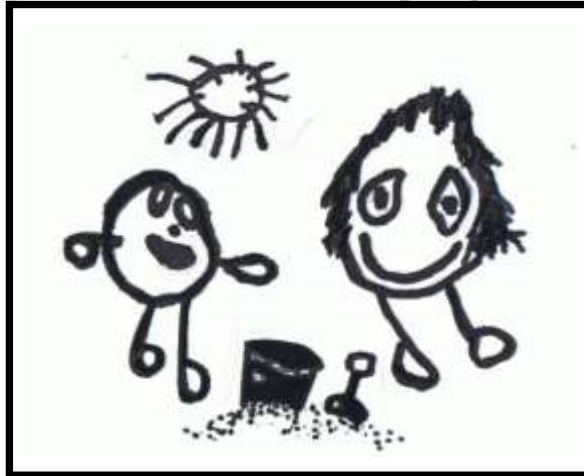


Coastal Kids



Preschool

Parent Handbook

2010 – 2011

12 Jackie's Trail
Damariscotta, ME 04543
563-5335

Transitional 2nd site
77 Belvedere Rd.
563-1047

TABLE OF CONTENTS

| | |
|--|----|
| MISSION STATEMENT | 3 |
| 2010 – 2011 FACULTY, STAFF and BOARD OF DIRECTORS | 3 |
| CURRICULUM | 5 |
| GOALS | 5 |
| PROGRAMS AVAILABLE | 6 |
| ATTENDANCE | 6 |
| ARRIVAL AND DEPARTURE | 6 |
| IMMUNIZATION POLICY | 6 |
| SICK POLICY | 7 |
| SNOW DAYS | 7 |
| DISCIPLINE | 7 |
| FOOD | 8 |
| CLOTHES AND PERSONAL BELONGINGS | 8 |
| PARENT PARTICIPATION | 8 |
| PARENT INFORMATION | 9 |
| HOURS OF OPERATION | 9 |
| RATES | 9 |
| PAYMENT POLICIES | 11 |
| TUITION ASSISTANCE | 11 |
| 2010-2011 SCHOOL CALENDAR | 12 |

WELCOME TO COASTAL KIDS PRESCHOOL (CKP)!

Please read the following information carefully, and speak to Priscilla if you have any questions. We're glad you have decided to become a part of our Coastal Kids' family!

MISSION STATEMENT

We are a group of Early Childhood Educators, Specialists, and Parents who believe that a quality preschool education should be available and accessible to every Lincoln County child. We serve two and a half to five year old children and their families through a language – based developmentally appropriate curriculum. We believe that every preschool child within our Lincoln County communities should have this opportunity to reach their full potential and be prepared for a successful school experience.

2010 – 2011 FACULTY AND STAFF

Priscilla Congdon, Education Director

Priscilla has her M.Ed. in Early Childhood Education and is a registered Developmental Therapist. She has over 30 years experience in early childhood education, special education, and administration.

Jane Gilbert, Teacher, Blue Dolphins 3 ½ -5 year old group

Jane has a B.S. in Education and Special Education. She has over 6 years experience as a teacher and developmental therapist.

Jennifer Caron, Teacher, Minnows 2 ½ - 3 ½ year old group.

Jenn has her B.S. in Education and Special Education, and has over 6 years experience as a teacher and developmental therapist.

Amy Mitchell, Teacher, Gray Dolphins 4-5 year old group (Belvedere Rd. Site)

Amy has her B.S. in Child Development and Psychology. Amy has been a teacher assistant at CKP since 1994, and music teacher for the past 3 years. For the last 2 summers, Amy has taught the Blue Dolphin class.

Teacher's Assistants and one- to -one aides for children with special needs:

Gray Dolphins

Laurie Alden

Patty Kramley

Jennifer Touchette

Blue Dolphins

Jennifer Maguire

Minnows

Erin Mitchell

Angela Staples

2010 – 2011 FACULTY AND STAFF, Cont'd

All of our staff is recognized by the State of Maine as a Certified Teacher or Educational Technician. As such, a fingerprinting background check will have been performed.

Some of our children have aides that are provided by the **Discovering Kids Program**. As this program involves detailed recording keeping, you may see these staff writing in notebooks.

Discovering Kids staff

Mindy Small Brittany Woods

Cathy Pilgrim

Board of Directors

(Coastal Kids Preschool is administered by a Board of Directors composed of community members and parents)

Martha Lynch, President

Vice President, Karen Filler

Emily Chase, Treasurer

Secretary, Jennifer Meade

Lydia Atkins Matthew Croy Joshua Jacobs

Alison Kelsey-Bryant Joanne Krawic

Rachel Zoller

CURRICULUM

Coastal Kids uses the Creative Curriculum. We have chosen this curriculum because we believe it closely reflects the philosophy and goals of Coastal Kids while providing us with an effective assessment tool for measuring your child's development.

