

CARD Nature School Parent Handbook 2023-2024



www.chicorec.gov

Enrollment Questions?

Email Francesca at fshaffer@chicorec.gov



CARD

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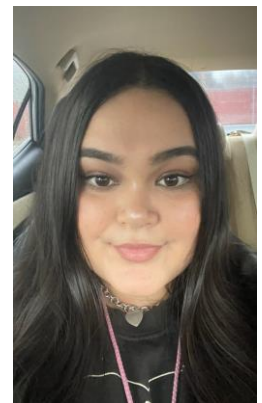
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Program Hours and Contact Info

Program Manager: Hello, my name is Ms. Ellen, and I am so happy to be leading our Nature School program! I grew up in Chico exploring Bidwell Park and visiting the Nature Center. I love getting to share these special parts of our community with others. I graduated from Chico State in 2011 with a bachelor's degree in psychology. Over the last 16 years I have worked in a wide variety of both childcare and classroom settings, allowing me to collect a unique combination of teaching strategies. I have a wonderful daughter of my own and know just how important it is to have a patient, nurturing, and joyful approach to working with children. I am passionate about early childhood education, art, and nature and feel so lucky to run a program that incorporates all three! Preschool children are my absolute favorite age to work with. It is incredibly rewarding to watch our Nature Kids explore the world around them and develop so many exciting new skills throughout the year! Nature School is an amazing program, and I am so grateful to be a part of it!



Recreation Leader: Hi! I am Olivia. I recently graduated from Chico State with a BA in Child Development. My passion is working with preschool age children. My hobbies include watching tv and movies, spending time with family and friends, and cooking. I look forward to having a great spring semester!



We are so excited to begin the new year here with you at Nature School! Nature School is such a sweet program where children get to learn about themselves, their friends, and the natural world around them through play-based learning! We spend most of the day outdoors and have a rich curriculum spanning from plant and animal identification skills, age-appropriate academics, healthy body movement and SO much more that we can't wait to share with you!

Participant Readiness Quiz

Behavior Expectations

Below are the behavior expectations for all children. If behavior expectations are not being met, staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

- **Be Safe** (includes staying with the group, keeping hands and feet to themselves, following rules)
- **Be Respectful** (includes listening and following directions, using appropriate language, being kind to others, using equipment properly)
- **Be Responsible** (includes using the restroom independently/ no bathroom accidents, telling the truth)

CARD programs are committed to being safe and enjoyable places for all. Our programs maintain set ratios and are not designed for one-on-one care. Our program ratio is 1:8 with two staff for a max of 16 children per session. Staff may choose to suspend or expel a child from the program for reoccurring behavioral concerns or for extreme situations.

Questions to consider before signing your child up for programs. Our goal is for your child to be successful at the program. If your answer is "NO" to one or more of these questions, your child may not be ready to attend on their own. Feel free to contact a program Supervisor if you have questions.

- Can they meet the Behavior Expectations?
- Are they able to stay with the group and not run away when upset or overwhelmed? Our programs maintain set ratios and are not designed for one-on-one care.
- Are they able to go on long walks without being held? We go on nature walks every day.
- Is your child overwhelmed with loud noises? At times, programs can be loud.
- Is your child comfortable when you are not present?
- Does your child warm up to new situations where they do not know anyone?
- Staff do not assist with the bathroom. Can your child independently:
 - communicate their need to use the bathroom,
 - use the toilet without making a mess,
 - wipe and pull up their pants,
 - flush the toilet,
 - get soap from the wall dispenser,
 - turn on and off the water,
 - pull a paper towel down, and
 - change their own underwear, if necessary?

Program Hours and Contact Info

Visit our website at www.chicorec.gov/nature-school for parent resources including forms, calendars, payment information and the current parent handbook.

Nature School Program Manager: Ellen Flasch

Email: eflasch@chicorec.gov

Nature School Recreation Leader: Olivia

Nature School Cell Phone: 530-519-8252

You can reach us on our cell phone during program hours. You may text or leave a voicemail during non-program hours.

