



Accredited by the National
Academy for the Education
of Young Children



ANANSI DAY SCHOOL

PARENT HANDBOOK **2019-2020**

Location

**57 State Road 230
Arroyo Seco, New Mexico**

Mailing Address

**P.O. Box 1139
El Prado, New Mexico 87529**

Phone Number

575-776-5711

Website

anansidayschool.org

Email Address

anansidayschool@gmail.com

Faculty Directory

Director/ Teacher

Michele Scott

Teacher

Laura Thompson

Teacher

Deborah Nichols

Teacher

Dear Families,

Welcome to Anansi Day School, a preschool program designed to provide a safe, supportive, and healthy learning environment for children three to five years of age.

Anansi's teachers, Michele Scott, Laura Thompson, and Debbie Nichols have been working together for many years and bring a wealth of experience and knowledge to Anansi. Our teachers are dedicated to Anansi's mission and to providing the best possible care for your child.

Parent orientation is scheduled for **Friday August 2nd** at Anansi 9am-11am. Additionally, we will be conducting home visits prior to the beginning of the school year. We will be in touch soon to schedule a visit with you and your child. These home visits are voluntary, but recommended, because they tend to ease the transition into school and assist us in getting to know your child and family. If you would prefer, we could also conduct this first visit at a park or at Anansi.

Please carefully review this Handbook, as it contains information we believe will assist you in preparing your child to attend Anansi. The final page of the Parent Handbook includes a Certificate of Acknowledgement which serves to confirm that you are familiar with the contents of the Handbook. Please sign and return to our office.

We look forward to a new and exciting year at Anansi Day School and we enthusiastically welcome both you and your child.

Sincerely,

Michele Scott, Director

Anansi Day School History

In 1993, three women dedicated to early childhood education joined together and founded Anansi Day School. Their mission was to provide a place to nurture and support the love of learning in young children. Anansi was originally located on NM State Road 150, in what is now the KTAO building. In 1999, the school moved to its current location and became a 501(C)(3) non-profit organization.

Anansi Day School is an independent, non-sectarian, academic school, which encourages enrollment by children of all races and ethnic groups. The staff at Anansi strives for excellence, continually growing and learning for the betterment of the children we teach. We are committed to providing students with a rich curriculum filled with hands-on experiences in the classroom, outdoors, and the community.

Since 1999, this commitment has been recognized through accreditation by The National Association for the Education of Young Children. NAEYC administers the largest and most widely recognized national, voluntary, professionally-sponsored accreditation system for all types of early childhood schools and child care centers. NAEYC is the nation's largest organization of early childhood educators and is recognized both nationally and internationally as the leading authority in early childhood education.

Early childhood programs accredited by NAEYC's National Academy of Early Childhood Programs have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs, and been found to be in substantial compliance with the Criteria. A copy of the Criteria can be obtained from NAEYC at www.naeyc.org.

1. Since 2007, with the support of the State of New Mexico PreK grant, Anansi has provided early childhood education free of charge to four-year olds, and the New Mexico Early PreK grant began providing this care free of charge to three-year olds beginning in the fall 2015. The New Mexico PreK grant program's mission is to ensure that every child in New Mexico has the opportunity to attend a high quality early childhood education program before going to kindergarten. <https://www.newmexicoprek.org>

Anansi Mission

Anansi Day School's mission is to provide a safe, nurturing and supportive environment where children develop a love of learning and a strong sense of self, build their social skills and acquire a strong foundation on which to build a lifetime of knowledge

Our Philosophy

Anansi Day School is a child-centered school where the well-being of our children governs our decisions. Our desire is for children to reach their highest academic potential and to thrive socially and emotionally. We acknowledge and respond to their needs in these areas. We provide a model early childhood care and education program, based on developmentally appropriate practice and NAEYC Accreditation standards. We provide an environment that is safe and

nurturing and offers experiential hands on learning, which is inclusive of all families and respectful of diversity.

Educational Philosophy

Children possess a wide range of abilities in all developmental areas. Each child is unique and should be allowed to work at his or her own level and pace. The concepts a child learns are a reflection of his or her developmental readiness, not of chronological age. Young children develop the skills to operate independently and to learn to be part of a group. A young child is curious and learns best through a variety of meaningful, active, concrete experiences. In acknowledgement of and consistent with these truths, Anansi's curriculum is built upon developmentally appropriate practices that encourage social, emotional, physical, and intellectual development of each individual child. Anansi offers a child-centered, integrated curriculum designed to emphasize a hands-on approach to learning and discovery in the following areas: social skills, language and literacy development, large and small motor skills, math, science, problem solving, pre-logical and logical thinking skills, art, music, and movement. Our environment provides a balance of child-initiated and teacher-directed activity with a safe and flexible atmosphere. Children are provided with individual attention, small group activities, and large group experiences throughout the day. Learning takes place in the classroom, outdoors on the playground and frequently expands into the community. The curriculum reflects our trust that children progress and develop when provided with rich experiences, responsive adults, appropriate materials, time, and nurturing.

Programming

Anansi Day School is a licensed and accredited early childhood program serving children 3-5 years old. We adhere to NAEYC recommended student teacher ratios of 8-10:1. Anansi is a child-directed program based on the individual needs and interests of each child. Equal attention is paid to the physical, social, emotional, and cognitive development of the children in all the areas of our curriculum.

Our classroom is a carefully prepared environment designed to meet the child's need for structure and movement. There are teacher-directed activities, along with freely chosen work and play, in a climate which promotes independence, respect for others, responsibility, and problem solving.

