



[www.enrichthekids.org](http://www.enrichthekids.org)

## **FAMILY HANDBOOK**

Hillrise-1400 Curnutt

**Tracey Gantzler –Summer  
Site Director  
575-805-4618**

Angie Montes - Program Director  
575-571-7734

## **Introduction**

Welcome to EnrichTheKids, Inc. Our program provides enrichment, childcare, and activities for the children who are enrolled in our program. The program is fee-based and self-supporting. EnrichTheKids, Inc. is a non-profit organization, meaning we can offer services at a lower rate because we are not subject to gross receipts tax. It allows us the privilege of operating in the schools. Please read and become familiar with the policies and procedures. Keep this handbook for reference and call your site director if you have questions.

There is no charge for the program; however, every family wishing to participate must first apply for childcare assistance with the Early Childhood Education and Care Department (ECECD) at <https://www.nmeccd.org/information-for-parents/>. Each child will also need a fully completed registration form and parent agreements, a copy of their insurance card, and shot records.

## **General Information**

### **Philosophy**

We understand that children have unique gifts and abilities and need positive guidance and support to learn and grow. With input from the students, parents, staff, and stakeholders, we plan many activities to assist with the child's overall growth. As part of their community and support group, we are responsible for creating as many opportunities as possible to promote positive interactions and relationships with peers and adults. We embrace that all families are different and unique and support everyone having equal access to appropriate services that all families deserve to reach their full potential.

We are committed to building trust through developing inclusive practices and overcoming biases so we may establish creative partnerships to help our families, children, and employees grow. We are accountable to every child and family to uphold these ideals.

### **Mission**

Helping school-aged children grow in body, mind, and spirit during their out-of-school time by providing enriching activities in a safe, familiar, and non-evaluative environment.

### **Curriculum**

Curriculum is made up by individuals who were hired to prepare and teach age/developmentally appropriate lessons within their field of expertise and are compensated commensurately. Site directors prescreen all lesson plans. Teachers/caregivers must go through 12 hours of college, community, and/or online training in early childhood development annually. Relationships and play are instrumental in the child's learning, so our daily routines allot time for play and spending time on building relationships that develop and foster self-reflection. We provide a diverse variety of services and experiences to meet the needs of our students. We are sensitive to their family experiences, culture, beliefs, abilities, and circumstances based on information shared by the family. We provide flexibility and choice for the best outcomes for all. We continuously use dialogue, surveys, and research to improve our methods to effectively meet the needs of the children and families in our programs.

### **Program Location**

We are located at East Picacho and Hillrise Elementary Schools. The after-school program is based in the cafeteria/multipurpose room and playground.

**License number:** 4000164

**Days and hours of operation:** This program provides childcare during the summer and other school breaks from 7:30 AM-5:30 PM. Depending on school availability, the after-school program may provide childcare on Parent-Teacher Conference Days. The program does not provide childcare on National holidays when the school is closed. We also offer a summer camp program, but it may not occur at your child's school during the school year. EnrichTheKids, Inc. is open to school-age children from entering Kindergarten through leaving 5th grade. We will also accept home-schooled students or students from other schools, but transportation will not be provided.

**Services:** We offer after-school care, homework help, social skills development, and enrichment classes.

**Site Director:** Tracey Gantzler: 575-575-805-4618

**Program Director:** Angie Montes: 575-571-7734

### **Snacks and Meals**

We participate in the Summer Food Program for breakfast and lunch. Healthy snacks will be provided. Children need to bring a sack lunch if they do not want what the Summer Food Program provides. We do request that you check with the director before sending peanut products, as we may have participants with peanut allergies. If your child has a food allergy, please let us know so we can ask for appropriate substitutes.

