



Country Day School

2021-2022 Handbook

P.O. Box 251
Montrose, Alabama 36559
251-928-1403

Country Day School

Dear Parents,

Our goal as teachers of your preschool age child is to see that your child has a positive experience during their time with us. Your child's first experience in a school atmosphere should be a happy one, which contributes to their feeling of well being and acceptance. These first impressions set the stage for the years of schooling that are to follow as your child learns to function with others within a group. Through our program of supervised play, we hope to provide a happy, protected experience for your child while they learn to take responsibility for their actions and make good choices.

We are pleased that you have chosen us to provide education, care and guidance for your child. 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.

Sincerely,

Stacey Martinieri

Registration Policy

Enrollment is open to all children ages 18 months through five years old, regardless of religion, race, sex, or creed. Acceptance is determined by the number of places available in each class. In order to register for our kindergarten class, children must turn 5 years old on or by September 1st.

There will be no class changes after rosters are put together in June

Currently Enrolled Students

Students currently enrolled in any class shall have first choice for the following year registration. The period for such registration shall be the month of January. Younger brothers and sisters of currently enrolled students are also subject to the above privileges.

New – Enrolled Students

Children in this category shall have the opportunity of being enrolled on a first come, first serve 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 is class availability.

Fees

A **non-refundable** registration fee is required to enroll your child in the school. A one - time tote bag fee will be due with the registration. Prior to the first day of school, you will receive a supply list for your child to bring to class.

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. Additional fee required.

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. In the event that 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. All payments for the current year must be completed before a child is withdrawn. Payment options are as follows:

	Annual	Semester (Aug & Jan)	Monthly
Kindergarten	\$2450.00	\$1225.00/\$1225.00	\$245.00
5 Day	\$2350.00	\$1175.00/\$1175.00	\$235.00
3 Day	\$2250.00	\$1125.00/\$1125.00	\$225.00
2 Day	\$2150.00	\$1075.00/\$1075.00	\$215.00

- If paying monthly, tuition is due the first day of each month. After the 5th, a \$25.00 late charge is added. This includes the month of May.
- 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.
- Tuition should be mailed or dropped by the school if your child is sick or out of town to avoid late fees.
- A fee will be charged for late pick-up.
- Pick up time for 2/3/5 day classes is between 11:50 – 12:10 with the exception of Wednesday (12:50 – 1:10).
- Front doors will be closed at 12:10, and you will be considered late.
- An additional charge will be incurred for each additional 5 minutes beginning at 15 minutes after.

Tuition Refund / Withdrawal Policy

By signing and submitting a registration form, parents agree to all financial terms and obligations for the school year. Should a parent decide to withdraw their child(ren) from Country Day School at any time after enrollment or reenrollment, they will be responsible for payment of 50% of the remaining annual tuition at the time of withdrawal from school. Records will not be released until all fees have been paid. A written withdrawal must be completed by the custodial parent in order for a withdrawal date to be set.

Fund Raising Fee

In lieu of a fund - raising event at Country Day School we have adopted a fund raising 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 fund raising fee. A statement will be sent to each family in September.

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. Dismissal is 11:50 – 12:10 for all classes, with the exception of Wednesday. Dismissal is 12:50-1:10.

Children should be picked up at their classroom door. The person responsible for picking the child up should sign the child out on the sign out sheet posted by the classroom door daily.

Car Line and Car Pool

Children are to be driven through 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.** Your teacher will discuss her policy for show and tell. Television viewing is not allowed at school except on Pajama Day and if the teacher is working on a unit and is using a short film as a form of enrichment for the lesson.

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.

These items are not allowed at school: **Umbrellas and backpacks.**

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
Cup of fruit and vegetables
Pretzels, Gold Fish
Sandwiches – **NO NUT SPREAD!! (See no Nut Policy)**

Snacks not allowed are: Soft Drinks, glass or wide mouth containers
Pizza or taco lunchables
Fast food
Candy

Remember, only a small portion of snack is needed except on Wednesday. Then the children will need a hearty snack or light lunch (sandwich).

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. At this time, no homemade food items will be allowed at parties. Please provide pre-packaged items for the class. **No sweets with heavy icing, party favors, candles or balloons are to be brought to any event.** Children and parents are asked not to wear any masks or costumes to school, including parties. Teachers will provide a Thanksgiving Feast for their class. Individual lunches for your child brought in from fast food establishments are not allowed. You may however bring lunch in for the entire class on special occasions if you would like.

“Snack Pack” A “Snack Pack” will 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. 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. No spreads please!

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.

IMPORTANT

Always read labels. Be careful not to prepare “nut free” snacks and lunches on the same surface where nut products have been used or with the same utensils.

****It's always safe to avoid items when their labels read – May contain traces of nuts or peanuts.**

****When looking for snack and lunch items that are nut-free always READ LABELS**

Words to look for on Labels of Nut Products: Peanuts*ground peanuts*peanut butter*peanut oil*goober nuts*artificial nuts*mixed nuts*hydrolyzed peanut protein*mandelonas*goober peas*beer nuts*peanut flour*contains traces of peanuts or contains traces of nuts

Birthdays

Birthdays are important and the school gives each birthday child special attention. The food a parent brings to school to celebrate their child's special day should be limited to cookies, muffins, rice krispie treats or mini donuts, juice, party plates and napkins. PLEASE, NO CAKES, CUPCAKES, CANDLES, CANDY, BALLOONS, OR PARTY FAVORS. The teacher should be notified at least two days before the party. 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

Photographs of the children will be made in the fall – usually in October. Parents are under no obligation to purchase pictures. You will receive more information at a later date.

Discipline

Discipline is a learning experience, not a punishment. One of the goals of the faculty working with the children is to help them learn to live comfortably with themselves and others. In order to achieve this, the child needs to develop self-control and be responsible for his or her own actions.

BITING is not acceptable behavior at school. Any child who bites another child three (3) times will be asked to remain at home until he or she has out grown this phase of their life. 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 communication with 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 and after each evaluation if necessary. Parents are welcome to visit the school any time during school hours.

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 48 hours 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, the 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.

Class Visitation

Parents are always welcome to visit/volunteer in their child's classroom. It is requested that you contact your child's teacher 24 hours in advance to arrange an appropriate time.

School Holidays

Country Day School will observe the following holidays:

First Day of School	August 16
Labor Day	September 6
Fall Break	October 8 & 11
Veterans Day Holiday	November 11
Thanksgiving Holiday	November 22-26
Christmas Holiday	December 17- January 3
MLK	January 17
Mardi Gras / Winter Break	February 28 – March 4
Spring Break	April 4 - 8
Good Friday	April 15
Last Day of School	May 18

Fire Drills

Fire Drills are conducted during the school year.

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 15 minutes prior to 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 buzz 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 or not 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.