The Creative Curriculum classroom environment is organized into interest centers. Interest centers offer opportunities for children to learn through active participation and exploration. Research shows that children learn through their actions on objects and through exploration of their environment using all of their senses. Therefore, our centers have many materials for children to manipulate in order to discover relationships. Centers include sand, water, blocks, art, dramatic play, discovery, toys and games, and library. Center times give children the opportunity to make choices and implement their own ideas, learn appropriate social skills, engage in language experiences and explore their world. During center times teachers may interact with children individually or in small groups, modeling positive social interactions, or reinforcing specific concepts or skills.

We follow a classroom schedule that involves choice times, small and large group times, music and movement time in our studio, and outside time. Our curriculum also focuses on specific themes or concepts, and these themes are reinforced throughout the day through center materials and activities, songs, and even snack. Field trips will be planned to enhance the themes.

GOALS

To provide a program which fosters the development of children: socially, emotionally, intellectually, and physically

To provide activities which will promote healthy self-concept and confidence in preschool children

To provide a language – intensive program for all children, including those with communication delays

To offer a setting for children with social and behavioral needs so they will learn to express themselves appropriately in a group

To foster emergent skills that are necessary for success in learning

To create a partnership between preschool, parents and public school staff

To offer opportunities for parents and teacher to communicate and to involve parents in learning and teaching their young children

PROGRAMS AVAILABLE

In order to best meet the needs of all the children we serve, we offer several program options.

Developmental Therapy Program

Children are accepted into this program upon referral from Child Development Services (a division of the Department of Education). These children have been identified as having a developmental delay and have an Individual Education Plan (IEP) in place. Special educational guidelines determine the number of hours each student may attend. The program is in session 8:30am through 12:00pm.

Preschool and Extended day Programs

The preschool operates from 8:30am – 12:00pm. The extended day program runs from 7:30am – 5:00pm. Any parent may enroll their child for full or part time hours.

ATTENDANCE

Consistent attendance is considered of the utmost importance. If your child will not be in school, please call and let us know as soon as possible. For children in the Developmental Therapy program, three unexcused absences in a month or an attendance rate that is 50% or below will result in written notification with regard to possible discharge.

ARRIVAL AND DEPARTURE

The school day begins at 8:30am. Please try to be prompt as morning circle is an integral part of your child's day. Please use caution when navigating the parking lot. We ask that conversations with teachers be limited during this time to avoid traffic congestion. We will be happy to schedule a time for a more lengthy conversation about your child's progress.

IMMUNIZATION POLICY

State regulations require that a certificate of immunization be on file for each child within 30 days of admission. Please bring a copy of your child's immunizations as soon as possible after registering.

If an exception to proof of immunity is desired for religious, philosophical or medical reasons, a written statement by parent or physician must be on file.

SICK POLICY

Please keep your child at home if he/she has a contagious illness (strep throat, head lice, conjunctivitis, flu). You should also keep your child at home if he/she has had any of the follow symptoms within 24 hours: fever 100° or above, vomiting, diarrhea, or is not well enough to participate in all aspects of the program including outdoor play.

Please call if your child will not be attending that day.

If your child is prescribed antibiotics, he/she should be out for 24 hours.

If there is a dose that must be administered during school hours, you must provide written authorization on a form provided by us. No medication can be administered without authorization.

Should your child become sick during the school day, you will be notified and appropriate action is expected. Please be sure that all of the emergency phone numbers in your child's file are up to date.

SNOW DAYS

If AOS 93 declares a storm day, CKP will automatically be closed.

In the event of a storm delay (one or two hour delay in opening) is declared, the preschool will be closed. The extended day program will be open.

If severe weather conditions warrant the early closing of the school, parents will be notified by phone.

DISCIPLINE

To your child, entering preschool means leaving parents and being independent, learning a new set of rules and routines, establishing themselves in a new group of peers and adults, using and caring for a variety of materials, and facing new expectations. All of this can be very exciting and at times, confusing. We will help children to learn to operate in a group through positive reinforcement, and modeling of appropriate play behavior. We will redirect energies when necessary, and assist in conflict resolution when the need arises. We encourage the "use of words" to solve problems.

FOOD

Morning and afternoon snack is provided.

