

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 Requirements: 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.*

NM PREK-123 CHILD DEVELOPMENT CENTER

Curriculum:

NM PreK at 123 Child Development Center, will use creative curriculum for preschool as our guide for organizing the learning environment and structuring daily lesson plans. Students will participate in a variety of developmentally appropriate activities that are aimed at enriching their emotional, social, physical, and cultural growth.

Creative Curriculum is a comprehensive, research-based curriculum designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

Please refer to the appendix in this manual for details on how Creative Curriculum corresponds with the New Mexico PreK Learning Guides.

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.

NM PREK-123 CHILD DEVELOPMENT CENTER

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.

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

NM PREK-123 CHILD DEVELOPMENT CENTER

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.

Remind App: The Remind App provides an opportunity for receiving valuable information about the class, reminders, newsletters, activity photographs, etc. Additionally, users can communicate directly with educators and report tardies or absences and will be able to register for our conferences and events that promote family participation.

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 (The outcomes of these assessments and surveys will be shared confidentially with the families, either during conference time or in a scheduled meeting that respects the families' schedules and preferences).
- Vision screening
- Hearing Screening

These screenings allow for early detection of 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 by completing the referral form via **Albuquerque Public Schools Special Education Department (LEA), the form is the Child Find Contact Program Referral Form.** Details regarding Child Find and a copy of the referral form are enclosed at the end of this booklet.

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.

123 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-123 CHILD DEVELOPMENT CENTER

Engagement In the Individualized Education Plan Processes IEP.

Educators will engage, with your consent, in the IEP process, adjusting lesson plans, daily activity schedules, routines, and the environment, in accordance with the IEP process.

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.

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.

NM PREK-123 CHILD DEVELOPMENT CENTER

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.

Expulsion Policy:

123 Child Development Center staff will make every effort to provide your child with a positive, nurturing environment. We believe that through collaboration, many challenging behaviors can be overcome. Consistency and stability are paramount for children ages birth to five. To prevent expulsion of these children, we will enlist resources through Babynet (1-800-552-8195) or Child Find (505-298-6752 X3370). Your cooperation will be required if specialized assistance is needed for your child. It is required that you collaborate with center staff and any specialist brought in to work with your child. An Individualized Family Service Plan will be developed, and your child's progress will be evaluated after 30 days. If progress has not been made toward correction of challenging behaviors, we reserve the right to extend the Family Service Plan; enlist additional assistance; or request that you find a more suitable environment for your child. If 123 Child Development Center staff feels that the needs of your child are not being met, we reserve the right to disenroll your child. In most circumstances we will give you notice. Under extreme circumstances, as in a child being a danger to themselves or others we may request that you pick up your child immediately and seek care elsewhere.

NM PREK-123 CHILD DEVELOPMENT CENTER

Guidance & Discipline:

The program's goals are to promote independence, autonomy, self-esteem, and caring toward others and the physical environment. We prefer to use the "time-in" approach to discipline. This is re-directing the child's inappropriate behavior toward an acceptable form. For example, if the child is throwing blocks, we would show them a ball, and an appropriate manner and place for throwing it. When "time-in" is ineffective, we use "time-to reflect" - a quiet, relaxed, neutral break; a cooling-off period for the child to regain self-control. Time to reflect is only used when a child is losing control and refuses redirection - for example, acting aggressively, throwing a tantrum, complete defiance. Simple redirection is the only form of discipline used for infants. No one is allowed to spank, hit, bite, shake, yell at, grab, threaten, ridicule, lift or pull by arms/legs or cause any physical or emotional harm to any child while on the Center property. This includes staff, other children, and parents. Children cannot be deprived of any service- transportation, field trips, food, etc. The following methods should be used daily:

For Infants and Toddlers:

1. Meet babies' needs for love and care and build a trusting relationship.
2. Prepare the play space thoughtfully and make child proof.
3. Accept children's feelings and provide outlets for them. Example: talking about their feelings, using the quiet space for them to relax and breathe - then rejoin the group when ready.
4. Refocus toddlers' attention before inappropriate behavior occurs.
5. State directions clearly and simply.
6. Be calm and consistent.
7. Allow children time to adjust to transitions.

