



Outer Banks Academy | Parent Handbook 2026

OUTER BANKS ACADEMY

EARLY LEARNING

PARENT HANDBOOK

2026

Ages 6 weeks through 6 years | Full-time Program | 7:00 a.m. - 6:00 p.m.

www.outerbanksacademy.com | info@outerbanksacademy.com



Outer Banks Academy | Parent Handbook 2026

Important Licensing Notice

This handbook uses North Carolina terminology and is intended to align generally with requirements administered by the North Carolina Department of Health and Human Services, Division of Child Development and Early Education (DCDEE). It is an operational parent handbook and does not replace current North Carolina child care law, child care rules, sanitation rules, Outer Banks Academy's license, or guidance from the assigned child care consultant or local health department.

Families will receive required licensing information at enrollment. When a legal, licensing, or public-health requirement conflicts with this handbook, the controlling requirement applies. Outer Banks Academy may use a more protective health or safety practice when reasonably necessary, lawful, nondiscriminatory, and communicated to families.

Table of Contents

- Welcome, Philosophy, Goals & Curriculum
- Hours, Closings & Special Features
- Enrollment & Admission
- Tuition, Fees & Attendance
- Arrival, Departure & Building Security
- Health, Illness, Medication & Emergencies
- Safety & Emergency Preparedness
- Family Partnership, Meals & Supplies
- Toilet Learning & Items from Home
- Positive Guidance & Behavior Support
- Infant Care & Program
- Toddler Program
- Preschool & Pre-K Program
- Handbook Administration & Parent Acknowledgment



Outer Banks Academy | Parent Handbook 2026

Welcome to Outer Banks Academy

Outer Banks Academy (OBA) was created around a simple belief: young children deserve more than supervision. They deserve a safe, warm, thoughtfully designed environment where they are known as individuals, challenged at the right level, and encouraged to become confident learners.

Our program is built on responsive relationships, purposeful play, developmentally appropriate teaching, consistent routines, and strong partnerships with families. We want parents to feel secure about where their children spend their day, and we want children to feel respected, cared for, and excited to return.

This handbook explains the Outer Banks Academy's general policies and expectations. It works together with the Enrollment Agreement, current fee schedule, annual calendar, emergency plan, medication forms, discipline policy, safe-sleep policy, and other required enrollment documents.

Note from the Owner

Outer Banks Academy was founded after years of thoughtful planning and reflection on what a high-quality early learning school should provide. As our program and curriculum developed, OBA evolved into an early learning center committed to supporting children's growth, development, and love of learning.

We recognize that children are active learners from an early age. Supporting this natural curiosity is essential to developing lifelong learning habits and positive developmental outcomes.

Most importantly, Outer Banks Academy is a place where parents can feel confident that their children are safe, respected, and cared for, and where children are provided with meaningful learning opportunities that support their individual developmental needs.

I look forward to watching our children learn, grow, and thrive together.

Sincerely,
Katherine J. Cozzani

Our Philosophy

Quality early childhood education supports the whole child. Our classrooms intentionally promote physical, social-emotional, language, cognitive, and creative development. Children develop at different rates, and teachers observe each child carefully so experiences can be adjusted to individual strengths, needs, interests, and developmental readiness.

Children learn through active exploration, play, conversation, repetition, problem-solving, and relationships. Teachers recognize when to allow children to solve problems independently, when to offer guidance, and when to observe as children explore and learn on their own.

The classroom environment is an important teaching tool. Materials are accessible, inviting, intentionally arranged, and rotated to support independent and cooperative learning. Curriculum builds on previously learned skills while introducing new concepts that support progress toward mastery.

Program Goals

- Develop curiosity, confidence, independence, and a lasting interest in learning.
- Build respectful relationships with adults and peers and reinforce values of respect, honesty, and trust.
- Strengthen language, communication, critical thinking, and problem-solving skills.
- Promote self-help skills, resilience, emotional regulation, and age-appropriate responsibility.
- Support fine-motor, gross-motor, sensory, cognitive, social-emotional, and creative development.
- Prepare children for successful transitions into the next classroom and, ultimately, kindergarten.