The curriculum fosters awareness and growth of verbal and social communication, decision-making, motor skills, practical life experiences, respect for themselves, materials and our school community.

The language arts program includes an introduction to literature by means of daily stories, puppet shows, flannel board stories, children's dictations, discussions, big books, library visits, skits and story re-enactments.

The math, science and social studies program is hands-on involving concrete materials and real-life experiences that make sense to the children. The focus is on learning to question, see, observe, wonder, hypothesize, and explore their environment with inquisitive minds.

At Anansi, we work to help each child develop a strong sense of self and a foundation for social cooperation and respect. Anansi Day School strives to enable each child to develop a confident and positive attitude toward themselves and others. Self-image is critical to healthy growth and

development during the early school years. A warm and understanding atmosphere helps nurture a child's self-esteem. The staff at Anansi practices Emotional Intelligence, following the “Six Seconds” model for learning. Emphasis is placed on increasing self-awareness, building self-management, and using self-direction. This practice is woven into our curriculum and everyday practice.

Inclusion

The concept of inclusion is to provide all children and their families—regardless of race, religion, gender, preferred language, abilities, cultures, ethnicities, socioeconomic and educational backgrounds, family structures and other personal choices and experiences. Families actively participate in all aspects of the program, including, but not limited to, volunteerism. Ultimately, the implementation of inclusive practices must lead to equal developmental benefit for each individual child and family. All opportunities for inclusion will consider each family’s interests, skills, and needs.

In furtherance of its policy of inclusion, Anansi Day School:

- Supports the continued development, implementation, evaluation, and dissemination of high-quality, full inclusion support, services, and systems for all children and families.
- Supports the development of pre-service and in-service training programs that prepare service providers and administrators to develop and maintain inclusive settings.
- Keeps current with, and adheres to, professional research and recommendations that relate to inclusive practices.
- Supports the restructuring and unification of social, educational, health, intervention, and other supports and services in order to ensure that all children and families are able to participate actively in our program.
- Supports the idea that access to—and participation in—the age-appropriate general curriculum of Anansi Day School becomes central to the identification, implementation, and continuance of specialized support services.

Guidance Policy

Discipline is approached as a means of helping children learn “acceptable behavior” according to their social, emotional, intellectual, and physical development. Discipline is an important way of teaching self-discipline and inner controls. Discipline shall include positive guidance, redirection, and the setting of clear limits, which fosters the child’s own ability to become self-disciplined.

Our goal is for children to develop the social skills necessary to navigate social interactions and conflict on their own, without adult assistance. We use the following approach in helping children to navigate social situations and to help them to build necessary social skills:

- Redirection.
- Suggesting appropriate words to use in social situations and conflicts.
- Modeling language skills to use in social situations and conflicts.

- Assisting children to come up with conflict resolutions and strategies.
- Modeling appropriate conflict resolution strategies, including validating feelings of all children involved in a conflict; finding out from all involved children what the problem is; including all involved children in coming up with a solution; assisting children in implementing that solution; and following up with children to see how the solution worked.
- Positive reinforcement.
- If necessary, removal of a child from a situation if the child is out of control until the child is ready to return to the situation.
- Restraint will only be used if a child poses a danger to him or herself, other people, or materials. Restraint is used very rarely and only as a last resort.

Our belief is that each child is capable of appropriate behavior. These social-emotional skills are fostered at Anansi Day School through teacher/child interactions, peer interaction, and role modeling. However, if a child's behavior repeatedly endangers his or her own safety or well-being, or the safety and well-being of other children, we will arrange a conference with the parents to make and implement a plan to correct the situation. A follow-up conference will be scheduled to evaluate progress. If a plan cannot be agreed upon, the attendance of the child at Anansi Day School will be evaluated.

Parent Involvement/Expectations

At Anansi Day School, we recognize that families play a major role in their children's development. Parents are a child's first teachers. We encourage families to be actively involved in their child's education. Teachers will be working in collaboration with families, establishing and maintaining regular ongoing two-way communications to learn about your child's needs and to ensure a smooth transition between home and school. Classroom teachers will communicate daily with families about their child's day including activities, developmental milestones and any information that affects your child's wellbeing. Please return My Preschool Child, also available in Spanish. There are many ways to be involved at Anansi:

- Workshops
- Classroom Volunteers- story time, art, cooking, music...etc.
- Classroom Events
- Fundraising
- Work Days
- Leadership
- Board / committees/ fundraising

Child Abuse and Neglect

Educators are legally responsible to report suspected child abuse. A suspicion of child abuse generally means, by law, that the person who reports has "reasonable cause to believe" or "reasonable cause to know or suspect" that the child has been mistreated. Educators do not have to know that abuse took place. There is a wide range of physical and emotional indicators that could signal the presence of neglect, or of physical, emotional, or sexual abuse in children. Some of these include: extensive bruises, burns, awkward movements or soreness, extreme sensitivity

to pain; withdrawal of interest in school, poorer than normal performance, behavioral problems, fighting or stealing; psychosomatic illnesses; delays in speaking and understanding; seemingly promiscuous behavior or more sexual knowledge that appropriate for the child's age. In the cases of neglect: inappropriate clothing for the weather; hunger; no lunch sent; unkempt appearance.

Who reports?

1. Person receiving the report or allegation should be responsible for notifying appropriate authorities.
2. School administrator should be apprised, but CYFD or the Taos Police Department should receive the report from the person who has the most direct information.
3. If the allegation is against a staff member, Taos Police Department should be notified.
4. If the allegation is against a person in or around the home, contact CYFD. They will notify the appropriate law enforcement agency.