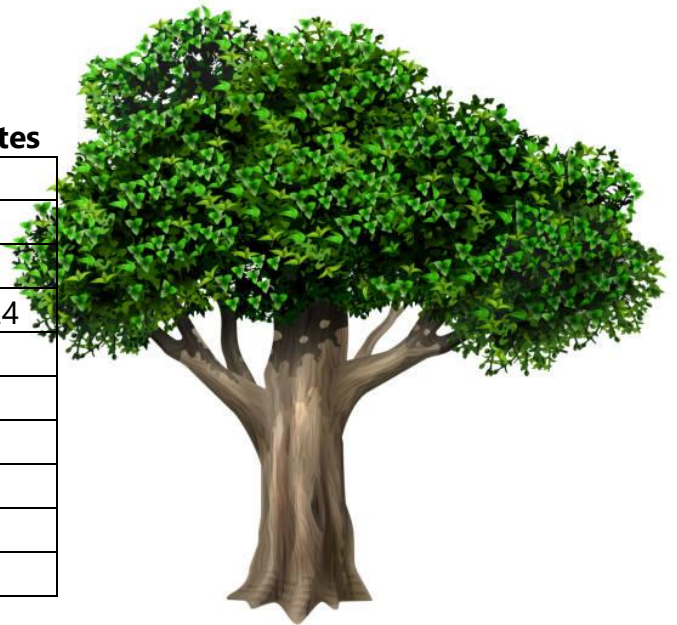
Location: Chico Creek Nature Center- 1968 E. 8th Street, Chico, CA 95928

Ages: 3-5 years old

Days: Monday & Wednesday and/or Tuesday & Thursday

Dates: See below. This program runs on the Chico Unified schedule.

Months 	Dates	No Program Dates
August 2023	8/28-8/31	
September 2023	9/5-9/28	9/4
October 2023	10/2-10/31	
November 2023	11/1-11/30	11/9-10 & 20-24
December 2023	12/4-12/21	12/25-28
January 2024	1/8-1/31	1/1-5 & 15
February 2024	2/1-2/29	2/12 & 19
March 2024	3/4-3/28	3/18-22
April 2024	4/2-4/30	4/1
May 2024	5/1-5/23	



Payment and Fees

The Parent or Legal Guardian that has registered the child is solely responsible for payment of all fees and charges, regardless of custody arrangement. Families can choose to pay for the entire year up front or sign up for a monthly payment plan. Monthly fees vary based on the number of days of care. CARD does not pro-rate for days unattended. Fees for the 2023-24 school year are listed below.

CARD's TAX ID # 94-1156263

To access your CARD online account, visit www.chicorec.gov and click "Account Login." **You will use the email address you provided during enrollment as your log in and your default password is *welcome1*.**

Nature School- Mon/Wed		
Yearly Fee		\$ 2,015
Daily Fee		\$ 31
	Days	Fee
Aug	2	\$ 62
Sep	7	\$ 217
Oct	9	\$ 279
Nov	7	\$ 217
Dec	6	\$ 186
Jan	7	\$ 217
Feb	7	\$ 217
Mar	6	\$ 186
Apr	8	\$ 248
May	7	\$ 217

Nature School- Tues/Thurs		
Yearly Fee		\$ 2,139
Daily Fee		\$ 31
	Days	Fee
Aug	2	\$ 62
Sep	8	\$ 248
Oct	9	\$ 279
Nov	6	\$ 186
Dec	6	\$ 186
Jan	7	\$ 217
Feb	9	\$ 279
Mar	6	\$ 186
Apr	9	\$ 279
May	7	\$ 217



Monthly Payment Plan

Payment for the entire school year may be made at the time of registration. If choosing to sign up for the monthly payment plan, payments will be automatically processed 5 days prior to the last day of each month for care the following month. If payment is declined, the balance due will be shown on your online account as "Due Now" and must be paid no later than the last day of the month prior to care being provided.

Late Pick-Up Fees

Your child must be picked up no later than the program end time. A late pick-up fee of \$1.00 per minute is charged for the first 3 instances. The late fee increases to \$5.00 per minute starting on the 4th instance. If your child is picked up late 6 times, they will be removed from the program.

Program Philosophy

At Nature School, not only do we create a unique space for children to begin developing school-readiness skills, both academically and socially, we do it all with a strong focus on nature. We believe that spending much of the day outdoors creates more hands-on learning opportunities than any other type of classroom setting. Our child focused, play based learning style guarantees that children's needs will always come first, and provides flexibility for children to help guide their own learning. We foster kindness, creativity, and a deep love of nature in our students. We provide a positive and meaningful first-time learning experience in the hopes of beginning a lifelong love of learning and a true appreciation of nature.