Outer Banks Academy | Parent Handbook 2026

Curriculum & Assessment

Curriculum is developmentally appropriate, hands-on, and responsive to the children in each classroom. Teachers use planned themes and learning experiences while remaining flexible enough to follow children's interests. Activities may include early literacy, phonics and whole-language experiences, math, science, sensory exploration, music, art, dramatic play, building, fine-motor activities, outdoor learning, and large-motor experiences.

Teachers observe development over time and use those observations to plan instruction, communicate with families, individualize goals, and determine readiness for classroom transitions. Chronological age is one factor in placement; developmental readiness, social-emotional needs, available space, and licensing requirements are also considered.

Family Communication

Families are children's first and most important teachers. OBA expects open, respectful communication between families and staff. Communication may include electronic updates, daily notes, classroom notices, verbal check-ins, developmental checklists, incident or injury reports, and conferences.

Families should promptly advise OBA of changes that may affect a child's day, including sleep, health, medication, family transitions, custody matters, or significant emotional stress.



Outer Banks Academy | Parent Handbook 2026

Hours, Closings & Special Features

Hours of Operation

OBA is a year round program. Our regular operating hours are 7:00 a.m. to 6:00 p.m., Monday through Friday, except for scheduled closures and holidays.

Families are expected to respect the OBA's operating hours so that staffing, supervision, and classroom routines remain predictable and safe.

General School Closings and Holidays

- Labor Day
- Thanksgiving
- December holiday break
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday / Easter closure, as identified on the annual calendar
- Memorial Day
- Independence Day
- Veterans Day, if designated on the annual calendar
- Annual summer vacation week

The annual calendar identifies planned closed days. Tuition is not reduced for scheduled holidays, vacation closures, staff development days, weather closures, or emergency closures unless the Enrollment Agreement states otherwise.

Computers and Technology

Technology may be introduced in developmentally appropriate ways. Educational software or other technology may be used to reinforce classroom learning through exploration, repetition, and skill practice.

Second Language

A second language may be introduced during a time when children are especially receptive to language acquisition. Exposure to another language supports communication skills and prepares children for an increasingly connected world.

Infant Journals and Daily Care Communication

Infant care information is communicated daily to families. This may include eating, sleeping, diapering, care routines, and individual observations through a journal or OBA's approved communication system.



Outer Banks Academy | Parent Handbook 2026

Enrollment & Admission

Non-Discrimination

Outer Banks Academy welcomes children and families without discrimination based on race, color, national origin, religion, sex, disability, or other status protected by applicable law. Enrollment decisions remain subject to licensing requirements, program capacity, the child's needs, and OBA's ability to provide safe and appropriate care.

Tour & Enrollment Process

1. Family inquiry and initial discussion regarding the child's age, schedule, anticipated start date, and care needs.
2. Tour or enrollment meeting scheduled at a time that minimizes disruption to enrolled children.
3. Review of available classroom placement, operating policies, and current tuition and fee information.
4. Completion of the Enrollment Agreement and required licensing, health, emergency-contact, and authorization forms.
5. Payment of the required enrollment deposit and fees.
6. Completion of the child's transition or phase-in plan, when appropriate.

For the physical and emotional safety of enrolled children, tours and visitors are controlled. OBA may limit tour times, require appointments, and restrict access to child-occupied areas.

Enrollment Deposit

A deposit equal to two weeks' tuition is required to secure a child's placement unless the Enrollment Agreement states otherwise. When designated as the final two weeks of tuition, the deposit is applied as stated in the Enrollment Agreement and is nonrefundable except as required by law or specifically provided in writing.

Required Enrollment Information

- Completed application for enrollment and Academy enrollment forms.
- Emergency contact and authorized pick-up information.
- Health assessment and immunization documentation required by North Carolina law and licensing rules.
- Birth date and identity documentation as required.
- Medical action plans, allergy plans, feeding plans, medication authorizations, or special health instructions when applicable.
- Signed discipline/behavior management policy and handbook acknowledgment.
- Required consent or authorization forms for medical care, medication, field trips, or other activities, as applicable.
- Any additional forms or notices required by DCDEE or other applicable authority.

