

## NM PREK-123 CHILD DEVELOPMENT CENTER

### NM PREK ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

#### Eligibility:

To participate in New Mexico PreK, your child must be four years old prior to September 1st of the current school year.

To participate in Early PreK, your child must be three years old prior to September 1st of the current school year.

**Recruitment:** 123 Child Development Center continually reaches out to the local community for recruitment of NM PreK Students. To raise awareness of availability, we utilize a variety of public outreach methods. These include fliers, Facebook, television, and radio advertising etc.

**Selection:** To ensure continuity of care, priority will go to students within our program. Children who will attend a Title I School for kindergarten <https://www.aps.edu/title-i/2017-18-title-i-public-and-charter-schools> will also receive priority. If there are slots remaining, they will be filled on a first come first served basis.

**Enrollment:** Before any child may participate in our program, we must have the following:

- i. Complete Enrollment Agreement
- ii. Current immunization records
- iii. Complete Income Eligibility Application for participation in the Child & Adult Care Food Program
- iv. Family Handbook Acknowledgement
- v. Verification of your child's recent physical\*
- vi. Verification of your child's recent dental visit\*

*\*Physical and Dental forms may be our forms or obtained from your pediatrician. If your child has not had a recent physical or dental visit, you will be provided with resources to ensure these get completed within 60 days of enrollment.*

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### **Attendance:**

Attending school regularly helps all students develop the skills and habits they will need to succeed throughout their academic career and beyond. To ensure your child receives the full benefits of our program, it is imperative that your child attends daily. Your child will be allowed a maximum of 10 absences per year without intervention. We may request documentation to excuse absences more than 5.

- Excused absences include, but are not limited to illness, doctor appointments and family emergencies.
- Disenrollment: In the event that your child has excessive absences, we will make every effort to contact you to offer support. If you do not contact us, and we cannot reach you, your child will be withdrawn from the PreK program.

It is understood that sometimes families may need support to help their child be successful. 123 Child Development Center staff can assist with locating possible resources within the community. Please see our website: <https://123childdevelopmentcenter.com/resources> , if something not listed, please speak with our NM PreK Administrator.

### **Family Engagement Plan**

We understand that families are very busy, and how rare free time can be. However, time that you can spend in the center with your child is invaluable. Your child will be happy to have the experience of the special people in his/her life working together. This will allow your child to develop a sense of security and will allow us to develop a closer relationship.

Supportive relationships are a crucial component in achieving positive outcomes in your child's academic success.

123 Child Development Center provide many different opportunities for families to get involved in their child's education.

Welcome Interviews are a requirement for NM PreK, and a vital part of the enrollment process. During the interview, valuable information will be gathered about your child's needs as well as their wants. The information will make it possible for us to create a lesson plan that will peak your child's interest in learning.

Family-Teacher Conferences: There will be a total of three conferences held each year. These provide information regarding your child's classroom experience as well as an opportunity to showcase his/her achievements. Your commitment to attend each conference is a requirement for NM PreK, and beneficial for your child's success throughout their academic career.

Dates will be made available in the classrooms, on our Newsletter.

## **NM PREK-123 CHILD DEVELOPMENT CENTER**

Volunteering: in the classroom allows you and your child to bond in an academic environment. Your role as a parent is just as crucial to your child's education as his/her teacher. Families are encouraged to share their cultural and family traditions with the entire class. If you have special talents you would like to share, please let us know!

Career Day, field trips, holiday events, family nights, and classroom activities are a few of the many other ways in which you can participate.

Materials/Services: If volunteering time simply is not possible, consider volunteering services or donating upcycle able materials to your child's class. Some examples are: Small plastic food containers (butter, cream cheese, etc.) to be used in home living, empty paper towel or toilet paper rolls to make into art projects, pinecones, or other nature items for the science centers. Children get a great sense of pride and purpose when their items become the next class project! Examples of services needed are Book Doctor, Weekend Pet Parent, Naptime Laundry Fairy, etc. Please sign up with your child's teacher.