NOTE: All reports made to CYFD are given to the appropriate law enforcement agency.

Parent Engagement Plan

At Anansi we support and encourage parent involvement. We let our families know upon enrollment that we have an open-door policy. We encourage family members to visit the classroom any time and share areas of special interests with our students and teachers. We feel it is important to engage families and request parents to share a hobby, skill or family culture with the class. Parents know the expectations in our handbook that is read and signed at the parent orientation at the start of the school year. At Anansi we believe that participating in school activities promotes a close-knit school community and assures the continuation of a high-quality program. All information shared between families and the Anansi Day Staff is held in complete confidence. We believe the family members are the child's first teacher and strive to create ongoing collaborative relationships between family and school.

The relationship building process begins with:

- Home visits conducted prior to the start of school: This is an opportunity to "better understand the child's individual needs, interests, abilities and the family goals, values, expectations and childrearing practices" (NAEYC Position Statement 2009)
- Parent letters/ newsletters/ lesson plans/ website postings: We recognize the ongoing need to engage parents by taking the initiative to keep lines of communication open. Teachers are available at the start and end of the day for informal discussions on child's progress and daily interactions and activities. The weekly lesson plans are posted on the parent board in addition to monthly newsletters and information which highlights the learning process happening in the classroom each week.

- Parent teacher conferences will be held 3 times throughout the school year. Teachers will share in the child's developmental achievements through NM PreK portfolio documentation, Family Summary as well as collaborate in decision making and learning goals for their child
- Family Socials / holiday celebrations/ parent workshops and parent workdays: Our program provides multiple opportunities for families to come together during parent orientation, family portfolio night, potlucks and seasonal celebrations of learning. We also offer several opportunities for families with ongoing trainings in Emotional Intelligence, Love and Logic, Kindergarten Readiness, Nutrition and Health and Safety.
- Pre-K Parent information articles: Parents will be encouraged to use the Pre-K parent materials to support their child's learning outside of school.

We support and welcome each child and their family. We invite students as a transition activity to visit the program several times prior to the start date of the school year.

Volunteering is a wonderful way to create lasting friendships for you and your children. It will give you and your children a sense of pride and accomplishment.

We ask parents who wish not to participate in fundraising/family workday to please write a check

Assessment

At Anansi Day School, teachers implement an authentic assessment tool, New Mexico Early Learning Guidelines. Implementation of these indicators requires a formal manner of observing, documenting, and assessing developmental milestones. The teaching staff has been trained to use assessment methods and procedures and interpret results as well as the conditions under which the child will be assessed.

Children are assessed three times during the school year and the resulting portfolio is shared with families at parent-teacher conferences. The assessment helps us to get to know your child, to understand your child's development, to plan curriculum and arrange the environment. Assessment results will be kept confidential.

We also invite parents to complete an *Ages and Stages Questionnaire: A Parent-Completed Child Monitoring System (ASQ)*, designed to broadly assess a child's development. We provide the questionnaire at your home visit and invite families to administer the assessment. If developmental delays are identified, we will work with the child and family to address these issues.

If your child receives, or is recommended to receive, special services through the Taos Municipal Schools, En Sueños Y Los Angelitos, or a mental health specialist, Anansi Day School will work with you, your child, and the third agency to develop an Individual Family Service Plan (IFSP)

and Individual Educational Plan (IEP). It is important that we all come together to ensure your child receives the best services. See IEP Plan page 13.

Program Administration

Admission

Anansi Day School admits any children ages 3-5 without discrimination. Consideration is given for overall admission to creating a well-balanced student population. It shall be recognized that Anansi Day School faculty may not possess the necessary professional skills to accommodate students who exhibit emotional, behavioral, or physical difficulties, or who possess diagnosed learning disabilities. Such students may not be admitted unless professional programs and personnel are put into place, at the parent's expense, to ensure their progress.

Tuition

The Anansi Day School Early PreK grant covers tuition for children who have reached their Third (3rd) birthday on or before 12:01am September 1st, of that year. The Anansi Day School PreK grant is available for children who have reached their Fourth (4th) birthday on or before 12:01am September 1, of that year, and are not age eligible for kindergarten. There is a four day minimum enrollment for both Early PreK 3's and PreK 4's. Anansi Day School PreK program is a free state-funded program. A minimum of 90% attendance is required by the State of New Mexico. Priority is given to children who have not had access to high quality programs and consideration for overall admission is in creating a well-balanced student population.

Wrap around tuition for the 2019-2020 school year is available for children who attend school outside the free state-funded Pre K program hours, 8:30- 3:00pm M-Th. and 8:30-1:30 Fridays. There is no aftercare on Fridays. The cost per child for full wrap around care 8:00 - 5:30 is \$220 per month, until 4:00pm \$150 a month. Daily drop in wrap around is \$15.

If you wish to send your child to Anansi Day School for three days per week (Anansi's minimum commitment) instead of the four days per week mandated by the NM Pre K grant, the tuition for the 2017-2018 school years is \$4218. Tuition is a yearly fee. For your convenience it may be paid on a monthly basis. The yearly fee is divided by 9½ months, so tuition paid monthly is \$444 for the months of August through May.

Tuition is due on or before the 5th of each month. A payment box is located on the cabinet in the classroom. **Cash will NOT be accepted.** Tuition may also be paid conveniently through our [QuickBooks account](#)

Late Payments

If tuition is not received by the 15th of the month, a \$25 late fee will be charged to your account. If payment and late fees are not received by the 15th of the following month, enrollment will be discontinued unless arrangements have been made with the Director.

