

# Welcome to Preschool at the little school at Kids Cottage!

## Dropping off and Picking Up

\*Please make **EYE CONTACT** with a teacher when picking up and dropping off.

\*Children staying past their classroom time must sign in and out on the front computer.

\***EVERYONE** must sign out on paper at time of pick up. Sign out sheets can be found in classrooms or at the front desk.

\*Make sure the office has an up to date list of all persons authorized to pick up your child.

\*Anyone picking up should have a valid ID.

**This is for your child's safety!**

## NO CELL PHONES PLEASE!

Leave your cell phones in the car! Please finish all calls before entering the building.  
Thank You!

## Class Placement

*All children are placed into classes based on age. Information about what class your child will be placed in will be available in late August.*

## Class Times

### Pre Wee/Wee Little

2Day T,F- 9:15am-11:30am

3Day M,W,TH 9:15am-11:30am

### Play Little

4Day M-Th 9:15am-12:00pm

### 4 Day Preschool

4Day M-Th 9:30am-12:15pm

### 5 Day Preschool/Pre-K

5Day M-F 9:00am-12:00pm

### Enrichment

5Day M-F 12:00pm- 3:00pm

## PARKING

Please park in a designated parking place!

**PLEASE**, no parking at Delaware Guidance, along yellow curbs, or in front of the building!

Thank You!

## Siblings

All siblings will have the same preschool schedule in the computer so you can bring them and pick them up at the same time for no additional fee.

## TUITION

ALL TUITION PAYMENTS WILL BE DEDUCTED FROM THE CARD YOU HAVE ON FILE ON THE 1<sup>ST</sup> OF EACH MONTH.

## Field Trips/Special Events/Visitors

Field Trips/Special Events/ Visitor fees will be billed twice a year (September and February) for ALL children in older 4day Playlittle, 4 day preschool, and 5 day preschool and Pre-K classes.

**Field Trips:** Children in the above classrooms will go on age appropriate field trips throughout the year.

**Special Events:** Our 4 day preschool and 5 day preschool/Pre-K classes will perform for a holiday show in December and Dance around the maypole at Dover Days. We also have a school wide art show each year and other fun events for all such as a Thanksgiving feast and pet day.

**Visitors:** Throughout the year we have individuals visit the school to enrich our curriculum. Our visitors include but are not limited to musicians, doctors, dentists, community helpers, and storytellers.

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## Clothes

\*We get messy! Please do not send children to school in their Sunday best

\* Accidents happen! All children should have a (weather appropriate) spare set of clothes in their cubby at all times.

\*LABEL, LABEL, LABEL! Please label ALL of your child's belongings.

## **Foot Ware**

**For safety reasons All Children should wear closed toed shoes!**

**SOCKS! Socks are a must for our indoor playground. Please keep a spare set at all times in your child's cubby!**

## **Medications**

**ALL** medications/creams must be given to the front office and a medication log must be filled out in order for us to accurately administer medication.

Our allergy reports will reflect information you provide on your registration form. Any changes must be submitted to the office in writing.

## **Lunches**

If your child/ren will be staying for lunch, we ask that you send them to school with a healthy packed lunch.

All lunches should have an ice pack to keep items cold or a thermos for hot items as we are not able to refrigerate or heat lunches.

When packing lunches please be aware that we are a NUT FREE school.

## **Quiet Time**

All preschool children staying for quiet time should send in a large crib sheet, small blanket, travel pillow and a stuffed friend.

Quiet time items can stay at school during the week. Please take them home every Friday to be washed and returned.

## **Diapers and Wipes**

Parents are responsible for supplying diapers and wipes for children who need them. These items should stay fully stocked in your child's classroom. You will be notified by the teacher when supplies are running low.

## **COMMUNICATION**

### School Wide:

\*Our school will send emails periodically with "need to know" school wide info. Please make sure we have an up to date email address on file for ANYONE who would like an email!

\*In addition to emails we post all school happenings on the two white boards in the front office area.

### Classrooms:

\*Teachers will send out weekly/monthly newsletters, calendars and memos as they see fit for their class.

\*Each classroom will have a "parent Board" with important information and sign ups! Please check often!

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## **Movie Night!**

The second Saturday of every month!  
(unless otherwise noted)

5:30p-10:00p.

Children ages 3yr-12yr

Sign up in the main office. Space is limited to 50 children per movie night!

## Monthly classes

*We offer monthly classes such as Ballet, golf, fitness, art, and so much more! Classes begin in October and again in February.*

*Don't forget to sign up in the main office as space is limited!*

## **Emergency Drills**

Throughout the year we practice drills for fire safety, lock down and inclement weather to help the staff and children prepare for an emergency.

## **Hours of Operation**

Monday-Friday  
7:00am - 6:00pm

### Drop In Care

September – May  
12:30pm- 6:00pm  
June- August  
7:00am- 6:00pm

## Snacks

\*Snacks are provided twice daily, once during the preschool class around 10:00am and once in the afternoon around 3:00pm.

Children with severe allergies should provide their own snacks!

## **Birthday Parties!**

Join us for your child's next birthday party! We book all parties on Saturdays.

Check in the office for more information.

## **Weather Delays/Closings**

*In the event of inclement weather we will ...*

*Send you a text message through REMIND*

*Email through Constant Contact*

*Record a message on our schools voicemail*

## **Afterschool Club**

WE OFFER A SAFE, STRUCTURED, FUN ENVIRONMENT FOR SCHOOL AGE CHILDREN BEFORE AND AFTER SCHOOL FOR CHILDREN 5-12 YEARS.

\* Homework Help \* Snacks \* Crafts \* Games \* Free Play \*Playground \*

## **the little school at Kids Cottage**

### **Curriculum Overview**

Our preschool curriculum at the little school at Kids Cottage is designed around a weekly theme. Each theme is chosen to reflect the age and interest of the children in our program with special attention given to community events and involvement, multicultural customs and celebrations, and developmentally appropriate skills and topics.

#### **Language Development**

Language Development is approached through a language and literacy rich environment, we will read to groups of children from a wide variety of children's literature, post posters and labels throughout the class room and use the Language Experience Approach (LEA). We also have a Phonics program for our 4 and 5 day preschool classrooms and Spanish classes introducing the fundamentals of Spanish through stories, songs, and dance.

#### **Motor Development**

Large motor skills are approached through activities such as acting out stories, moving to music or following directions in songs during music class. Children are also offered a playground time which can include running, climbing, swinging, sliding and much more. Fine motor skills are approached in many classroom experiences with a multitude of tools and mediums such as painting, markers, crayons, pencils, cutting, gluing and play dough.

#### **Social Development**

Social Development is at the center of the little school's curriculum. Children are introduced to a structured environment and encouraged to participate in all aspects of the program. Activities are done individually and in small and large group settings to help children adjust to all situations.

#### **Emotional Development**

Emotional Development is a daily priority as we strive to build a child's self-esteem and create a foundation for learning that will last a lifetime. All children are recognized for their attempts as well as their accomplishments.

#### **Cognitive Development**

Cognitive Development is achieved through exposure to a developmentally appropriate curriculum. Our daily plans encourage a child's natural development and a progression of skills. Children are introduced to concepts, letters, numbers, colors, shapes, and foreign languages through planned activities. The teaching Strategies Gold (TSG) assessment tool is used to track developmental progress three times per year(Nov, March, June).