

# Cottontail Program

# PARENT HANDBOOK



**PINNACLE**  
PRESBYTERIAN PRESCHOOL



25150 N. Pima Road, Scottsdale, AZ 85255 | [pinnaclepreschool.org](http://pinnaclepreschool.org) | 480-585-9448 Ext. 2 | April 2023

# Welcome to Pinnacle Presbyterian Preschool's Cottontail Program

Welcome to Pinnacle Presbyterian Preschool. Our goal is to provide a warm, safe and developmentally appropriate environment for every child.

We are delighted to have you and your child enrolled in our Cottontail program.

## THE SPECIFIC PURPOSES OF COTTONTAIL PROGRAM ARE:

1. To offer a time for Mother/Father (or other significant adult) and child to enjoy being together.
2. To provide a positive first school experience in a structured, age appropriate environment.
3. To provide a support group – a chance for parents to discuss the common challenges and joys of parenting toddlers.
4. A time for children to interact and for parents to observe their children.
5. To develop language acquisition.
6. To provide an opportunity for your child to begin to learn about sharing with others and develop empathy.
7. To help develop a positive self image for the child through a relaxed and encouraging environment.
8. To create a stimulating environment for new experiences.
9. A time to share ideas and hints for making parenting easier and more enriching.
10. To have FUN!

## PROGRAM DESCRIPTION:

The Cottontail Class offers an age appropriate experience for children 18-30 months of age one day per week (Monday) for 1½ hours per class session. The class structure is such that it gives the child a typical preschool experience in a bite size time frame. The Cottontail Class is intended to be a gentle introduction to the preschool Reggio Inspired environment, an opportunity for toddlers to learn and play without having to separate from their parents and caregivers. The program offers a chance for parents and caregivers to build relationships with one another too.

The Cottontail Class starts each day with teacher-guided free play and an art experience, followed by a snack time and Kiva time (stories and songs).

During a typical class session your child will be exposed to various activities:

**Playground Time** is intended to develop their gross motor development and motor planning.

**Kiva Time** is introduced to increase their attention span and encourage group participation. It also exposes the child to respond to simple directions, uses oral language and builds self confidence and the ability to express themselves, recall songs, stories etc.

**Hand Washing & Toileting Time** (although children do not need to be potty trained to participate in this program) this activity teaches simply hygiene and self – help skills.

**Snack Time** gives the child a chance to learn cooperation and socialization.

**Art & Exploration Time** Children are exposed to a variety of simple media. They will be able to make choices, decisions and solve problems, develop eye-hand coordination and use their 5 senses to gain information about the environment.

## REGISTRATION/TUITION

Return the completed registration form with full payment to Pinnacle Presbyterian Preschool. Please note that space is limited, and spots in the class will only be held once the registration form and complete session (semester) payment have been received. Registration for the Fall Semester begins on Mid-July or Priority Families and August 1<sup>st</sup> for Community Members. Families that are currently enrolled in the Cottontail program in the fall will receive first priority for the Spring Semester enrollment.

Rates vary according to the class schedule and are based on the number of class days and school closure dates. The session is prorated for any holidays or vacation days that Pinnacle Presbyterian Preschool is not in session.

Because of your participation in the Cottontail program this year you are already assured of a placement for the next school year for your child. **What we cannot guarantee is which classroom and/or teachers.** You will have priority over anyone else (i.e. wait list families or community members). Registration typically occurs during the month of January. All Cottontail participants will be notified when registration will take place by your classroom teacher or school director.

## GENERAL RULES AND GUIDELINES

1. Please be prompt in arriving to school and leaving at the close of the day (your teacher has limited time between class to set up for the next class session). Remember that the habits you form now can last a lifetime for your child.
2. **Siblings or other young guests are not allowed to attend the class session. One adult may be accompanied by a maximum of two children (in the case of twins).**
3. You as the parent are your child's first and most important teacher. The Cottontail Program is set up so that with guidance from the classroom teacher you can model appropriate one-on-one behavior for your child's first learning experience.
4. Plan on participating with your child at all times. This means following your child on the playground as they choose from the variety of outside activities and while free flowing from each classroom activity.
  - a. During circle time for example it is extremely important that you, as the adult, are actively engaged in the activity that is taking place. We request that you sing along with the songs and be attentive during story time. We ask that you do not talk with the other adults during this time, as it is very distracting to all participants.
5. Be aware of where your child is at all times. It's easy to get distracted when interacting with other adults.
6. Please **NO CELL PHONES**
7. Please **NO HOT COFFEE**, glass or ceramic containers either on the playground or in the classroom.
8. **HAVE FUN!**

## HELPFUL HINTS

Most children are just developing their attention span at 2 years of age. Part of our program's goal however, is to increase their ability to sit and to become joyfully engaged in the offered activities. This is especially true during the 'quiet / cooperative' activities and Kiva time.

- If your child is not yet able, or chooses not to 'attend' during this time it is best to have them sit in your lap. Close physical contact or soothing activities like rubbing their back can help them relax and in fact encourage their participation and concentration.
- Please refrain from allowing your child to roam around the room, playing with toys or generally disrupting the group.
- Make sure to let your child know when Kiva time is coming. Prepare him/her for what is happening next ("In 5 minutes we are going to listen to a story" etc.) This allows them time to transition from an activity and helps prepare them for a successful experience.
- Children at this age generally have a difficult time with sharing. It is something they will learn with help and example. However, it is usually easy at this age to redirect a child to another toy or activity.

If your child is feeling fussy or irritable feel free to step outside with him/her for a few minutes in order to calm him/her down. A few minutes of quiet time can do wonders!

- Help them to regroup and then re-direct their actions. Give him/her a choice of what activity they wish to engage in and then gently help them re-enter the play.

Lastly, remember that your child is a toddler. Much of what you are experiencing is very typical. The good news is that you have a built in support group. Always remember that you can seek the advice from the classroom teacher, additional support staff and your own peer group.

## APPROPRIATE CLOTHING

The best choice for dress at school still are sturdy, inexpensive, washable play clothes. Because we are a developmental preschool, children will be getting messy! Painting, playing with sand, water and clay is an active part of the preschooler's day. Tennis shoes or other sturdy, non-slippery shoes are the best choice for footwear.

## COMMUNICATION

Newsletters and other pertinent flyers will be sent to your email address via Constant Contact. A class directory with all participants' addresses and phone numbers will be available to you the first month of school. If you do not want to have this information published, please contact the office.

A strong home and school environment is essential when building a good environment for young children. All of our staff will try to do our very best to keep you informed and involved in our preschool program. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two--way street. Please share with us information about your child and report any changes especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved in Pinnacle Presbyterian preschool program.

We look forward to getting to know you and your family!

# Pinnacle Presbyterian Preschool

## Parent Contract

### Cottontail Program

*Initial*

I have read the Cottontail Parent Handbook and agree to abide by the policies of Pinnacle Presbyterian Preschool. Go to [www.pinnaclepreschool.org](http://www.pinnaclepreschool.org) to download a copy and find out more about our preschool.

*Initial*

I understand that my home address, phone number and email address will be published in a Parent Directory. This information is for the exclusive use of Pinnacle Presbyterian Preschool parents only. If you do not wish to have your information shared please contact the school office as soon as possible.

*Initial*

Further, I consent to the use by Pinnacle Presbyterian Preschool of any photographs taken of my child.

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Child's Name (Please Print)

Class Name

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Parent Signature

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Date