### **Summertime Schedule: The schedule is subject to change to take advantage of good weather or impromptu learning opportunities!**

7:30-9-Welcome and free time

8-9- Breakfast

8:50-9-Clean up

9-10-Outside time

10-11:20-Free time

11:20-11:30-Clean up

11:30-12-Lunch

12-12:30-Outside time

12:30-12:45-Brain Focus

12:45-1:45-Enrichment

1:45-2-Clean Up

2-2:30- Snack

2:30-5-Free time

5-5:30-Clean Up/Home

**Open Door Policy:** Custodial parents/guardians or grandparents are always welcome at the program! We are supportive of and encourage family involvement. Visitors must check in with the Program Director before visiting. The director reserves the right to deny a requested visit based on the circumstances surrounding the visit. **We will not allow non-family members or non-custodial parents to observe the children or the program.** We have cooperative agreements with NMSU's College of Education to allow students to do community service as part of their Multicultural Education Class and Service Learning. They are already cleared through the district to come into the schools to observe and volunteer.

### **Clothing and Personal Possessions**

Students should always wear washable, practical clothing, including appropriate footwear and outerwear. We follow the school district's dress code policy. All items must be clearly labeled with the child's name. Enrichthekids, Inc. is not responsible for lost or stolen property. Even though children are accountable for

their personal belongings, the staff will do everything possible to ensure that items will not be lost or stolen. Please send hats for sunny days, and though it is hot, footwear that is sturdy and stays on your feet is necessary for safe outdoor activities.

Enrichthekids, Inc. highly suggests not sending cash with your children, as we are not responsible if it gets lost. Please send a change of clothes with your child (usually Kindergarten and 1st graders), who still has accidents occasionally. We will discreetly allow them to change and get on with their day.

### **Holidays:**

We celebrate and learn about all holidays as part of our enriching after-school program. If you object to anything we have planned, please send an alternate activity for your child for that day. You may send in a healthy snack or an activity for your child's birthday. We will be closed July 4-5, 2024.

**Liability Insurance:** We carry liability insurance that is independent of Las Cruces Public Schools. Please contact the director to see a copy of this policy. LCPS is not in any way responsible for EnrichTheKids, Inc. staff actions.

### **Policies and Procedures**

#### **Enrollment /Disenrollment Procedures/Payment Procedures**

Registration takes place in the cafeteria anytime from 2:30 to 6 PM daily or online by printing your forms, scanning them, and sending them back after you have fully filled them out. There is no charge for the program; however, every family wishing to participate must first apply for childcare assistance with the Early Childhood Education and Care Department (ECECD) at <https://www.nmececd.org/information-for-parents/>. Each child will also need a fully completed registration form and parent agreements, a copy of their insurance card, and shot records.

All returned checks are subject to a \$30 fee due with the payment as soon as we know of the problem.

To disenroll, please let the program director know at least a week before disenrolling your child. Written notice is preferred. If you stop attending the program, your spot will be given to another child.

#### **ENRICHTHEKIDS, Inc Expulsion Policy**

Unfortunately, there are sometimes reasons we must expel a child from our program, either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

##### **IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing severe injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent/guardian exhibits verbal abuse to staff in front of enrolled children.

##### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms, including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Harassment or intimidation to staff, either on or off campus.

### **CHILD'S ACTIONS FOR EXPULSION**

- Bullying other children.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Bringing a gun or weapon on campus.
- Continually intentionally damaging property

### **SCHEDULE OF EXPULSION**

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the plan's terms may result in permanent expulsion from the center.

#### **A CHILD WILL NOT BE EXPELLED If a child's parent(s):**

- Make a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN TO PREVENT EXPULSION**

- Staff will try to redirect the child from damaging behavior.
- Staff will reassess the classroom environment, appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- The child will be given verbal warnings.
- The child will be given time to regain control.
- The child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parents/guardians will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parents will be given literature or other resources regarding improving behavior.

**Late Pick Up Fees**

We strongly recommend that parents have a backup plan if they cannot pick up their child on time. Consideration will be made for bad weather and accidents. Please save the site director's phone number so you can call in the event of an emergency that would cause a late pickup. The fee is \$5.00 per minute. Late pick-up fees can be paid as a check, cash, or money order and will be collected when the child is picked up.

If a parent or an authorized person does not arrive to pick up a child within five minutes after the program's closing time, the staff will attempt to contact the parent at home or work. If the staff cannot speak with the parent by phone, they will contact the authorized person on the enrollment form. If the authorized person cannot be contacted by phone, the police will be notified. CYFD will also be notified. Children will never be left unattended at the program or taken home with a staff member.

