

North Cottonwood Preschool

19920 Gas Point Rd
Cottonwood, CA 96022
(530) 347-1698

TO TEACH AND INSPIRE **ALL** OUR COYOTE KIDS

WITH  EVERY DAY.



2021-2022 Parent Handbook

LICENSE NUMBER 455407548

Dear Parents,

Welcome to the North Cottonwood Preschool Program! We are pleased you have selected our program for your educational and child care needs. We believe the values and skills learned early on are vital building blocks for quality of life. At North Cottonwood Preschool, children learn kindergarten readiness and social skills to better prepare them for school success, and they also have opportunities to participate in enriching activities designed to enhance the creative mind. The qualities we offer in the preschool program will make for confident kids today and contributing and engaged adult's tomorrow. On behalf of the North Cottonwood preschool staff, we look forward to meeting and getting to know you.

The North Cottonwood Preschool is offered year-round to provide your child and family with a consistent schedule. Our preschool follows the district school schedule throughout the school year and follows through to our summer program. We are open from 7 a.m. to 5:30 p.m., Monday-Friday. We welcome all children, 3 years through 5 years' old that are fully toilet trained and meet state requirements for preschool immunizations. Children who meet age, toileting and immunization requirements are eligible for admission to North Cottonwood Preschool regardless of race, religion, national origin, gender, or ethnic group.

Program Goals

I. To help children develop to their fullest potential while following and teaching the four core values:

Be Kind

Be Safe

Be Responsible

Be Respectful

II. To help children develop to their fullest potential including:

- How to accept responsibility for one's actions by understanding and accepting the consequences for negative behavior.
- Increasing self-awareness, confidence, and feeling of self-worth.
- Showing how to respect the rights of self and others by learning to protect their own rights without violence, and to realize that others have this same right.
- Developing an acceptance of limits and routines by increasing children's awareness of what is and what is not acceptable behavior.
- Showing and helping develop successful interpersonal relationships.
- Helping children reach their academic goals while instilling a sense of responsibility.
- Giving opportunity for and encouraging participation in physical activities to improve physical skills and abilities.
- Offering opportunities to learn and practice positive health and nutrition

III. To deliver the program in a positive, safe, supportive and caring environment focusing on:

- Providing a safe and happy place for everyone.
- Providing our families with a better understanding of our community, country, and the world around us.
- Offering experiences that foster exposure to ethnic and cultural diversity.

Program Highlights

We believe the values and skills learned early on are vital building blocks for life. At North Cottonwood Preschool, children learn values and positive behaviors, and can explore their unique talents and interests, helping them realize their potential. That makes for confident kids today and contributing and engaged adults' tomorrow.

Educating and promoting a healthy lifestyle: North Cottonwood promotes and supports healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards that will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity. Our preschool program implements these standards by providing physical activity: a minimum of 60 minutes of outdoor play per day to enhance large motor skills, physical fitness and coordination. Healthy eating: We educate students and families on healthy eating, childhood nutrition and bring fun food activities to the classrooms.

Research-based Learning: Children benefit from themed curriculum, posted within the classroom, which include Circle Time to enhance name, calendar, color, shape, and letter and number recognition. Preschoolers will enjoy open-ended art and craft time that encourages creativity. And, our indoor manipulatives including games, puzzles and building materials increase cognitive learning, small motor and social skills.

Promoting Early Literacy: Children are engaged in group reading time, independent reading and learning activities based on stories presented in the classroom. Children also have the opportunity to participate in "Buddy Reading" where they are partnered with a 4th grade student that will read age appropriate books to the preschooler.

Community Helper Education: We are honored to have professionals from a wide range of career paths to attend our program. They share their work experience with the students teaching through visuals, hands on activities and dramatic play.

Education-based Field Trips: Preschoolers will enjoy occasional age-appropriate field trips to widen their experiences and help them explore the world around them.

Promoting Compassion and Respect: Children will learn social-emotional skills through play and classroom lessons. Our Second Step, bullying prevention program helps children feel safe by teaching them to recognize, refuse, and report bullying, now to be assertive, and build friendships.

North Cottonwood Preschool Staff: Our staff is carefully selected and is educated in childhood development and classroom management. The teachers show love and compassion as they help guide the children in their education and growth.