### **Inclusive Practices Policy and Procedures**

We believe that every child can accomplish anything that any other human has ever accomplished. We aspire to provide children with the knowledge and social skills that will help them achieve their goals in life. Our children will learn through play and group activities. Our preschool rooms are divided into defined interest areas or 'centers'.

The Center promotes social and emotional development, cognitive learning skills, and gross and fine motor skills development. Children will have many choices during the day to do activities that best fit their needs and interests on an individual basis.

When a child enters our program who has special needs, we will work with the family to ensure a successful educational path. The staff at our centers will be available to provide valuable information, support, and encouragement.

Teachers may ask for parental permission to enlist outside resources. This is sometimes necessary to develop a meaningful and beneficial plan that meets each student's unique needs and requirements. Our goals and expectations throughout the academic year for each child are:

- Identify specific goals for each child
- Demonstrate each child's progress toward achieving their goals throughout the year
- Allow each child to learn and grow with their peers
- Make each child's transition into kindergarten as seamless as possible.

## **NM PREK-123 CHILD DEVELOPMENT CENTER**

### **Procedures for Referral:**

Prior to and during the school year, we provide/request different developmental and health screenings for your child. These include:

- Ages and Stages Questionnaire
- Vision screening using Blackbird Vision Screening Kit
- Hearing Screening completed by the Hearing Group of NM

These screenings allow for early detection of things like hearing deficits, vision problems or other possible challenges your child may face. When the screenings identify a need, we ask that you work with us to enlist specialists to guide the next steps.

Upon receiving parental permission, specialists will come into the classroom and do an observation of daily activities and interactions. When needed, an Individualized Education Plan (IEP) will be developed collaboratively - with you, the specialist, and your child's teacher.

The IEP is:

- A legal document for students with disabilities
- A valuable communication tool for families, teachers, therapists, etc.
- An opportunity for parents, teachers, and therapists to work together to ensure your child achieves the

best possible outcomes.

TLC Development Centers will provide the proper support for each child who requires an IEP, as well as their family. Therapists, occupational workers, or other specialists will always be welcome to work with children in our center.

### **NM PreK Transition Plan:**

Transitions can be difficult for many children. At 123 Child Development Center we strive to make the transition into and out of PreK as smooth as possible for every child. Proper preparation before, during and after educational milestones set children up for success.

Before school starts: Informative Meeting provides an introduction about what to expect in the upcoming months as well as the opportunity to see where your child will be learning for the year. This is an informal event intended to allow your child to explore their new environment with you there to support them.

Spring: Field trips are taken to surrounding elementary schools to introduce your child to kindergarten. It is strongly recommended that you join this fieldtrip. Your child will appreciate your support, and these can be very informative for families.

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April or May (depending on local schools): Transition Night will be held in your child's classroom. At this event we provide very important information such as: kindergarten enrollment dates, bus safety tips, graduation information, and more! Kindergarten teachers from local public schools will be invited in to help prepare you and your child for the upcoming school year.

Graduation: This is a time to celebrate your child's success! We welcome the entire family to attend the ceremony! On graduation day, your child will receive their diploma and an "I'm Ready for Kindergarten Kit". This contains a slew of activities for you to do with your child over the summer to ensure their love of learning stays sharp! You will also receive your child's portfolio, assessment data and your student's unique identification number. This information should be shared with your child's new teacher so they can build on their academic success!

Mid-Year Transitions: Into Program: Children that enter the program after school has started will have the same introduction into the program. Welcome interviews will take place within the first week of enrollment. If coming from another NM PreK program, families are asked to submit portfolio documentation from their old school. If not coming from another program, your child's teacher will build the portfolio from the first day of attendance.

Out of Program: In the event that you must withdraw mid-year, we will provide your child's portfolio to be transferred to his/her new school. Providing this information to the new teacher will help ensure a smooth transition for your child. Our teachers typically include their contact information so they can assist the new teacher if any questions or concerns arise.

On your child's last day, the class will have a special 'farewell activity' to let your child know that he/she will be missed. This activity will express the value of the friendships your child has made as well as highlight the positives of transitioning to a new school. With this in mind, please give us as much notice as possible should you need to move your child during the school year. A minimum of two weeks is preferred.