**Absences**

If you know your child will not be attending the after-school program session, please call the program site director to inform the program of your child's absence.

**Field Trip Policy:** If a field trip is planned, parents will be given permission slips at least 3 days in advance. We are not liable or responsible for any accidents or injuries that may occur during "family field trips," where we meet as a group, and parents provide supervision and transportation of their children.

**Health Policy**

All Enrichthekids, Inc. staff are certified in CPR and first aid. If a child experiences a minor or non-emergency injury, a staff member will tend to the injury, fill out an incident report and inform parents at pick-up time. A parent or an authorized person will be contacted immediately in case of serious injury or illness. If the staff determines that a child is contagious, feverish, or seriously incapacitated, the child will be isolated, and a parent will be called to pick up the child as soon as possible. If a parent is unavailable, the designated emergency person will be notified. The child's physician will be consulted if all designated emergency persons on the emergency form are unavailable. These procedures will also be followed on field trips. If your child is ill with any infectious diseases listed by the NM Dept of Epidemiology, they must be cleared by a doctor before returning to the program. Please do not send a child to the program who has had a fever or diarrhea within 24 hours of the incident to keep from infecting other children and staff members.

**Emergency Procedures/Safety Policy**

In case of emergency, school procedures will be followed. Students will never be automatically dismissed during emergencies but remain in the building. In an extreme situation where the building is determined unsafe, staff will remove the children to safety and immediately contact parents or emergency contact people. In case of fire, students will evacuate the building through designated doors to assigned holding areas until the signal is given that the practice drill or emergency is over. In case of a tornado, students will move to a designated safe area inside the school building and wait with the staff until the danger has passed. Practice drills are held and recorded regularly. If your child has an accident resulting in loss of consciousness or excessive blood loss, our procedure is to call 911 and then call the parents. We follow all safety rules and regulations the school has for playground use.

**Hot Weather**

In extremely hot or windy weather, we will conduct all activities in the building where air conditioning and shelter are provided; otherwise, we will use the playground to enjoy outdoor activities. We will go

inside every 15 minutes for water and offer the children who would rather play inside the option to do so after a 30-minute recess. Please provide sunscreen for your child.

### **Confidentiality Policy**

We do not share information about your child or family with people outside the program unless it is solicited by ECECD, CYFD, or another State entity that requires it. However, we may request information about your child's schoolwork or performance to better serve your child.

### **Reporting Child Abuse**

Staff members are required by law to report any form of child abuse, apparent or suspected. The Enrichthekids, Inc. staff handbook outlines the specific procedure to be followed and may be reviewed by parents upon request. If a parent suspects child abuse, they should contact the Childcare Services Bureau at 575-524-6044 or, to report neglect, 1-800-832-1321.

### **Guidance Policy**

The Enrichthekids, Inc. summer staff aims to provide a safe, fun, and educational environment for all participants. We expect all children to show respect for one another and adults. Students are expected to use appropriate language always. School and district policies regarding alcohol, tobacco, and any form of weapons or drugs will be adhered to completely. Conduct that disrupts the operation of our programs, interferes with the rights of others, endangers the safety of any person, or damages property will not be tolerated.

When unacceptable behavior is observed, a staff member will give the student a verbal warning, followed by a time-out if necessary. Staff members will not engage in any form of physical or humiliating punishment. Following these initial steps, a conduct report and/or a phone call to the parent may be made. We reserve the right to suspend or dismiss any child immediately who a threat to him or herself is, or others in the program. The parent or guardian will be given one week to find alternative care. Leaving school property without permission and hurting others is grounds for automatic dismissal. These disciplinary measures have been established to ensure each child's right to a safe, fun, and educational environment.

### **Emergency Evacuation Plan:**

In an emergency that requires evacuation, students will seek shelter at Meca Therapies, 1350 Hillrise Dr. Parents will find their children and staff there. (Please sign up for emergency text messaging with the site director to help keep you informed). We will make every effort to contact all parents, and the director will remain with the students until they are all picked up.

