick-Up Authorization

When your child goes home with someone other than their regular ride, they must first bring a written note from home. This also includes family members who have never picked up your child before. These people should be prepared to show picture identification to your child's teacher. Please help us with this policy by always having your driver's license with you and informing all others who may pick up that it will be requested.

Toys

Toys should not be brought to school unless your child's teacher has a special show-and-tell.

School Clothing

We play outside every day, weather permitting, so please dress your child in appropriate play clothes. Always send a jacket or sweater in the winter – please label these with your child's name. Please pack a change of clothes in a zip lock bag in your child's tote bag – change this as the weather changes. Be sure to include socks and underwear.

For safety, the following clothing is considered inappropriate: flip flops, cowboy boots, cleats, thong sandals and slick soled shoes. Tennis shoes or shoes with a back strap are the appropriate choices.

No costumes, please.

Potty Training

Our teachers are willing and happy to help with the potty training of your child, but please remember to send him/her in child friendly clothes (no snaps, buttons or overalls). Elastic waist pants, shorts, etc. are best. Children should be accident free for an entire week before coming to school in underwear.

Please note that children must be potty independent to be eligible for our 5-day program.

Snacks and Parties

Preferred snacks are:

- Juice or water – no soft drinks, glass or wide mouth containers
- Cheese
- Crackers, Pretzels, Goldfish
- Fruits & Vegetables
- Sandwiches – **NO NUT SPREAD!** (See no Nut Policy)

Snacks not allowed are:

- Soft Drinks
- Pizza or taco Lunchables
- Fast food
- Candy
- Nut Products

Remember, only a snack is needed each day (except for Wednesday). On Wednesday, please send a lunch for your child. Please do NOT send glass or wide-mouth containers.

We will have a Halloween, Christmas, Easter and End of the Year Party. Parents may sign up to help with these events. Please contact your child's room mom if you wish to help. No

sweets with heavy icing, candles or balloons are to be brought to any event. The school will provide a special “Friendsgiving” Thanksgiving feast for students and teachers.

Snack Pack

If a child does not have a snack or has a snack that contains a nut product, a “snack pack” will be provided. “Snack Packs” contain a juice box, a salty and a sweet. The pack cannot be broken for one item. (ex. If your child does not have a drink, they will get the whole pack) Each package will have a charge of \$2.50. A statement will be placed on your child’s school bag.

No Nut Policy

At Country Day School we have a “NO NUT POLICY” for the safety of our children. In recent years many children have begun to exhibit high sensitivity levels to nut products. For this reason, we are asking parents to refrain from sending any snacks to school that contain nuts. If snacks do contain any type of nuts, the snack will be placed back in the child’s tote and a snack pack will be provided.

We appreciate your help and understanding regarding this policy. All of the children’s safety and well-being are of the utmost importance to each of us at Country Day School.

Birthdays

Birthdays are important, and we love celebrating each child in a simple and special way at school. If you would like to send a birthday treat, you are welcome to do so. Birthday items should be sent with your child that morning through carline.

Birthday treats should be simple and easy to serve, such as cookies, muffins, rice krispie treats, mini cupcakes, mini donuts, or juice. Please send only what is needed for the class along with napkins or plates if necessary. To keep the focus on a brief classroom celebration, birthday snacks should not include cakes, candles, decorations, candy, balloons, or party favors. This is a special snack time, not a party, and parents do not attend.

Parents should reach out to their child’s teacher in advance before sending a birthday treat.

If you are planning a private party outside of school, invitations may be sent home with students only if the entire class, all girls, or all boys are invited.

School Pictures

School pictures will be taken in September. Parents are under no obligation to purchase pictures.

Discipline

One of our goals at Country Day School is to provide children with a secure environment where they can work and play together in a friendly, cooperative way. Our teachers will establish a behavior management system that reinforces positive behaviors and provides the children with ongoing opportunities to develop solid self-discipline skills, while maintaining a safe classroom situation.

In most instances, we can effectively manage inappropriate behaviors through redirection and rewarding of “good” behaviors with praise and special recognition. We do have certain rules that children must follow for the health and safety of the entire group. We prefer a positive approach of managing children’s behavior. We focus on desirable behavior and praise children for it. When undesirable behavior occurs, we use such methods as verbal reminders of acceptable behavior, removing the child from the situation, and notes to the parents for a coordinated effort to change problem behavior. The faculty does not administer corporal punishment. Parent-teacher conferences can be arranged during the school year.

If at any time a child’s behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom. At the discretion of the director, Country Day School shall make final decisions on disenrolling students for cause.

Illness

Students must be free of fever, vomiting, and diarrhea for at least 24 hours without the use of fever-reducing medication before returning to school. This means that if a student leaves school due to fever, vomiting, or diarrhea, they should not return the next day.

If a child appears to be ill, parents will be called to pick them up. Children with ringworm, chicken pox, or pink eye will be sent home with instructions not to return until treated by a physician. The physician must provide documentation stating that the child may return to school. Children must be lice- and nit-free to attend school.

Hand, Foot, and Mouth Disease

Children diagnosed with Hand, Foot, and Mouth Disease should remain at home until all of the following are true:

- They have been fever-free for at least 24 hours without medication.
- Blisters are dry and no longer oozing.
- The child is well enough to participate comfortably in normal classroom activities.

Contagious Illness Notification

If your child is diagnosed with a contagious illness, please notify their teacher or the school office as soon as possible. This allows us to take appropriate measures to prevent the spread of illness and to inform other families if necessary. CDS follows the recommendations of the CDC, and our policies may change based on updated guidelines.

If parents cannot be reached and a child needs immediate medical attention, paramedics will transport the child to Thomas Hospital. Every child must have a signed medical authorization form on file.

School Holidays

Please visit our website countrydayfairhope.com to view our 2026-2027 school calendar.

Safety

Fire Drills are conducted throughout the school year. Staff will lead children through the appropriate steps in vacating the building in case of fire.

In case of an unexpected severe weather threat, the teachers will move the children to a designated safe area of the building. The children and staff will remain there until the warning is lifted.

If we have an unsafe visitor on the grounds, the school will go into a lock down and the police will be notified.

Security

In our ongoing effort to keep your children as safe as possible when they are away from you, we have implemented a security system in the school. The front doors are open from 8:00 – 8:10 am for Early Morning Drop Off and from 8:45 – 9:15 am for regular school drop off. They will also be open for dismissal each day. At all other times the doors will be locked. Anyone wishing to enter the building at any other time will have to ring the doorbell to be let in. If it is a person who is not recognizable as a child's parent, they must be prepared to show a picture identification to enter the school to retrieve a child.

Inclement Weather

For the safety of the children, our weather policy is as follows:

If there is a tornado watch for our area school will be in session, however, you are to use your own discretion whether to bring your child to school. If the weather becomes severe, you are urged to pick your child up immediately. If we are under a hurricane watch or

warning there will be no school until the watch has been lifted from our area, and you will receive a ProCare message informing you of the closure. We will follow the Baldwin County public school system inclement weather closure decisions.