Program Daily Components

The North Cottonwood Preschool provides a full academic and educational program according to each individual child's needs and level. Some of the daily components included in the program are:

- Dramatic Play
- Creative Activities
- Music
- Circle Time
 - Calendar, Name Recognition, Listening
 - Skills, Story Time, Academic Concepts
 - (Shapes, Colors, Letters, Numbers)
- Concrete Math Activities
 - Blocks, Counting, Sorting, Patterns
- Perceptual Motor Skills (fine and large)
- Manipulative Materials
- Science
- Social Skills

Other components North Cottonwood Preschool offers:

- Community Guests and Speakers
- Library Time (Weekly visit to school library)
- Food Activities
- Flag Friday in the Quad (seasonal)
- Buddy Reading
- Age appropriate School wide Assemblies

Monthly Themes

August/September.....All About Me / My Body / Nutrition

October..... Pumpkin Patch / On the Farm

November..... Fall Harvest/Giving Thanks

December..... Winter Wonderland

January..... More Winter Wonderland/ Nursery Rhymes

February.....Nursery Rhymes/ Valentine/ Dr. Seuss

March..... Spring Gardening

April..... Bugs

May..... Rodeo

June.....Under the Sea

July..... Summer Camping

Daily Schedules

Coyote Pups (204)

7:00 – 8:00 – Arrival / Independent Play

8:00 – 8:30 – Morning Snack / Bathrooms

8:30 – 9:00 – Small Group Reading / Circle Time

9:00 – 9:45 – Small Group Activities / Independent Play

9:45 – 10:00 – Large Group/Circle Time

10:00 – 10:45 – Outside Time

10:45 – 11:00 – Large Group / Circle Time

11:00 – 11:30 – Lunch

11:30 - 12:00 – Bathrooms / Nap Transition

12:00 – 2:00 – Nap / Quiet Time

2:00 – 2:30 – Independent Play

2:30 – 3:00 – Snack / Bathrooms

3:00 – 3:30 – Small Group Reading / Independent Play

3:30 – 4:15 – Outside Play

4:15 – 4:30 – Large Group / Circle Time / Music & Movement

4:40 – 5:15 – Small Group Activities

5:15 – 5:30 – Independent Play

5:30 – Closed

Little Coyotes (205)

7:00 – 8:00 – Arrival / Independent Play

8:00 – 8:30 – Morning Snack / Bathrooms

8:30 – 9:00 – Independent Reading / Circle Time (Attendance, Calendar)

9:00 – 9:45 – Outside Play

9:45 – 10:00 – Large Group/Circle Time (Academic Instruction)

10:00 – 10:45 – Small Group Activities / Independent Play

10:45 – 11:00 – Large Group / Circle Time (Music & Movement)

11:00 – 11:30 – Lunch

11:30 - 12:00 – Bathrooms / Nap Transition

12:00 – 2:00 – Nap / Quiet Time

2:00 – 2:30 – Independent Play

2:30 – 3:00 – Snack / Bathrooms

3:00 – 3:30 – Small Group Reading / Independent Play

3:30 – 4:15 – Outside Play

4:15 – 4:30 – Large Group / Circle Time / Music & Movement

4:40 – 5:15 – Small Group Activities

5:15 – 5:30 – Independent Play

5:30 - Closed

Meals and Snacks

Morning and Afternoon snacks are provided daily and are served “family style” that means children serve themselves the food and beverages from common containers and staff sit with the children to engage in conversation. Please notify staff of any food allergies.

Children MUST bring a lunch from home. Lunches from home should be nutritious including fruits, vegetables, whole grains and water to drink. We teach the children about nutrition and the 5 food groups and we encourage children to try new foods. We ask there be no candy, soda and foods high in sugar.

Nap/Rest Time

Children will need to bring a fitted crib sheet and small blanket for their rest/nap mat. Rest/nap time will be between 12:00-2:00 pm. Children are not required to sleep during rest/nap time, but it gives them the opportunity to rest their mind and body. Staff cannot prevent children from falling asleep.

Clothing

Children go outside everyday as required by quality child care standards except for days of extreme weather or smoke/air quality conditions. Clothing should be practical and comfortable to encourage maximum participation in all activities. Please do not send your child in clothes that you don't want to get dirty. Flip flops are not allowed, we require enclosed shoes for safe play. For safety and modesty, please have girls wear shorts or tights under dresses. Children must be able to get their clothing on and off as needed to use the bathroom. An extra change of “weather appropriate” clothing must be in the classroom at all times. All children must also follow the school dress code found on the school website.

Physical Examination and Immunizations

In addition to all State and School District required enrollment forms, students MUST have immunizations records turned in to director and be completely up-to-date on all immunizations prior to starting the program. Children must also have an annual physical exam, signed by your physician within the last 12 months. Physical must be turned in within 30 days of child starting the preschool. Once physical has expired, the parent or guardian has 30 days to turn in a current health physical.