About the Program

Our program provides fun and enriching new units every two weeks. During these units we incorporate themed:

- **Age-appropriate academics:** plant and animal identification, sign language, educational books and stories, letter sounds, name tracing, number and letter identification and tracing, counting, colors, shapes, introductory nature math, using scissors, rhyming, patterns, and opposites.
- **Social emotional growth:** expanding emotional vocabularies, sharing, personal space, first time listening, listening to others, respectfulness, helping hands, taking turns, meeting live animals, empathy, diversity, and inclusion.
- **Healthy body movement:** dancing, yoga, nature walks, climbing trees, playground play, and dipping our toes in the creek.
- **Comprehension:** making predictions and observations, compare and contrast, reading comprehension questions, games, following directions, and problem solving.
- **Creativity:** arts and crafts, music, imagination, sensory play, exploring nature, and building.

Program Units

A sneak peak of some of the fun themed units we will be providing throughout our rotating two yearlong curriculum include:

Nocturnal Animals, Trees, Birds, Music, Insects, Maps, Plants, Emotions, Lizards, Gratitude, Frogs, Animal Groups, Seasons, Bears, Outer Space, Snakes, Water, The Bidwell's, Pollinators, Underground, Flowers, Dragonflies, Friendship, Baby Animals, Forest Floor, Animal Care, Rocks, Rainbows and more!



Program Details

Nature School participants must be fully potty trained, able to make transitions easily, and ready for an experience away from their families before starting the program.

Attendance

CARD does not have attendance requirements; your child may attend days/hours as needed. It is helpful for you to notify our staff if your child will be absent. **Unexplained absences will not be confirmed by CARD staff.** All children must be signed in each day. Only authorized pick-up people will be allowed to sign a child out.

Authorized Pick-up People

The Parent or Legal Guardian who enrolled the child is the only individual who can access the child's account information and may designate individuals who can add or remove people from the child's pick-up list. Anyone listed as an authorized pick-up person may sign out the child. **Photo ID will be checked!** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

- To add individuals to the authorized pick-up list for your child, you can
 - add people in person to your child's account at the program site.
 - provide a written note with your signature to the program. If you are unable to give this note to staff in person, you may write a note and text a picture of it to the site cell phone. CARD does not allow phone-ins as an authorized release of a child.

Behavior Expectations

Below are the behavior expectations for all children. If behavior expectations are not being met, staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

- **Be Safe** (includes staying with the group, keeping hands and feet to themselves, following rules)
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- **Be Responsible** (includes using the restroom independently/no bathroom accidents, telling the truth)

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CARD will not tolerate participants compromising the safety of themselves or others, causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program, or vandalizing the program equipment or space. Any of these actions or other actions deemed dangerous, illegal, or harmful will result in immediate expulsion from the program.

Bathroom Expectations

All children must be fully potty trained and able to use the restroom independently.

In the event of a bathroom accident, staff will contact parents/guardians to request immediate pick up or assistance with cleaning and clothing change. Reoccurring bathroom accidents may result in removal from the program. Please always send your child with a change of clothes stored in a zip lock plastic bag, so that dirty clothes may be sent home bagged if necessary.

Snacks/Lunch

Food is not provided by CARD. Please send your child with a large healthy lunch for lunchtime, plenty of small healthy snacks for snack time, and a full water bottle daily. Food and water should be in containers the child is able to open independently.

Personal Belongings

Children should not bring valuables to the program. Please label your child's belongings such as jackets and backpacks. CARD is not responsible for lost or stolen items.

Program Attire

Be prepared for the weather each day! Layers are always strongly recommended. In the spring, please send children wearing hats, pre-applied sunscreen and bug spray, waterproof closed toe sandals with a heel strap for playing in the creek, and a change of clothes. In the winter, please send children wearing warm coats, rain jackets (we will still go for our daily nature walks rain or shine), mittens they can put on independently, and warm shoes with a good grip for climbing trees.

Health Policies

If your child becomes ill at the program, you will be notified and must arrange to have your child picked up immediately. Once your child has been fever-free for 24 hours, they are welcome to return to the program. **Please notify staff if your child has been exposed to any contagious disease or condition such as COVID-19, chicken pox, lice, pink eye, mumps, measles, etc., so we can notify other parents immediately.**

- Do not send your child to the program if they are not feeling well, have excessive coughing, have an excessive runny nose or have a temperature over 100.4°. Children must be fever free for 24 hours before returning.

- If a child indicates they do not feel well, you will be called for immediate pick up.
- If a child has COVID symptoms, they may not attend the program. Please follow guidelines set by local health officials.