Families are responsible for keeping enrollment, contact, health, custody, and authorized pick-up information complete and current.

Transition / Phase-In

A gradual transition may be recommended for a new child, particularly for infants, toddlers, or children entering group care for the first time. The Director and family will determine whether shortened introductory days are appropriate. A typical phase-in may include two shortened mornings.

Transition arrangements do not alter the effective enrollment date or tuition obligation unless the Academy agrees otherwise in writing.

Initial Trial Period

The first two calendar weeks of enrollment are considered an adjustment period. During this period, OBA and family will evaluate whether the placement is appropriate. The adjustment period may be extended in writing when additional time or supports may reasonably help the child succeed.



Outer Banks Academy | Parent Handbook 2026

Children Requiring Additional Support

OBA will work collaboratively with families when a child needs additional support. Reasonable accommodations will be considered consistent with applicable law, licensing requirements, staffing, and the health and safety of all children.

Families must provide accurate information about known diagnoses, allergies, developmental concerns, behavioral supports, medical needs, and outside services that are relevant to care.

Termination of Enrollment

After the initial trial period, families generally must provide at least two weeks' written notice to end care. The enrollment deposit will be applied as stated in the Enrollment Agreement. Tuition and fees already earned or due are not refundable except as specifically provided in the Enrollment Agreement.

OBA may terminate enrollment for reasons including nonpayment, repeated policy violations, false or materially incomplete enrollment information, abusive or threatening conduct, serious safety concerns, inability to maintain a safe environment, or when the program cannot reasonably meet a child's needs.

Whenever circumstances permit, OBA will communicate concerns, identify supports, and allow a reasonable transition period. Immediate termination may occur when safety, serious misconduct, or legal/licensing compliance requires it.



Outer Banks Academy | Parent Handbook 2026

Tuition, Fees & Attendance

The Enrollment Agreement and current fee schedule control tuition rates, deposits, registration or activity fees, payment schedules, discounts, and other financial terms. If this handbook and the Enrollment Agreement conflict on a financial term, the Enrollment Agreement controls.

Current Tuition Rates

- Infant Classroom - \$420.00 per week
- Toddler I Classroom - \$400.00 per week
- Preschool Classroom - \$377.50 per week
- Pre-K Classroom - \$362.50 per week
- Annual Activity Fee - \$200.00
- One-time Enrollment Fee - \$100.00

Part-time care may be available upon request; part-time infant care is not offered.

Tuition Obligation

Tuition reserves the child's space and is due regardless of attendance, including absences for illness, vacation, family travel, or other personal reasons, unless the Enrollment Agreement states otherwise.

Payment Schedule, Late Fees & Returned Payments

OBA provides for biweekly or monthly payment, with payment due the Friday before the new care cycle. Families should follow the due date and payment method stated in their current Enrollment Agreement.

Late-payment, returned-payment, and collection charges may be assessed according to the Enrollment Agreement and current fee schedule. There is a \$40 returned-payment fee, a \$10 late fee when payment is not received by 9:00 a.m. Friday, and a \$25-per-day late charge after the care cycle begins.

OBA may suspend attendance when an account is past due. A child's placement is not guaranteed while the account remains delinquent.

Late Pick-Up

Children must be picked up and fully released to an authorized adult by 6:00 p.m. There is a late pick-up charge of \$2.00 per minute beginning at 6:00 p.m. Arrival in the parking lot does not stop the charge; the child must be signed out and released from care.

Repeated late pick-up may result in a conference, additional restrictions, or termination of enrollment.

Attendance & Absences

Families should notify OBA as early as possible when a child will be absent. Notice must be provided by 8:45 a.m. Consistent attendance supports classroom routines and learning.

OBA may contact a family regarding extended or unexplained absences and may require clarification regarding continued enrollment.

Arrival, Departure & Building Security

Arrival

Arrival is generally between 7:00 a.m. and 9:00 a.m. Children should arrive early enough to participate in the full instructional day. Late arrival can interfere with meals, group instruction, transitions, and scheduled activities.