Illness

Children who appear ill will not be admitted to the center. Daily morning health checks are required before parent can leave classroom. Children will be sent home if they have a fever, exhibit signs of illness or are unable to participate in daily activities due to not feeling well. Children must be symptom free for twenty-four hours before returning to school. If child has been prescribed antibiotics or receives an immunization they are excluded for 24 hours before they can return to school. Health policy to be discussed and signed during orientation.

Medications

Parents must turn in a Medication Authorization Form filled out by the child's physician before staff can administer any medication while at school. Prescription Medication must be in the original container and labeled with the child's name, with instructions, dosage and expiration date.

Fee and Billing Policies

Payment Policy

- We follow the Cottonwood School District school calendar and are closed as indicated; every family will receive a calendar during orientation.
- A \$50.00 non-refundable registration fee is charged for new enrollees. A \$25.00 non-refundable registration fee will be charged for returning families (from 2020-2021 school year).
- Tuition is due on the 5th of the month.
- A \$25 late fee payment will be charged to your account if payment is declined.
- If tuition is not paid by the 10th of the month, the matter will be forwarded to the District Office for collection and possible suspension, unless prior arrangements have been made with the district business manager.
- If your child is absent from Preschool, full payment is still required. Credit is not given for missed days.

***A 30-day notice is required for any schedule change including withdrawal from the program.

Monthly Fees

North Cottonwood Preschool is a full day program. We do not offer half day rates.

5 Days \$664

3 Days \$430

Late Pick-up

There will be a \$20.00 flat rate plus \$1.00 late fee per minute for children who are not picked up by 5:30 pm. The time the child leaves the classroom is the time documented for late fee. After 5:30 pm we will make every attempt to contact someone to pick up your child. At 6:30 pm if all attempts to reach parents and authorized persons to pick up a child have not been successful,

Child Protective Services will be called to pick up the child. Repeated lateness may result in your child being terminated from the program. First late pick up will receive verbal warning, second offense will receive a written warning, third offense child will be terminated from the program.

Mandated Reporting

As a childcare facility and employees of the Cottonwood School District, we are mandated by law to report any suspected child abuse to Child Protective Services.

Notification of Parent Rights

Section 1596.874

As a parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Department of Social Services: Community Care Licensing
Licensing Office Address: 520 Cohasset Road, Suite 170, Chico Ca 95926
Licensing Office Phone: (530) 895-4230

Discipline Policy

At North Cottonwood Preschool:

- We set realistic expectations based on the child's developmental level.
- We create a positive environment with age-appropriate materials, routines, and activities which influence behavior.

- Our goal of discipline is to help each child develop self-discipline and lifelong social skills.
- Our “rules” are designed for the protection, growth, and safety of every child and are enforced in a positive manner. They are simple and clear.

Teachers are trained and use a variety of strategies to encourage your child to develop self-worth, independence and social skills; these may include:

- Redirecting the child to another activity.
- Positive reinforcement of appropriate behavior.
- Natural and logical consequences.
- Age appropriate choices and help with expression of feelings.
- Help with “words” to talk to the other children rather than using physical contact.
- Activities that encourage cooperation.
- Teachers will communicate daily either verbally or with a note home about behavior concerns.

If a child is exhibiting repeated aggressive behavior either physical or emotional and the above methods are unsuccessful; the Director will determine which or all of the following will take place:

- We will conference with the parents and work together to develop a behavior plan. This can include references that can provide help.
- Any extreme aggressiveness, with injury, will immediately result in the child going home for the day.
- Every parent is given a copy of your child’s “Personal Rights” afforded them by California State Law, Title 22; these rights are also on display in the Preschool. They state that each child is entitled to a “safe” environment. In order to maintain a safe environment a

child with repeated aggressive behavior could be excluded from attending the
Preschool.

We care about each child and will make every effort to help your child be successful here at
North Cottonwood Preschool.

Parent /Teacher Communication

Communication is very important between the teaching staff and parents. Please make sure
that you communicate to the morning staff how the child's morning has been. We
communicate to parents via text, email and verbal communication. If there has been a minor
accident during the day, the teacher will leave an accident report on your child's sign out sheet.
Any serious communication will be handled via phone call. Please keep parent contact
information current as to how we can best get a hold of you.

Thank you! We welcome and are excited to have your child join our preschool program!