For preschool children: All the above PLUS:

1. Arrange classrooms that are comfortable, interesting and encourage children's self-direction.

NM PREK-123 CHILD DEVELOPMENT CENTER

2. Help children to express their emotions verbally, and through the art of play.
3. Allow children to resolve their own conflicts when possible.
4. Model and teach children strategies for solving interpersonal conflicts – such as negotiation, compromise, empathy.
5. Help children learn to anticipate logical consequences of their behaviors.
6. Involve children in cooperative projects.
7. Assist children in setting clear, consistent, fair limits for behavior in the classroom

Diversity Statement

We believe the differences in our opinion and diversity of our cultures and customs among our students and staff challenges each of us to better understand our fellow man. This often-difficult process increases our understanding and acceptance of others and makes us stronger citizens, more compassionate learners, and more effective future leaders in our community and the world. In this regard, we, at 123 Child Development Center, welcome, value, celebrate, and respect individuals of all races, ethnicity, gender, age, disability, and religion.

We are committed to treating all people with dignity and respect in an honest, open, fair, and friendly manner.

We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a learning community where all people can learn and work together in a safe and secure atmosphere free of fear, bias, discrimination, and other negative treatments.

We affirm the right to freedom of thought and expression of opinion within the bounds of courtesy, sensitivity, responsibility, and respect to others with different views.

We seek to foster understanding and respect among individuals and groups through education and constructive approaches for resolving misunderstandings and conflicts.

NM PREK-123 CHILD DEVELOPMENT CENTER

Celebrating holidays, birthdays and parties:

123 Child Development Center will celebrate:

- Valentine's Day: Day to celebrate socializing with classmates.
- Easter: Sensory and exploration day.
- Children's day: Is a commemorative day celebrated annually in honor of children.
- Mother's Day: Day to recognize who takes care of me and loves us the most.
- Father's Day: Superhero Day who is the person who represents a superhero for me.
- Columbus Day: Celebrating our cultures and differences.
- Thanksgiving: Day to recognize what makes us happy
- Christmas: Day to celebrate socializing and to say goodbye to the year and welcome in the new year.

If you have a celebration that you would like us to celebrate, please contact us to submit a request.

Birthday celebrations will be at the discretion of each family, respecting their preferences, religion and culture.

Each family has the opportunity to celebrate their child's birthday at the center, if that is the case the family should contact the office to set up on the details of the celebration.

Feel free to contact us!

Non-Religious Purposes Statement.

State funds support the NM PreK program, which is not allocated for religious activities or purposes.

NM PREK-123 CHILD DEVELOPMENT CENTER

Handling of complaints.

Complaints regarding our Child Care Services including NM PreK are recorded by the director and/or the administrator on an intake form and filled in a complaint log.

This log contains both provider complaints as well as staff complaints. Staff complaints are handled by the director.

This information is included in the complaint intake form. If there is non-compliance on the part of the staff, the potential outcomes may include, but are not limited to, an action plan, a warning letter, mandatory training, and/or termination of employment.

Parents, families, and visitors are expected to show respect towards the educators within the facility. Should any parent, guardian, or family member have a complaint, they are encouraged to contact the staff office to initiate the complaint process. It is anticipated that respect will be mutual between staff and the community.

If the complaint is about a childcare center, the caller/person is instructed to call the ECECD Licensing at 505-841-4800 Monday through Friday, 8am-5:00pm

If you have a concern regarding the care that is being provided within a childcare facility, see the instructions below:

How to file a complaint

1. Call the Early Childhood Education and Care Intake Center at 1-888-351-0037
2. Email ChildCare.Complaint@state.nm.us