Children should follow the OBA's current sign-in, handwashing, and drop-off procedures. If late arrival becomes frequent and disrupts the classroom, the OBA may schedule a family conference.



Outer Banks Academy | Parent Handbook 2026

Goodbye Routine

Families are encouraged to establish a short, consistent goodbye routine. Predictable separation language helps children develop confidence and understand that their parent or guardian will return.

Departure & Authorized Pick-Up

- Children will be released only to a parent/guardian or authorized person listed by the family.
- OBA may require photo identification before releasing a child.
- Changes to authorized pick-up persons must be provided through an OBA-approved method.
- Staff will not release a child to a person whose identity cannot be confirmed or when release would violate a current court order on file.
- Families are responsible for keeping custody orders and pick-up restrictions current.
- The authorized adult must complete OBA's current sign-out procedure before leaving with the child.

Child Remaining After Closing

If a child remains after closing and OBA cannot reach a parent or guardian, staff will contact authorized emergency contacts. If no responsible adult can be reached within a reasonable period, OBA may contact law enforcement and/or the appropriate child welfare authority as needed to ensure the child's safety.

Secure Access

The main entrance and child-occupied areas are controlled for safety. Visitors, tours, vendors, volunteers, and former families may be subject to identification, sign-in, escort, background-check, or appointment requirements.

Families must not allow unknown persons to enter secured areas behind them. Families who are no longer enrolled may visit only by prior arrangement with administration.

Teacher Assignments & Staffing

OBA may change teacher assignments, classroom groupings, schedules, and staffing as operational needs require. Changes will be made with attention to continuity of care, children's developmental needs, staff qualifications, ratios, and licensing requirements.



Outer Banks Academy | Parent Handbook 2026

Health, Illness & Medication

Outer Banks Academy is a group-care environment. Families and staff share responsibility for reducing the spread of illness and protecting children who may be especially vulnerable.

Health Records & Daily Wellness

Families must provide health assessment and immunization documentation required by current North Carolina law and licensing requirements. Staff may conduct a brief visual wellness check at arrival and throughout the day.

A child may be excluded or sent home when symptoms meet North Carolina exclusion requirements, when the child cannot comfortably participate in the program, or when the level of care needed would compromise supervision, health, or safety.

Illness Exclusion

OBA follows current North Carolina child care rules and public-health guidance. Because those requirements may change, a current rule or health directive controls over an older fixed list in this handbook.

Conditions that may require exclusion include:

- Fever or other symptoms that prevent comfortable participation or require care beyond what staff can provide without compromising supervision.
- Repeated vomiting or significant diarrhea.
- Sore or discharging eyes or ears.
- Persistent or significant cough or respiratory symptoms.
- Undiagnosed rash.
- A potentially contagious condition or communicable disease requiring exclusion under current guidance.
- A level of discomfort or distress that prevents the child from participating safely and comfortably in the group program.

A child who becomes ill at OBA must be picked up promptly. OBA provides a one-hour pickup expectation after notification. Families should maintain at least one local emergency contact who can respond when the parent or guardian cannot arrive.

Medication

- Medication will be administered only when permitted by current North Carolina child care rules and OBA policy.
- Required written authorization and instructions must be provided before medication is administered.
- Prescription medication must be in the original pharmacy-labeled container and intended for the enrolled child.
- Over-the-counter medication must be in the original container and used only in accordance with applicable written authorization and dosing requirements.
- Emergency medications for chronic conditions or allergies must be accompanied by any required medical action plan.
- Medication administration and medication errors will be documented as required.

Allergies & Special Health Needs

Families must disclose known allergies and special health needs before care begins and update OBA whenever information changes. When required, the family must provide a current medical action plan and prescribed emergency medication.



Outer Banks Academy | Parent Handbook 2026

Medical Emergencies & Injuries

For a serious injury or sudden illness, staff will provide first aid/CPR within the scope of their training, call 911 when appropriate, and contact the parent/guardian or emergency contact. Required incident reports will be completed and maintained.