Anansi Day School strives to enroll as many children receiving state childcare subsidies as our budget allows. For more information, please talk to the director or call the NM State Child Care Office at 575-751-9631

***GUIDELINES* RECRUITEMENT* PRIORITIZATION* ENROLLMENT *ATTENDANCE**

Anansi Day School program plans for recruitment, enrollment and attendance as required by New Mexico Pre K.

Recruitment

Anansi Day school is located in the targeted community of the Taos Municipal School District. (TMS)

Anansi Day School shares the campus with Anansi Charter School and is in close proximity to Arroyos Del Norte Elementary School.

NM Pre K is a priority based program and recruitment is an ongoing process. Recruitment is directed to the target population who will attend a Title 1 Taos Municipal School Kindergarten and or who live in the attendance zone of a Title1 elementary school. Word of mouth, flyers, radio spots and outreach at community events are ongoing throughout the school year.

We prioritize the enrollment of children who would not otherwise have the opportunity to attend a quality early care and education program (Head Start, 4 STAR, accredited early care and education program or public school prekindergarten).

Collaboration

Anansi Day School has a history of collaboration with other NM Pre-K programs in the Taos community.

Early Childhood programs in Taos County work together on NM Pre-K recruitment. We share wait lists and share information with parents. We refer children amongst programs and collaborate on curriculum development, share questions and answers and generally support each other in our work together.

In the spring we host Pre K Kindergarten Transition Night together. We invite families to meet the Kindergarten teachers and get their questions answered about the various programs in Taos County. Prior to the Kindergarten Night, all funded NM Pre-K programs meet to discuss the needs of the community and how we can work collaboratively to meet those needs. Anansi Day school demonstrates our commitment to collaboration by our over 10 years of membership in the Paso a Paso network. Paso a Paso partners maximize the assets they possess, understand the benefits they require, and act on opportunities to further their collective missions of building

community and ultimately creating systems and appropriate services that lead to better outcomes for children and families.

Prioritization and Enrollment

At Anansi we prioritize the enrollment of children who:

- Are not participating in a high quality early childhood care and education program.
- Are not being funded for early care and education services during the specified NM Pre K program hours with another funding source.
- Will attend kindergarten in an elementary school designated as Title I.
- At Anansi we believe in the continuity of care prioritizing our three's and siblings
- Enroll only children who have reached their Third (3rd) or Fourth (4th) birthday on or before 12:01.am September 1, of that year.

During the enrollment and application process, information on the child's age and prior school experience is collected to determine the families' priority level.

Children will be enrolled in the order of prioritization mentioned above and ensures that at least 66% of children served live within the attendance zone of a Title 1 elementary school.

When priority slots are filled and there are more children than space available then we will use a lottery process.

The process assures equal access to the program and meets priorities for enrollment.

Attendance Policy

Anansi Day School PRE K program is a free, state funded full day program 6.5 hours a day for 3 and 4 year olds. A minimum of 90% attendance is required by the state.

Parents are required to contact the school concerning absences and notify Anansi Day School of extenuating circumstances that may hamper a child's school attendance.

Excused absence include: religious observation, illness, death in the family, medical appointments, transportation problems, participation in community events.

Anansi Day allows students and families to travel for educational purposes for extended periods.

If an extended break is anticipated, communication with teachers is required. Together parents and teachers would make a plan for activities for the extended absence.

Parents are asked to call in absentee within 24 hours. The director will follow up with a phone call to the family after 3 consecutive days of absence.

If a child falls below the 90% attendance expectation or when a child is absent several days without notice from the family, a phone call, letter and meeting is scheduled and a presentation of the problems associated with excessive absences is made available for parents.

Documentation is kept of all communications and early intervention and habitual truancy.

If absences continue, the family is given 2 weeks notice and Anansi will proceed with disenrollment procedures.

Anansi will actively seek to fill the vacant slot using the recruitment/ enrollment strategies mentioned above.

IEP Plan

For children who enter our program with an IEP we ask families to share a copy of current IFSP or IEP and we make every attempt to provide the necessary services in support of that child. We will work with the municipal schools. We help parents set up services with the appropriate agency. The Director and Focus Teacher attend IEP meetings. We use the IEP report to support the child in the classroom. This information is held in the strictest of confidence and will not be shared with anyone other than staff working directly with the child. If our staff needs more support and resources for meeting the needs of the child then we will get assistance from community agencies and UNM Taos Early Childhood Resource Center who provide a free service to any family with a special need or disability, or challenging behavior, through the Child Care Inclusion Specialist.

For children who enter the program and indicate a need for screening or need further evaluation either through assessment or our observation, we first meet with the family as we believe the parent is the child's first teacher, and then jointly decide on the best plan of action. Staff will provide the family with documentation and explanations for their concerns. If the parent agrees with our observations, we would provide the family suggestions for next steps and make available information about additional resources. The center, with the family's permission would have a specialist visit to observe the child in the classroom and give information and resources to the parents.

Child Find and Medicaid Screening Fair are offered on Fridays at the Enos Garcia Elementary school in Taos. For more information see Michele or call Christine Martinez 575 737 6114 to schedule an appointment.

The children attending Anansi will receive a hearing screening on September 12th and Vision Screening on September 25th at school.

Within our handbook we have our written expectations regarding parent involvement and communication.