Parents will be asked to contribute one snack item per month (juice, a box of crackers, etc.). You will receive a notice in your child cubby when it is your turn. We serve primarily non-sugary snacks, including many fruits and vegetables.

Each child should bring a labeled lunch daily, including a drink. Due to limited refrigeration, please us an ice pack.

If your child is celebrating a birthday, you are welcome to send in a birthday snack. As we have children with allergies to peanut butter, gluten, eggs, and dyes please send a list of ingredients if snacks are homemade.

CLOTHES AND PERSONAL BELONGINGS

Children should be dressed in comfortable play clothes, including shoes suitable for active outdoor play. No flip-flops please.

Please be sure your child has appropriate outdoor clothing as we try to go outside daily.

Each child will have a cubby and a coat hook labeled with his/her name.

Toys should be left at home with the exception of show and tell days, (announced in advance).

A special stuffed animal or doll, and blanket may be brought for afternoon rest time.

PARENT PARTICIPATION

As part of your child(ren)'s enrollment at Coastal Kids Preschool, each family is expected to volunteer **12** hours per school year in support of the school program. This may include driving on field trips, building maintenance, helping with the Parent Group, serving on the Board of Directors, helping at Spring or Fall Clean Up Day, etc.

Your volunteer time assists the school in providing a full program and/or building maintenance at reduced costs. If you are unable to commit volunteer time, a \$25 upfront donation in lieu of volunteering is an option. This will help to offset costs of hiring someone. Please see Priscilla if you would prefer this option.

PARENT INFORMATION

Newsletters are published frequently to provide curriculum information and to keep you informed of upcoming events.

Progress reports are sent home in January and June to keep you informed of your child's growth in the program. Individual conferences with the teachers can be scheduled at any time.

There is a parent bulletin board located in the foyer that has CKP updates and events as well as community events.

Our website, www.coastalkidsme.com is a valuable resource for school information. Our website also has a link to our photo website, where you can see pictures of your child in class as well as on our field trips.

The photo site is www.coastalkidspreschool.shutterfly.com

HOURS OF OPERATION

Early drop off: 7:30am

Preschool: 8:30am – 12:00pm

Extended day: 12:00pm – 5:00pm

12:00pm-1:00pm
(Belvedere Rd. site)

Two through five day options available

Coastal Kids Preschool follows AS 93 calendar for holidays and vacations (see calendar, p. 10). Please keep this calendar handy to keep you informed of upcoming days off throughout the school year

We are open on AOS 93 teacher workshop days

The extended day program will be open during school vacations (holidays excepted)

The last full day of our school year is Thursday, June 16. Graduation day for Pre-Kindergarten students is Friday June 17.

Our 8 week summer camp program begins June 27

Coastal Kids is closed the weeks of June 20 and August 23.

RATES

Monthly Tuition

Preschool (8:30AM-12:00PM)

2 days: \$195.00

3 days: \$275.00

4 days: \$355.00

5 days: \$415.00

Full Day Program (7:30AM-5PM-includes Preschool Program)

2 days: \$320.00

3 days: \$448.00

4 days: \$568.00

5 days: \$656.00

Weekly Tuition (Full day program payment option)

2 full days: \$80

3 full days: \$112

4 full days: \$142

5 full days: \$164

Extended day is available on an as needed basis for \$5.00 hour or partial hour

Late fees

\$5.00 fee when a child is picked up 5 – 15 minutes late

\$15.00 fee when a child is picked up 16 – 30 minutes late

Each parent contracts for specific hours

A non-refundable registration fee of \$15.00 (\$25.00 for two children) is due at registration

Tuition is the same regardless of snow days, holidays, vacations, or absences. These days are figured into overall tuition rates

A 10% discount will be applied to the second child's tuition

PAYMENT POLICIES

You will receive an invoice each month in your child's cubby. Tuition payable in 10 monthly installments and is due by the 10th of each month.

\$10 late fee for weekly tuition paid after Wednesday of the week due

\$40 late fee for monthly tuition paid after 20th of the month due

Non-payment of tuition will result in needing to leave the program until tuition is current

There is a \$25.00 fee for checks returned for insufficient funds

For children in the Developmental Therapy program, Child Development Services, MaineCare, and private insurances fund the educational services. These services are documented in the child's IEP.

TUITION ASSISTANCE

CKP has a tuition assistance fund for those who may need it. The granting of assistance is based on need and availability of funds. We also offer limited opportunities for work exchange. Please see the director if you are interested.

A copy of Rules for the Licensing of Child Care Facilities from the Department of Health and Human Services is available to sign out at the front desk