Minor injuries will be treated with appropriate first aid and documented according to OBA and licensing procedures. Families will be notified based on the nature and severity of the incident.



Outer Banks Academy | Parent Handbook 2026

Safety & Emergency Preparedness

Emergency Preparedness

Outer Banks Academy maintains an Emergency Preparedness and Response Plan consistent with North Carolina requirements. Plans address evacuation, shelter-in-place/lockdown, relocation, reunification, communication, transportation, accountability for children, and the needs of infants, non-mobile children, and children with special needs.

There are regular emergency drills and classroom emergency maps. Fire drills are conducted monthly, and other required shelter-in-place, lockdown, severe-weather, or emergency drills are conducted according to current requirements.

Weather & Emergency Closures

Outer Banks weather can change quickly. OBA may delay opening, close early, or close for hurricanes, flooding, dangerous winds, power or water interruption, evacuation orders, unsafe road conditions, building emergencies, or other circumstances affecting safe operation.

Families are responsible for monitoring OBA communications and arranging prompt pick-up when an early closure is announced.

Child Abuse, Neglect & Mandatory Reporting

Child care professionals are mandated reporters. Suspected child abuse, neglect, dependency, or maltreatment will be reported to the appropriate North Carolina authority as required by law. OBA does not delay a legally required report while conducting its own investigation.

Confidentiality & Privacy

Children's records and family information are handled as confidentially as reasonably possible and disclosed only as permitted or required by law, licensing rules, court order, emergency need, or legitimate program administration.

Families should not photograph, record, or post identifying images or information about other enrolled children without permission.



Outer Banks Academy | Parent Handbook 2026

Family Partnership, Meals & Supplies

Parent Involvement

Families are encouraged to participate in the community at Outer Banks Academy through conferences, classroom celebrations, sharing skills or cultural traditions, supporting classroom projects, and other opportunities approved by the Director.

- Chaperoning approved field trips or activities.
- Lending appropriate objects or materials for units of study.
- Supporting classroom learning at home.
- Participating in celebrations or special classroom activities.
- Serving as an approved guest reader or sharing a skill, occupation, or tradition.

Participation opportunities are voluntary and may be subject to visitor, supervision, and background-check requirements.

Respectful Communication

OBA expects respectful communication among families, staff, children, and visitors. Harassment, threats, intimidation, profanity directed at staff, aggressive conduct, or disruptive behavior may result in restricted access or termination of enrollment.

Custody & Family Disputes

OBA does not mediate custody disputes. Unless OBA is provided with a current court order or other legally sufficient directive restricting a parent's rights, OBA will follow applicable law regarding access and release.

Families are responsible for promptly providing complete and updated court orders. Staff should not be used as messengers between parents.

Media, Photographs & Electronic Communication

OBA may use secure electronic systems for daily reports, notices, billing, and family communication. Separate consent may be requested for photographs or promotional use.

Birthday Celebrations

Birthday celebrations may be coordinated with the classroom teacher. Any food brought for celebrations must comply with OBA's current allergy, sanitation, nutrition, and outside-food policies. Families should confirm classroom enrollment numbers and approved items before bringing treats or party materials.

Meals, Nutrition & Food Safety

Meals and snacks follow applicable North Carolina child care nutrition and sanitation requirements. Menus are made available to families. Children are encouraged, but not forced, to try foods and participate in age-appropriate mealtime routines.

Children generally eat family-style with classmates and are encouraged to develop age-appropriate table manners, independence, and cleanup skills.

Infant Feeding

Infants are fed according to an individualized feeding plan that reflects developmental readiness, family input, and licensing requirements. Breast milk and formula must be labeled, dated, stored, prepared, and discarded according to current health and licensing requirements.

Bottles are never propped, and infants who cannot safely hold their own bottle are held during feeding.



Outer Banks Academy | Parent Handbook 2026

Food Allergies & Substitutions

Food substitutions are handled in accordance with licensing, nutrition-program, medical, and religious accommodation requirements. OBA may require documentation from a health care professional and may require families to provide a safe substitute when appropriate.