Medication Information

CARD does not store or dispense medication. Please let staff know of any allergies or other medical conditions, big or small, so we can keep your child safe! Please drop off your children with sunscreen and bug spray already applied. While children may bring their own sunscreen and bug spray to the program, CARD staff are **not** permitted to apply on children.

Accommodation and Inclusion

We are happy to work with those who have special needs to ensure equal access to our recreation programs. Please refer to the Accommodations Policy and Request Form found [HERE](#). Please note that participants in need of reasonable accommodation must register for an activity or program and submit a completed Accommodation Request Form no later than fifteen (15) business days before the start date of an activity or program. CARD will need at least fifteen (15) business days after the Accommodation Request Form is submitted to determine whether we can reasonably provide accommodation.

Code of Conduct

To ensure the safety of all children and staff in our programs, individuals are responsible for adhering to the program rules and policies whenever at the program. This includes use of appropriate language, a civil tone of voice, calm demeanor, respecting personal space, and maintaining professional boundaries. Any person who does not meet conduct expectations will be asked to leave the premises immediately and the participant may be removed from the program.

Photo/Video Release

CARD reserves the right to photograph and video record activities and program participants for potential promotional purposes.

Special Events & Information About Frequently Asked Questions

- You are welcome to bring a store-bought, nut free treat for the class on your child's birthday, if you would like. Staff will distribute this at lunchtime.
- Children are welcome to wear a costume to school for Halloween if there's no blood, weapons or easily lost props.
- We have three events each year where families are allowed to stay and play during Nature School: Our beginning of the year meet the teacher, end of the semester pizza party and end of the year pizza party. Our pizza parties include cheese and

pepperoni pizza, juice, and salad. You are welcome to contribute a store-bought, nut free item to the pizza parties, if you would like.

- A late drop off and/or early pick up is allowed. Please let us know in advance if you can and call the site phone when you arrive. We recommend allowing an extra ten minutes for appointments in case we are out and about in the park when you arrive.
- Occasional potty accidents are expected at this age and will not result in immediate dismissal from the program. If continuous accidents occur, your child is not quite ready for this program and will be asked to take a break and try again later.
- Due to the setting and style of our program, we take safety very seriously. When we are in the park, we walk across parking lots, share the trails with people, dogs, and horses, are near poison oak and the creek, and yield to the occasional car and bicyclist. This kind of setting requires trust to listen and stay with the group and it is very important your child knows to stay near an adult who will keep them safe. If a child requires continuous handholding to stay with the group or a staff member must run after a child, they are not quite ready for this program and will be asked to take a break and try again later.
- Families trickle in between 9:00 and 9:30AM during free play. If your child finds drop offs to be difficult, you are welcome to come at 9:30AM when the structured portion of our day begins. We have noticed this helps some children focus on something other than feeling sad or nervous and have a smoother transition.
- We recommend quick confident drop offs if your child finds them difficult. If a child remains upset and is unable to transition to the program, we will call parents for an early pick up. We want Nature School to be a fun experience, not a forced one.
- If you choose to step away from the program and return later, a spot is not guaranteed. You will need to add your name to the waitlist and will be called in order as spots open.
- Our number one form of communication is email. Ms. Ellen sends email updates every two weeks to recap what they have learned and been doing during that unit and introduce the next unit.



Nature School Flow of the Day

9:00 AM Free play with stations (30 minutes)

9:30 AM Clean up song (5 minutes)

9:35 AM Morning Circle (30 minutes)
- Schedule, rules, name song, short lesson & stories

Potty & Water Reminders

10:10 AM Yoga & Dancing (10 minutes)

10:20 AM Art & Wash Hands (20 minutes)

10:40 AM Snack & Playground (15 minutes)

Potty & Water Reminders

10:55 AM Nature Walk with nature identification & Free Play (30-50 minutes)

11:30 AM ***Mon. & Thurs. Only* Animal Visits with Teacher Kurt**

12:00 PM Wash hands (10 minutes)

12:10 PM Lunch & Playground (30 minutes)

Potty & Water Reminders

12:30 PM Optional: Sensory Play/ Group Exercise Game/ Outside Toys (15 minutes)

12:45 PM Closing Circle (15 minutes)
- Review what we learned today and read stories until parents arrive



Nature School Program Calendar



CARD

Nature School Program Calendar

August 2023- June 2024

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31*	



= First and Last Day of Program



= No Program



= Payment Plan payments will be processed

* To re-enroll your child for the 2024-25 school year, payment for August 2024 is due by May 31, 2024.