### **Sign Out**

Parents/guardians must sign children out of each session with the time picked up and their initials. Children will not sign themselves out unless requested by the parent/guardian. ID must be shown at pick-up until we know the parent/guardian picking up.

This program is not responsible for the children before they are signed in or after they are signed out.

Children may leave the program only with the person/s specified on the enrollment form. If a parent desires the child to leave with someone not specified on the enrollment form, the parent must supply written permission, with signature, in advance. If an unknown person arrives to pick up a child, the staff will contact the parent and receive verbal permission to authorize the child's departure. The unknown person will then be asked for identification to ensure his/her identity. Please update emergency

information regularly so that the program staff can contact the appropriate persons immediately in an emergency.

**If you come to pick up your child during enrichment classes or scheduled activities, please be prepared to wait a few minutes for us to retrieve your child from his or her class. Please turn off or silence cell phones during pick-up, as it interferes with reuniting with your child and any messages or information our staff may have for you to hear.**

### **Medications**

Medication should be given to children at home whenever possible. We will work with you to make emergency/rescue medications available if circumstances demand them. Such medication will only be administered by the Program Director or Site Director. If your child has asthma or extreme food allergies, you must cite it on your child's registration form so we can care for your child properly.

### **Closing Procedures**

When the last child is picked up, the Enrichthekids, Inc. staff will check the sign-out sheet to ensure that all children were picked up and signed out. We will also check the building to ensure that all children are gone.

### **Location of Children**

To locate a child in the after-school program between the hours of 2:30 AM to 5:30 PM, please go to the school cafeteria/multipurpose room and consult a staff member. EnrichTheKids, Inc. will take periodic roll calls during the day to ensure the whereabouts of all children. Please call site director, phone number listed on front page of parent handbook, if no staff are in cafeteria at that time.

### **Lost Children**

A child is lost when the staff cannot determine his/her whereabouts and cannot guarantee the child's safety. Staff members will make every reasonable effort to search the immediate building and grounds. If, after a search, the child's whereabouts are still undetermined, a staff member will call the child's home, the parent's place of work, and the emergency contact person. If the child is still not located, the police will be contacted. This procedure will be followed in as little time as possible. This procedure will also be followed on all field trips.

### **Cell Phone/Toys/Video Games Policy**

We always strive to keep the children positively engaged in activities. The children will not need toys or video games; we will confiscate them if we see them. We request that if your child has a cell phone and brings it to school, they keep it off and store it in their backpack. We will confiscate any cell phones used without permission during program hours. Confiscated items will be returned to the parents/guardians at the end of the day. We are not responsible for lost or stolen items.

### **Television and Video Policy**

On occasion, the Enrichthekids programs will show videos. These videos will have been previewed by the site director and be completely age-appropriate. The program will only show G and PG movies to the children whose parents have signed the movie release on the application.

### **Release of Children**

Children will only be released to a parent or an authorized pick-up person. The authorized person must show an ID that matches the name on the registration form. For safety, children must be signed out according to the procedure described above in the section titled "Sign Out." Failure to follow this procedure will result in dismissal from the program. There is no discount for early pick-ups.



**Special Needs Children**

Enrichthekids, Inc.'s programs care for children with special needs if they are reasonably accommodated. Parents of special needs children must meet and teach us the best ways to interact with their child/children. Discussion at this meeting will center on specifics about the child's needs and any additional information that parents consider essential. Failure to fully disclose information that can help us work with your child will result in dismissal from the program.

After the child attends the program, a second meeting may occur if staff have difficulty meeting the child's needs due to behavioral or physical limitations. Staff will then use agreed-upon alternative strategies for a specified trial period. If problems persist throughout the trial period, parents will be given two weeks to make other arrangements in all but the most extreme cases.

Due to the laws of daycare and facilities and for your child's protection, we cannot assist a child with more than offering a change of clothing if there is a toilet accident. If a child needs more assistance, we will call the parents to handle the situation.

**Complaints**

If you have a complaint regarding the program or services your child is receiving, please talk to your Site Director. If the Site Director is unable to resolve the issue to your satisfaction, don't hesitate to get in touch with Angie Montes, Program Director, at 575-571-7734

Revised April 16, 2024