Personal Supplies

- Seasonally appropriate changes of clothing, including socks and underwear when applicable.
- Diapers and diaper cream for children who use them.
- Bottles, nipples, formula or breast milk, and other infant feeding supplies as directed.
- A labeled water bottle or cup when requested by the classroom.
- A labeled sleep item or cot sheet/blanket only when permitted for the child's age and sleep environment.
- Any emergency medication or special-care supplies required by the child's plan.

All personal items must be labeled. Families should replenish supplies promptly. There is a \$2.00-per-diaper replacement charge after families have been notified that a child's diaper supply is depleted.



Outer Banks Academy | Parent Handbook 2026

Toilet Learning & Items from Home

Toilet Learning

Toilet learning is a developmental process that works best when home and school use a consistent approach. Teachers and families will look for readiness signs and agree on a plan before beginning.

Families should provide several complete changes of clothing and dress children in clothing they can manage quickly and independently. Children are never punished or shamed for accidents.

Items from Home

Except for approved comfort or sleep items, children should generally leave toys and food from home at home. This reduces lost-property disputes, classroom conflict, choking hazards, and allergy exposure.

Outside food may be restricted because of allergy, sanitation, and licensing concerns. Families must follow classroom-specific procedures for celebrations, special events, breast milk, formula, or medically/religiously necessary substitutions.

Positive Guidance & Behavior Support

Discipline at Outer Banks Academy is teaching, not punishment. Staff use developmentally appropriate guidance to help children learn self-control, problem-solving, safe behavior, respect for others, and age-appropriate responsibility.

Guidance Practices

- Predictable routines and clear, developmentally appropriate expectations.
- Positive language, modeling, redirection, choices, encouragement, and logical consequences.
- Support for naming emotions and learning alternative ways to communicate needs.
- Environmental changes and closer supervision when patterns of behavior emerge.
- Collaboration with families when a child needs a consistent support plan.
- Brief separation from an activity only when developmentally appropriate and permitted by North Carolina rules.

Prohibited Practices

- Corporal punishment, including hitting, spanking, swatting, shaking, pinching, or actions intended to cause physical pain or fear.
- Threatened or actual withdrawal of food, water, rest, toileting, or necessary comfort as punishment.
- Abusive, profane, degrading, humiliating, shaming, threatening, or intimidating language or conduct.
- Unsafe or inappropriate isolation, including placing a child in a locked room, closet, box, or leaving a child alone separated from staff.
- Delegating discipline to another child.
- Punishment for toileting accidents or for not sleeping during rest time.
- Using hazardous cleaning chores or forced/withheld physical activity as punishment.
- Restraint as a form of discipline except as permitted when necessary to protect safety.
- Any discipline method prohibited by North Carolina law or licensing rules.

Persistent or Unsafe Behavior

When behavior is persistent, escalating, or unsafe, OBA may schedule a family conference and develop a written support plan. The plan may include changes in routine, environmental supports, increased communication, outside evaluation or services, and measurable goals.

If OBA cannot safely meet the child's needs despite reasonable efforts, enrollment may be ended consistent with applicable law and policy.



Outer Banks Academy | Parent Handbook 2026

Biting

Biting can occur during early childhood, particularly when language and self-regulation skills are still developing. Staff will respond immediately, care for the injured child, address the behavior without shaming, review triggers and supervision, and communicate with families as appropriate.

The identity of another child involved in an incident will not be disclosed.



Outer Banks Academy | Parent Handbook 2026

Infant Care & Program

Infant care is individualized. Feeding, sleeping, diapering, play, and comforting routines are adjusted to the infant's developmental needs while remaining consistent with licensing and safe-sleep requirements.

- Infants are placed to sleep in accordance with the Academy's written Infant Safe Sleep Policy and current North Carolina requirements.
- No bottle propping is permitted.
- Infants are provided supervised floor time and opportunities to move freely as developmentally appropriate.
- Awake infants receive frequent responsive interaction, position changes, language, sensory experiences, and age-appropriate play.
- Daily feeding, diapering, sleep, and care information is communicated to families.

