North Cottonwood Preschool

19920 Gas Point Rd
Cottonwood, CA 96022
1-530-347-1698

To Teach and Inspire ALL our Coyote Kids with



every day.



2026-2027 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. Students attending North Cottonwood Elementary School are taught to be **S**afe, **T**rustworthy, **A**ccountable, **R**espectful (**STAR**) students. We believe the values and skills learned early on are vital building blocks for a lifelong love of learning. At North Cottonwood Preschool, children will learn T/K and kindergarten readiness, classroom etiquette and social skills to better prepare them for school success. They will 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 adults' tomorrow. On behalf of the North Cottonwood Preschool staff, we look forward to meeting and getting to know you and your child; if you are returning welcome back!!

The North Cottonwood Preschool is offered year-round (summer program is determined by need) to provide your child and family with a consistent schedule. Our preschool **follows the district school calendar** throughout the school year and follows through to our summer program. We are **open from 7 a.m. to 4 p.m., Monday-Friday**. We welcome all children, 3 years through 5 years, 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.
- Improving independent skills. Helping children advocate for their own needs and wants. Independent skills they will need to navigate a school setting for years to come.

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 on healthy eating, focus on childhood nutrition and bring fun food activities to the classrooms. We have regular visits from a nutrition specialist with Cal-Fresh.

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. Also, 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. As well as weekly visits to the school library for a story and activity.

Our class is invited weekly to join the school music program. Here they are exposed to a variety of musical instruments, dance and music opportunities to enhance a love and appreciation of the worlds music.

Children will learn social-emotional skills through play and classroom lessons. We help children find the words to advocate for themselves by fostering a safe place for them to come ask for help in navigating through typical preschool age play and social experiences. We find preschool is the first experience for children to be exposed to new adults and children in their community and make that a positive experience.

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
    - Hands on and child focused
- 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 and Classroom Etiquette
- Literacy

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)
- Age appropriate School Wide Assemblies
- Music Class
- 4th grade Buddy Reading

Monthly Themes 2026-2027 School Year

August…… Back to School and Classroom Expectations

September…….. All about Me & My Family,

October……Fall Harvest & On the Farm

November…….. Autumn and Thanksgiving

December…….. Winter and Christmas

January…… Under the Winter Sea & Winter Animals

February……Friendship & Kindness

March…….. Dr. Seuss and Spring, Birds and Bugs

April…….. Woodland Animals

May…… Out of This World Space and Dinosaurs

June…… Camping/ Outdoor Fun

July……..…Independence Day/ Summer

Daily Schedule

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

8:00 – 8:25 – Morning Breakfast Snack / Independent Book Reading

8:25– 8:35- Bathroom

8:35-9:00- Circle Time

9:00-10:00- Outside Independent Playtime

10:00- 10:10 Transition to Teacher-led Activity Circle Time

10:10-10:45 Teacher-led Table Activity Time followed by Classroom Independent Play

10:45-11:00 Bathroom & Transition to Lunch Circle

11:00 – 11:30 - Lunch

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

12:00 – 2:00 - Nap / Quiet Time

2:00 – 2:15 – Wake-up & Bathroom

Combine Classrooms after Bathroom (or when ratio allows)

2:15-2:35 Afternoon Snack

2:35-2:50 – Circle time- Listen to a Book, Music and Movement, Daily Review

2:50– 3:50– Independent Play (inside or outside depending on weather)

3:50-4:00– Independent Table Activity Play until Pick up time

(Schedule is subject to change based on daily activities and children's needs)

Needs for 1st Day

Each child should bring on their first day of preschool all labeled with their name;

- A fitted crib sheet
- Small, Light Blanket
- Water Bottle
- Lunch box and a healthy lunch with an ice pack
- Full change of clothes: Socks, Underwear, Shorts/Pants, Shirt, (Shoes if possible)
- Preschool Sized Backpack (if you'd like, but not necessary)
- Jacket during cold months

Meals and Snacks

Morning and Afternoon snacks are provided daily by the preschool. We provide a variety of healthy snacks and encourage trying new foods. All meals and snacks are served at the table. Staff sit and eat with the children and engage in conversation with the children modeling healthy eating and table manners. **Please notify staff of any food allergies.**

Children MUST bring a lunch from home. Lunches from home should be nutritious including; a protein, fruits, vegetables, whole grains and water-only, provided in a water bottle from home. We teach the children about nutrition and the 5 food groups. We ask there be no candy, soda and foods high in sugar. Sugary drinks (juice) at lunch can create wiggles at nap time and possibly a wet cot as they tend to drink a full juice box and then lay down for nap/rest after lunch.