In the classroom we have a whiteboard that lists activities, we send a monthly newsletter and we have a back to school night in September. We have three Parent Teacher conferences throughout the school year, and we invite parents to share talents and volunteer in class or on field trips.

Each child's file will include:

- Health vision and dental screenings
- ASQ assessments administered during the home visit conducted prior to the start of school

- Interests and strengths as noted on the My Preschool Child form.
- Learning styles as observed by the teachers

Administrative Fees

\$100 Administrative fee is due with your signed contract to Anansi Day School in order to register your child. If your child is enrolled in the Pre K program and attends within the NM Pre K hours there are no additional fees. If your child is not enrolled in the Pre K program, a \$250 nonrefundable materials fee is due with your signed contract with Anansi Day School in order to register your child. Spaces are filled on a first-come, first-served basis.

After School and Late Pick Up Fees

After School Fee: Pre K program hours are Monday-Thursday 8:30 am to 3:00 pm and Fridays 8:30- 1:30. Wrap around/ before and after school fee will be charged if you drop or pick your child outside the Pre K hours and your child is not signed up for wrap around care.

Late Pick up Fees: During the school year, our program hours are from 8:00 am to 5:30 pm, Monday through Thursday, and 8:00 am to 1:30 pm on Fridays. In the summer, our camp hours are from 8:30 am to 5:00 pm. If you pick your child up after closing, a late fee will be charged in the amount of \$25 for the first ten minutes and \$10 more for each ten minutes thereafter.

Our teachers appreciate your punctuality and consideration of their time after closing hours.

Gymnastics Program Fees

On Mondays and Wednesdays from October through May, children who attend school participate in gymnastics classes at High Altitudes Gymnastics. The cost is \$240 for the year or \$30 per month. All children scheduled for school on Mondays and Wednesdays will be billed for gymnastics regardless of whether they attend school that day.

Outstanding Accounts

Any tuition payments made on accounts in arrears will be used to clear outstanding tuition fees before current invoice can be paid. All outstanding account balances for tuition or fees must be paid in full before we can forward your child's school records to a kindergarten program or before we can admit your child again to Anansi Day School.

Withdrawal Policy

If you decide to withdraw your child from the program the following requirements apply: To be eligible for a tuition refund, parents must notify the director **30 days prior** to withdrawing a student. Notification must be in writing and hand delivered to the director. Withdrawals on April 1st and beyond will not be granted a refund. Notification must be given during a period in which the school is operating. Scheduled school vacation and holidays are not days of operation.

Student Files

Federal right to privacy laws protect student files. Only parents or legal guardians, regulatory authorities, and appropriate school personnel have access to a child's file. Parents may review

their child's file. If your account is current, you may make copies of the contents. The file itself is considered the property of the school and may not be removed from the school office. Student files are kept in a locked, fire-resistant cabinet as required by the State of New Mexico.

Communication about the Program

Parents are invited to participate in and give feedback to the administration and the Board of Directors regarding the program itself.

Anansi Day School Board of Directors meets once a month. Parents are invited to join our board; the first 15 minutes of each meeting are reserved for parent input. Please speak to the director prior to the meeting so that you may be placed on the agenda.

An Anansi Day School parent conducts a survey as well as a program evaluation form during and prior to the end of each school year. The school uses this information to make improvements to the program.

The Classroom

Hours of Operation

During the school year, our program hours are from 8:00 am to 5:30 pm, Monday through Thursday, and 8:00 am to 1:30 pm on Fridays. In the summer, our camp hours are from 8:30 am to 5:00 pm. Pre-K funded program hours are 8:30 am to 3:00 pm. M-Th. And 8:30-1:30 Fridays

Drop Off and Pick Up

For the safety of our students, parents must bring their child into the classroom and sign their child in and out of the classroom. Only people authorized by the parents can sign children in or out of the program. If you wish to authorize someone new to pick up your child, please submit this authorization in writing to the office. Please park in designated areas and do not leave vehicles idling. Remember always to wash hands on entering the classroom.

Daily Class Schedule

8:00 –8:30	Arrival: Inside / Outside free choice play / clean up
Pre K hours	
8:30- 9:00	Breakfast / Snack
9:00-9:45	Learning Centers
9:45 -10:00	Clean up, Prepare for Snack Time
10:00 – 10:20	Greeting Circle / Snack Time
10:20-11:00	Guided Activity: Small Groups
11:00-11:30	Free Choice Time Inside & Outside
11:30- 11:50	Small Group / Language Arts / Math / Spanish / Music
11:50-12:00	Clean up, Get Ready for Lunchtime
12:00-12:30	Lunch
12:30-12:45	Quiet Time with Books and Puzzles prepare for rest
12:45- 1:45	Rest time

1:45-2:45	Free Choice, Discovery, Table Activities, Outdoor Time,
3:00-3:30	Pre K Dismissal (3:00) Option 2. Dismissal (3:30)
3:30- 4:15	Outdoor play
4:15-4:30	Snacks
4:30-5:30	Prepare to Go: Free Choice Activity Time Inside or Outside

Schedule may change with the needs of the children

Sick and Missed Days

We ask that you call if your child will be absent from school. There is no make-up for illness, holidays, or school closings that fall during the week.

Lunches and Snacks

Lunch and snack provide opportunities for cooperative interaction between children and adults. It is a time for the development of social skills, mealtime etiquette, and healthy eating habits. As part of the PreK program, Anansi Day School will provide a breakfast and lunch. All parents whose children receive the PreK grant must complete and submit a school lunch income eligibility form included with the registration packet in order to participate in the Pre-K program.