Sample Infant Schedule

- 7:00-8:30 - Arrival, handwashing, individual care and play
- 7:30-8:00 - Breakfast / feeding as developmentally appropriate
- 8:30-9:00 - Teacher-child play and exploration; outdoor time when appropriate
- 9:00-9:30 - Handwashing and morning bottles
- 9:30-11:30 - Morning nap period / individualized sleep
- 11:30-12:00 - Individual play
- 12:00-12:30 - Handwashing, lunch and bottles
- 12:30-1:30 - Puzzles, songs and fingerplays
- 1:30-2:30 - Music, movement and outdoor experiences when appropriate
- 2:30-3:30 - Handwashing and afternoon snack / feeding
- 3:30-4:30 - Nap period / individualized sleep
- 4:30-5:30 - Songs and large-motor activities
- 5:30-6:00 - Individual play, stories, cleanup and departure

Infant schedules vary according to individual feeding, sleeping, and care needs. Diapers are checked and changed as needed.

Infant/Toddler Learning Environment

Infant and toddler experiences promote gross- and fine-motor development, sensory learning, language, cognition, self-help skills, and positive self-concept. Equipment and materials are selected for developmental appropriateness, durability, and safety.

Children are provided opportunities to creep, crawl, toddle, walk, explore, manipulate materials, interact with responsive adults, and use age-appropriate toys and learning materials.



Outer Banks Academy | Parent Handbook 2026

Toddler Program

Toddlers learn through movement, repetition, imitation, sensory exploration, language, and relationships. Teachers provide a predictable routine with room for spontaneous exploration.

Classroom materials support gross-motor development, emerging language, early problem-solving, self-help skills, music, books, art, manipulatives, and pretend play. Teachers use children's cues and interests to extend learning opportunities even when those interests were not part of the original lesson plan.

Sample Toddler Schedule

- 7:00-8:30 - Arrival and handwashing
- 7:30-8:30 - Breakfast and individual play
- 8:30-9:00 - Group play
- 9:00-9:15 - Diapering / toileting and handwashing
- 9:15-9:45 - Morning meeting
- 9:45-10:15 - Science and math activities
- 10:15-10:45 - Centers and small-group learning
- 10:45-11:00 - Diapering / toileting and handwashing
- 11:00-11:45 - Lunch
- 11:45-12:00 - Cleanup
- 12:00-2:30 - Rest / nap
- 2:30-2:45 - Quiet activities, puzzles and books
- 2:45-3:00 - Diapering / toileting and handwashing
- 3:00-3:30 - Snack
- 3:30-4:30 - Group games and fine-motor activities
- 4:30-5:30 - Gross-motor / outdoor play
- 5:30-6:00 - Individual play, cleanup and departure

Schedules are flexible and may change based on children's needs, weather, special activities, and classroom circumstances.



Outer Banks Academy | Parent Handbook 2026

Preschool & Pre-K Program

Preschool and Pre-K children participate in a balance of teacher-guided and child-selected experiences. Learning centers support literacy, math, science, art, music, dramatic play, fine-motor development, large-motor development, social problem-solving, and executive-function skills.

Teachers prepare children for the expectations of kindergarten through hands-on, developmentally appropriate learning rather than a worksheet-driven program.

Preschool Learning

Preschoolers learn by doing. Teachers design classroom spaces with learning centers that allow children to choose, explore, revisit experiences, and move from simple to more complex play. Materials are rotated to maintain interest and extend learning.