Nap/Rest Time

We are a full day licensed child care center and are required to offer full day children a space and cot or mat for an opportunity to nap or rest without distraction or disturbance form other activities at the center. Children will need to bring a fitted crib sheet and small blanket for their cot. 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. If after a reasonable time the child has laid quietly and not fallen asleep a book, puzzle, sensory wand, something quiet will be provided for them to rest quietly for the remainder of nap/ rest time on their cot.

Clothing

Children go outside everyday as required by quality child care standards except for days of extreme weather or smoke/air quality conditions. During winter months on chilly mornings we will be outside, please send a jacket. Clothing should be practical and comfortable to encourage maximum participation in all activities. Please send your child in clothes that you won't be upset if they come home dirty. Flip flops are not allowed, we require enclosed shoes for safe play. For safety and modesty, girls MUST 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.

It is important that you label any belongings coming into the preschool with your child's name. That is lunch boxes, sheets, jackets, water bottles, backpacks etc. We are not liable for any lost or misplaced belongings. We are not able to restrict any parent/guardian listed as an authorized contact from any of the child's belongings.

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. 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 (any vaccine, including a flu shot) 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 **$75.00** non-refundable **registration fee** is charged for new enrollees. A **$50.00** non-refundable registration fee will be charged for returning families (from 2025-2026 school year).

- **Tuition is due on the 5th of the month**. Payments and **processing fees** will be processed though the Brightwheel Program. An account will be set up at the time of enrollment.

- A $20 late fee payment will be charged to your account if payment is declined. All declined payments will be reprocessed by the 10th of the month including the late fee/ returned check fee.

- 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.

- Should North Cottonwood Preschool be closed for ANY reason, out of the district's control (illness, power outages, snow days, etc.) during the school year, NO REFUND of already collected monies will be returned.

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

Monthly Fees

North Cottonwood Preschool offers 5 or 3 full days, 5- ½ days;

1. 5 Full Days $800 monthly available hours are 7am-4 pm
2. 3 Full Days $600monthly available hours are 7 am-4 pm
3. 5- ½ Days $700 monthly available hours are 7 am-11:30 am
4. Drop-In $75 per day
   Drop in days are an extra day added to a 3 Full Day schedule, payment is due the day of the drop-in. Drop in is for limited use, requires a 24-hour notice and is only available as enrollment allows.

Pick-up

Anyone listed on the pick-up list, is able to pick up on any given day with a valid form of ID. It is helpful to the staff if someone other than the usual pick- up person is picking up to notify us as soon as you know of the change. If there are custody pick-up guidelines they will need to be stated and presented in a court document, detailing who is to pick up and on what days. If someone is listed by a parent/guardian as a designated pick-up person we cannot stop that person from picking up or dropping off the child, this situation would also need to be presented in court documentation prior to the child enrolling or as soon as it is in effect per a court of law.

Late Pick-up

There will be a$30.00 flat rate plus $1.00 late fee per minute for children who are not picked up by 4 pm. The time the child leaves the classroom is the time documented for late fee. After 4 pm we will make every attempt to contact someone to pick up your child. At 5:30 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 tardiness 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 the child will be terminated from the program.

Mandated Reporting

As a childcare facility and employees of the Cottonwood Union 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 form 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 Offices & Information

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 schedule a 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. We communicate to parents via Brightwheel App, written and verbal communication. If there has been a minor accident during the day, the teacher will leave an accident report for you to see at the end of the day. Any serious communication will be handled via phone call. If there are changes regarding any aspect of your child, for example: new possible food allergies, sleep changes, bowel changes, concerns at home, etc. please let staff know ASAP. 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! Please don't hesitate to ask any questions. You can reach the director, Becca at 530-347-1698 or by email at rebecca.barnes@cwusd.net