We ask parents to provide healthy and substantial snacks, as we allow children to freely eat from their lunch boxes throughout the day. Children also choose what they will eat and when they will eat, although we do have a set time for snacks and lunch. We believe that this develops healthy eating habits, guides children in making healthy choices, and creates a relaxing social atmosphere. In order for lunch to be a happy and healthy experience for children, we adhere to the following rules:

1. No sharing lunches
2. No gum, candy, or sweets
3. No food which requires additional warming at the school
4. No vitamins or other health supplements
5. No cough drops or other medications
6. **No glass containers please**

Nutritious snack will be provided in the morning and in the afternoon. Snacks are stored and prepared in accordance with USDA guidelines.

Adults always sit and eat with children during snack and lunch. They model appropriate behavior and engage in and encourage conversations.

Please be sure that your child's name is clearly labeled on his or her lunch box and containers.

Separation Policy

We encourage families to spend time with their child and teachers in the classroom. We feel to ensure a healthy separation parent/child should spend time getting familiar with the environment and the daily routine. Depending on the individual needs of the child the length of time the parent spends in the classroom should shorten.

Nap/Quiet Time

Quiet time is an important part of the day. Children relax so they're rejuvenated for the afternoon. During this time stories and soft music are played and teachers often rub children's backs. To give them comfort children must bring in a small bed sheet (crib sheet works best) and a small blanket. You may also bring a small pillow, and, if necessary, one small soft toy. Please take bedding home to be washed monthly.

Clothing

While at school, your child participates in active, busy, and messy play. Please send your child in play clothes that will be comfortable, easy to remove in the bathroom, and easy to wash at home. Shoes should be safe for running and climbing. Sneakers are best and flip flops are discouraged. Our weather is often changing, so a sweater or sweatshirt, which can be put on and taken off easily, is advisable. Your child needs an extra set of clothes at school in case of a spill or accident or weather changes. Please include pants, shirt, underwear, and socks, and replace them as necessary. **Clothes should be labeled with a permanent laundry marker.**

Toys

Unless requested to do so by your child's teacher, or needed by your child as security objects for napping or separation, **children should not bring toys from home.** Children who do bring toys from home will be asked to leave them in their cubby until it is time to leave. If your child needs the security of a toy, please limit it to one object.

Pets

We feel it is important for children to be allowed to share with classmates their pets from home. For safety reasons, all cats and dogs must be in good health and fully immunized before visiting. If you would like to bring your child's pet in for a special visit, discuss it with the teachers to choose an appropriate time and to make sure no children have allergies to your child's pet. Reptiles are not permitted in the classroom as they sometimes carry salmonella.

Parties

Throughout the year, we arrange classroom parties. Dates, times, and requests for parent volunteers are generally communicated in letters and emails prior to the party.

Holiday Celebrations

At Anansi Day School, we recognize world celebrations. In a child-centered and low-key fashion, we learn about other cultures and acknowledge special holidays. We invite parents and community members into the classroom to educate the children about various holidays.

Birthdays

Since birthdays are special, children like to celebrate them with their friends and teachers. It builds self-esteem to honor the uniqueness and importance of each child on their special day. If you would like to prepare a snack for your child's celebration, we ask that you prepare something nutritious using healthy cooking practices. Please **limit sugar** content and ask about any **food allergies**. If you'd like to attend the party, please inform the teacher.

Field Trips

An important and highly enjoyable part of the school's program, field trips are carefully planned learning experiences. Most trips are planned in advance; however, occasionally an impromptu trip is arranged. If you would like notice of these trips, please inform the director and she will do her best to contact you. Each student must have a field trip form on file to participate with the class.

For safety, teachers carry a first aid kit on trips. Also, at least one teacher carries a cell phone in case an emergency arises and she needs to contact families, the school, or emergency assistance.

Whenever possible, school vehicles transport children. Seat belts are used in our school bus. However, we also encourage parents to participate in field trips, and often request for parents to drive a group of children with them. All drivers must have a vehicle insurance verification form on file. New Mexico law states: "children one year of age through four years of age, regardless of weight, or children who weigh less than forty pounds, regardless of age, shall be properly secured in a passenger restraint device that meets federal standards" and "children five years of age through six years of age, regardless of weight, or children who weigh less than sixty pounds, regardless of age, shall be properly secured in either a child booster seat or an appropriate child passenger restraint device that meets federal standards." Any child riding in a car will be secured in a passenger restraint device appropriate for his or her age and weight consistent with New Mexico law.

School Delay or Closure

If Anansi Day School is closed because of weather or road conditions, the closure will be broadcast on local radio (KTAO 101.9) or watch an Albuquerque news channel on television in the event of snowfall or inclement weather, no later than 7:00 am.

Please note that we follow Taos Municipal School closures.

Anansi Day School does not generally close early due to weather or road conditions, but we may contact parents to request that you pick up your child at your earliest convenience. Staff will remain at school until the last child is picked up.

Communication

Parent/Guardian Involvement

Anansi Day School has an open-door policy for parents. We welcome parents into the classroom as observers and assistants. We also request parents to share a hobby, skill, or family culture with the class. If you plan an extended visit to observe or assist the teachers, we ask that you schedule an appointment in advance.

We expect parents to participate in fundraisers, volunteer to help maintain the classroom /school environment and to attend parent work day. This is an opportunity for families and staff to work together and to maintain and improve our school environment. Participating in these activities

promotes a close-knit school community and assures the continuation of a high-quality program. If you cannot volunteer, we ask for a monetary donation.