Sample Preschool Schedule

- 7:00-7:30 - Arrival and handwashing
- 7:30-8:30 - Breakfast
- 8:30-9:00 - Social play / toileting or diaper check as needed
- 9:00-9:30 - Morning meeting
- 9:30-10:00 - Music and large-motor activity
- 10:00-10:30 - Small-group activities
- 10:30-11:00 - Outdoor activities
- 11:00-11:30 - Individual reading / literacy
- 11:30-12:30 - Toileting and lunch
- 12:30-3:00 - Rest / nap
- 3:00-3:30 - Snack
- 3:30-4:00 - Afternoon meeting
- 4:00-5:30 - Creative, music, movement and active play
- 5:30-6:00 - Cleanup and departure

Sample Pre-K Schedule

- 7:00-8:00 - Arrival and handwashing
- 7:30-8:00 - Breakfast and individual games
- 8:30-9:30 - Group play
- 9:30-10:00 - Science and math activities
- 10:00-10:30 - Bathroom and handwashing
- 10:30-11:30 - Centers and small-group learning
- 11:30-12:00 - Bathroom break and individual/group play
- 12:00-12:30 - Handwashing and lunch
- 12:30-2:30 - Quiet time / nap
- 2:30-3:00 - Quiet activities, puzzles and books
- 3:00-3:30 - Bathroom, handwashing and snack
- 3:30-4:30 - Group games and fine-motor activities
- 4:30-5:30 - Gross-motor / outdoor play
- 5:30-6:00 - Individual play and cleanup



Outer Banks Academy | Parent Handbook 2026

Learning Domains

Language & Communication

Children are exposed to print and language throughout the classroom. Books, conversation, songs, phonological awareness, early writing, and meaningful literacy experiences support communication and early reading development.

Mathematics

Activities may include introductory geometry, sorting, classification, sets, number concepts, quantity, length, weight, simple graphs, more/less concepts, early addition and subtraction, and money concepts.

Science

Hands-on science may include simple machines, sensory exploration, plants, animals, nutrition, cooking activities, observation, questioning, and problem-solving.

Music & Creative Movement

Children experience songs, fingerplays, rhythm instruments, movement, dance, volume, tone, and pitch through active participation.

Art

Open-ended art experiences may include paint, chalk, pencils, paper, collage materials, glue, play dough, and other developmentally appropriate media.

Dramatic Play

Pretend-play areas allow children to practice social roles, language, cooperation, problem-solving, and imagination.

Fine & Gross Motor

Children use manipulatives, simple tools, puzzles, pegboards, climbing, crawling, running, balancing, dance, and other activities to develop coordination and strength.

Outdoor Play

Outdoor play is an important part of the program and occurs regularly when weather and environmental conditions permit. Families should send children in clothing and footwear appropriate for active indoor and outdoor play.

Rest Time

Daily rest opportunities are provided according to age, individual need, and licensing requirements. Children who do not sleep may be offered quiet activities when appropriate. Infant sleep follows OBA's separate safe-sleep procedures.



Outer Banks Academy | Parent Handbook 2026

Family Questions, Concerns & Complaints

Questions should ordinarily begin with the classroom teacher when appropriate. Concerns involving safety, policy, staffing, billing, or unresolved classroom matters should be directed to the Director or Administrator.

Families may also contact the North Carolina Division of Child Development and Early Education regarding licensing concerns.

Handbook Administration

Changes to Policies

This handbook is reviewed periodically and may be revised to reflect changes in law, licensing requirements, health guidance, operational needs, or program practices. Families will receive notice of material changes.

When a legal or licensing requirement conflicts with this handbook, the controlling legal or licensing requirement applies.

Documents That Work Together

- Parent Handbook
- Enrollment Agreement
- Current Tuition and Fee Schedule
- Annual Calendar
- Discipline and Behavior Management Policy
- Infant Safe Sleep Policy, when applicable
- Emergency Preparedness and Response Plan
- Medication and Medical Action Plan forms
- Food allergy / special diet documentation
- Any current DCDEE-required forms and notices



Outer Banks Academy | Parent Handbook 2026

Parent Acknowledgment

I acknowledge that I have received and reviewed the Outer Banks Academy Parent Handbook. I understand that the handbook contains general program policies and works together with the Enrollment Agreement and other required forms. I agree to follow Academy policies and to keep emergency, health, custody, authorized pick-up, and contact information current.

Child's Name _____	Date _____
Parent/Guardian Name & Signature _____	Date _____
Second Parent/Guardian Name & Signature _____	Date _____
Academy Representative _____	Date _____