



Country Day School  
LLC

# Handbook

2023-2024

P.O. BOX 251 | MONTROSE, AL 36559

[WWW.COUNTRYDAYFAIRHOPE.COM](http://WWW.COUNTRYDAYFAIRHOPE.COM) | (251) 928-1403 | [COUNTRYDAYFAIRHOPE@GMAIL.COM](mailto:COUNTRYDAYFAIRHOPE@GMAIL.COM)



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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

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## Registration Policy

Enrollment is open to all 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 1<sup>st</sup>.

## 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 year is generally held the last week in January, however, we do allow families to register at any time during the 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 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 your child's teacher. The parent should then quickly leave school. 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 be taken away from the school grounds on field trips, the events will be arranged 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.

## 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 (Aug & Jan)	Monthly (August- May)
Kindergarten	\$2,750.00	\$1,375.00	\$275.00
5 Day	\$2,650.00	\$1,325.00	\$265.00
3 Day	\$2,350.00	\$1,175.00	\$235.00
2 Day	\$2,250.00	\$1,125.00	\$225.00

- 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.

## ProCare and Tuition Payments

Country Day School uses ProCare, a free online portal for you to access account information and easily pay tuition. Please note that there is a \$5 convenience fee for all online payments. 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. The doors will be opened at that time. 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 2/3 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).
- Doors will be closed at 11:55 & 12:10 (Wednesdays 12:55 & 1:10), and you will be considered late.
- A fee will be charged for late pick-up.

### **Car Line and Carpool**

Children are to be dropped- off through our car line where we will open their car door for them. Your child must be unbuckled and have their bag in hand as you approach the drop off area. Children should not open their own car doors and walk in without being assisted. This is for their safety.

**Parents should refrain from using cell phones during drop off and pick up times.**

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

Books are a welcome treat at school. Please remember to label them. Toys are not allowed to 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.

## 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.

## 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, Valentine, 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.**

### 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 the school gives each birthday child special attention. The food a parent sends to school to celebrate their child's special day should be limited to cookies, muffins, rice krispie treats, mini cupcakes, mini donuts, juice, party plates and napkins. PLEASE, NO, CAKES, CANDLES, DECORATIONS, CANDY, BALLOONS, OR PARTY FAVORS. The teacher should be notified before you send a birthday treat for the class. Also, if you are planning a private party outside of school for your child, the school will allow you to send invitations home with the children, only if all girls, all boys or the whole class is 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. In

the discretion of the director, Country Day School shall make final decisions on disenrolling students for cause.

## Illness

In the event your child becomes sick at school or has any type of accident, you or other designated persons will be notified immediately.

Children will not be allowed to attend school with a green discolored runny nose. They must be fever free for 24 hours WITHOUT FEVER REDUCING MEDICATION before returning to school. This means that if they leave school due to fever, they should not return the next day. If a child appears to be ill, parents will be called to pick them up. Children with lice, ringworm, chicken pox, or pink eye will be sent home with instructions not to return until treated by a physician. The physician must send documentation stating the child can return to school.

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. In addition, please keep your place of employment and emergency numbers current in the office.

## COVID Policy

If anyone in your household tests positive for COVID, please notify the office as soon as possible. Your child should remain at home for at least five days, even if they do not test positive. Students may return after five days if they are symptom free. CDS follows the recommendations of the CDC, our policy is subject to change based on their recommendations.

## Medication

CDS does not administer medication unless it is for a life-threatening condition such as asthma or severe allergies. A signed and dated authorization form must be completed, and medication must be in the original container.

## School Holidays

Please visit our website [countrydayfairhope.org](http://countrydayfairhope.org) to view our 2023-2024 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 9:00 – 9:15 am for regular school drop off. They will also be open for dismissal each day. At all other times the front 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 an email stating closure. We will follow the Baldwin County public school system inclement weather closure decisions.