Conferences

Parent-teacher conferences play a major role in bridging home and school. Parent-teacher conferences will be scheduled three times a year. The dates for these conferences are included on the yearly calendar and sign-up sheets will be posted. We are available for additional conferences upon request.

Student/Parent Directory

In the fall each year, Anansi generates a directory listing child, their parents' names, telephone numbers, and email and mailing addresses in order to facilitate relationship building between families and children. Please respect the privacy of others on the list by refusing to make its contents available to other organizations or people outside the Anansi Day School community. If you do not wish to be included in the directory, please let the director or office manager know.

Resources for Families

- Anansi Day School Bulletin Board: includes helpful information for parents
- Anansi Day School White Board: includes information about current classroom themes or activities
- Anansi Day School's website address *anansidayschool.org*
- New Mexico PreK program's website address *newmexicoprek.org*
- NAEYC'S website includes helpful early childhood resources: *naeyc.org*
- Consumer Product Safety Commission

: <http://www.cps.gov/Newsroom/Suscribe/;select> "Recalls involving infant/child products"

Parent Grievance Procedure

We hope that you experience no problems during the school year. Unfortunately, problems do sometimes arise. If this happens to you, please follow this procedure for a timely and equitable solution to your problem at the lowest possible administrative level.

Step 1: First, try to discuss any problems you might have directly with your child's teacher. All grievances shall remain confidential.

Step 2: If the problem remains after speaking with the teacher, bring the matter to the director. She will meet with you and the teacher together in an attempt to resolve the problem. The director will document the meeting.

Step 3: If after step 2 the problem persists, the parties may submit their grievance in writing to the Anansi Board of Directors. The Board shall review the matter at the next regular meeting or, if deemed appropriate, at a special meeting. The Board shall review all written statements, written testimony, documents, and other tangible evidence, which has been accumulated in the matter. If deemed necessary by the Board, a hearing shall be called for the purpose of resolution of the grievance. The parent and director shall be advised in writing of the Board's decision within five (5) school days of the meeting. The decision of the Anansi Day School Board of Directors is final. The Board reserves the right to dismiss a student during the school year if the

conflict cannot be resolved or becomes too disruptive to the classroom environment and the other students.

Provisions:

- All proceedings will be kept informal and confidential
- All communications and documents relating to the grievance will be kept in a separate file.
- The director agrees to make available to the parent all pertinent information, not privileged, in its possession or control, which is relevant to the issues raised.

Confidentiality

All information shared between families and the Anansi Day School Staff will be held in complete confidence. If an issue arises at school, information will only be shared between the family and necessary staff, such as the child’s primary teacher(s). The director will oversee all issues. Accident and incident reports will not name children involved in the incident to other families whose children are involved. Anansi will not release information to any agency or authority without written permission from a parent/guardian, with the exception of written requests from legal authorities. Access to personal information about families of Anansi Day School or employees is restricted to authorized persons for specific purposes. All such files are locked at the close of each business day. Lastly, information regarding students’ medical conditions shall be maintained in confidence.

Health and Safety

Hand Washing Procedures

Children are taught proper independent hand washing procedures to lessen the chance of spreading germs and staying healthy. **We ask you to support us by encouraging your child to wash his or her hands as they enter the classroom.** Children and adults working in the classroom are expected to wash their hands upon arrival, after using the restroom, after contact with bodily fluids and coughing, before meals and snack, after water play, after outdoor play, and after assisting a child with toileting.

Required Immunizations

The State of New Mexico requires that you provide the school with a complete record signed by a physician or health practitioner, of your child’s immunization shots. However, parents have the right to refuse immunizations of their child for medical or religious reasons. Medical exemptions are granted if a licensed physician attests that vaccination would seriously endanger the life or health of the child. A letter stating this must be signed by the child's physician or health practitioner on letterhead paper and the original filed with the school. A copy of any medical exemption on file at a school also needs to be sent to the NM Immunization Program. Religious exemption forms—available in the school office and online—must be filled out, officially

notarized, and returned to the NM Immunization Program for approval and filing. Two copies of the approved exemption form will be returned to the parent—present one to the school and the other to be kept by the parent. Religious immunization exemption forms must be renewed at the beginning of every school year. In the case of whooping cough or any vaccine preventable disease, children who are under immunized will be excluded from the program and can return with a doctor's note.

Annual Physical Exam

Each parent must provide evidence, signed by a physician or health practitioner, of an annual wellness check up for his or her child. As part of the physical, a vision, hearing, and dental screening is required. Anansi Day provides vision screenings through the Lions Club and hearing through EnSuenos y Los Angelitos within the first 30 days of school.

Medical Information

A Student Update Form must be completed at the beginning of each year. This provides the school with current information concerning emergency telephone numbers, health insurance, and special medical considerations. Please be sure that the teachers are aware of any special health needs of your child.

If your child has allergies or written medical and dental procedures specified by a physician please meet with the staff about how you want these managed. An adult trained in this procedure must be on-site whenever the child is present. **A written agreement must be signed by staff and the parent.**

Illnesses

When bringing your child to school, please let a teacher know if you have administered any medications (such as Tylenol) that morning.

If your child shows signs of an oncoming illness, such as a cough, runny nose, or fatigue, please keep him or her home for the well-being of your child and other children. **If in the past 24 hours your child has had a temperature 100.4°F or higher, has vomited, or has diarrhea, please keep him or her at home.**

Call the school as soon as possible in the morning if your child will be absent.

Please report to the school immediately if your child contracts a communicable disease, such as pink eye, chicken pox, measles, mumps, rubella, hepatitis or whooping cough/pertussis. We will notify parents by letter if someone in the school has contracted a communicable disease so that you can watch your child for signs of this illness.

Children Who Become Ill at School

Parents will be called to pick up their child immediately if he or she becomes ill during the school day. The signs of illness may include fever, discomfort, or not looking and acting well. In the event you cannot be reached, we will notify the person listed on your emergency contact

card. We'll comfort your child in the school's office until you or your designated person arrives. We also ask that you then take home your child's bedding for washing.

Children Who Are Injured at School

If a child has an accident at school, we will try to contact the parents by telephone. If we cannot reach the parents or other emergency numbers, and we consider the injury to be an emergency, we will call the child's doctor listed on your Emergency & Medical Release Form. We will comply with the doctor's advice, call for emergency services, and/or take the child to Urgent Care or the Emergency Room at Holy Cross Hospital.

If your child has a known medical condition or any condition that requires special care, please inform the teachers. Together with our health consultants, we will develop a plan for ensuring your child's health and safety.

Medication

Prescription medications can be dispensed only with written or phone instructions from a licensed health provider and written authorization from a parent. Written authorization from a parent, including the name of the medication, dose, and time of dosage, is also needed for over-the-counter medications. All medication must be brought to the school in its original container. Medication prescribed by a health professional must be labeled with the child's first and last name, the date the prescription was filled, the prescribing physician's name, the medicine's expiration date, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. Over-the-counter medications must have the child's first and last name written on it. Instructions for administering and storing the medication must be intact. All medications are kept in a locked labeled blue box above the teachers sink inaccessible to children. Annually, our health consultants train and evaluate staff on proper methods of administering drugs.

Sun Protection

Please apply sunscreen or sun block with UVB and UVA protection of SPF 15 or higher prior to school. If you need your child to reapply the lotion in the afternoon, sign a parental permission form, Consent to Administer Medication.

Insect Repellents

Staff will only apply insect repellent when public health authorities recommend it. Products containing DEET will be used only once a day and only when parents give written permission.

Water Play

Water play is an integral part of the curriculum. To ensure infectious diseases aren't spread, children with open sores will not be permitted to play in the water unless they have a doctor's note stating that they are not contagious. Teachers change the water daily to keep it fresh.

Child Abuse and Neglect Reporting Policy

Anansi Day School Staff is required by law to report suspected abuse or neglect to the New Mexico Children, Youth, and Families Department. Anansi Staff has been trained to recognize signs of abuse and neglect as identified by the Children, Youth, and Families Department.

Emergency Procedures

Emergency Evacuation

An evacuation plan and procedure is posted in the classroom. Emergency evacuation procedures are reviewed with staff annually. We may choose to evacuate our building if a situation poses a hazard to children, whether it is a natural disaster or utility failure. In the case of a countywide emergency, we will tune in for instructions broadcast on KTAO radio, 101.9 FM. If we do need to leave the school premises, we will transport the children and staff by bus to Arroyos Del Norte Elementary located on the Hondo/Seco Road (737-6177). If the emergency requires an alternate location for more than two hours, children will be transported to the Old North Armory (489 Blueberry Hill Rd). We will contact parents to pick up their children. If we evacuate our building, teachers will count children frequently.

Missing Child

Anansi Day School has policies in place designed to minimize the risk of a child going missing. However, in the unlikely event that a child appears to be missing, one staff member will remain with the other children to ensure their safety while the other adults available will systematically check all areas of the building and surrounding outside areas. If the staff cannot find the child within 5-10 minutes, we will call the police and the child's parents. We will have emergency information available. A current picture on the child will be kept on file.

Fire and Emergency Drills

Fire drills are conducted every week for the first 4 weeks and are practiced and recorded once each month thereafter. For fire drills we have an escape route to an outside safe area a distance from the building. Our evacuation route is posted by each door. Unwanted Intruder Lock Down drills are conducted periodically and Shelter in Place drills are required 2-times per year.

Pollution

In the event of emergency pollution, Anansi will follow New Mexico's Emergency Broadcast recommendations on what steps to take, such as evacuation or keeping children indoors.

Smoking and Other Hazards Prohibited

Smoking on or around the school premises is prohibited. No firearms or other significant hazardous materials are allowed on premises.

New Mexico Pre K Eligibility Information

Anansi Day school is a NM Early Pre- K 3 and Pre-K 4 funded extended day and a NAEYC 5star accredited program.

Eligibility for NM Pre K child must have reached their third and fourth birthday before 12:01 am September 1st of the current year. NM Pre K provides opportunities for children, families and teachers to ensure best practice through trainings, workshops, screenings, and ensures a rich play based environment focusing on the NM Early Learning Outcomes and Indicators.

To: Anansi Day School Parents
From: Director of Anansi Day School
Re: Policies of Anansi Day School

Attached is a copy of the Anansi Day School Parent Handbook. The Handbook contains school policies as of August 1, 2019

When you have completed your review of these policies, and no later than the first day of school, please complete the “Certificate of Acknowledgment” below and return it to the office.

If you have any questions, please direct them to Michele Scott.

Thank you.

CERTIFICATE OF ACKNOWLEDGMENT

I, _____, acknowledge that I have received and reviewed the Policies of Anansi Day School contained in the Anansi Day School Parent Handbook, as adopted August 1, 2019. This includes, but is not limited to the schools guidance policy, payment policy, and hours of operation.

Signature

Date

If you need this document translated into a language other than English, we will try to accommodate you.

