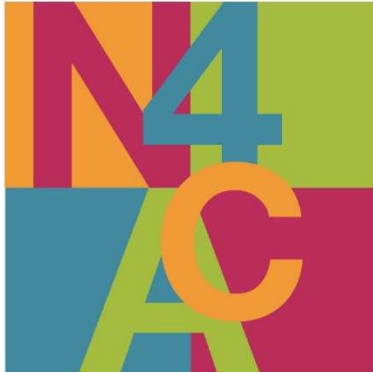


ASLA Foundation

N4Arts Program



Employee Handbook

ASLAF | N4Arts

PO Box 65613 Abq NM 87193-5613

4904 4th Street NW Abq NM 87107

Voice 505.373.1970 | N4Arts.org

JUNE 2026 | The information contained herein may be updated periodically. For the most recent copy of this handbook, please go to the ASLA Foundation website or contact the Executive Director. Please contact the office for a complete copy of all organizational policies and procedures. Please refer to your employment contract for additional information.

ASLA Foundation | N4Arts & Workforce Training Program

General Information

Physical Location	4904 Fourth Street NW, Albuquerque, NM 87107
Mailing Address	PO Box 65613, Albuquerque, NM 87193-5613
Main Phone/Voice	505.373.1970
Websites	N4Arts.org and ASLAFoundation.com
General Email	info@N4Arts.org
Office Hours	8:30am-4:00pm Mon-Thurs 8:30-3:00pm Fri
Program Hours	9:00am-12:00pm Morning Session Mon-Thurs 12:30pm-3:30pm Afternoon Session Mon-Thurs 9:00am-12:00pm BVD Rehearsal Friday
Program Calendar	Available on the N4Arts.org website or by contacting the office.

Weather Delays/Cancellations: Please check the local TV station KOB-Channel 4 for announcements regarding weather delays/cancellations. N4Arts follows the same inclement weather schedule as Abq Public Schools (APS). N4Arts Program staff should report no later than 9:45am in the event of a two-hour school delay (N4Arts morning session will start at 10:00am).

N4Arts Vision Statement

The North Fourth Arts & Workforce Training Center offers visual and performing arts classes, workforce training, and arts education programs for adults with developmental disabilities. We connect participants to the greater community through education and the arts, while focusing on functional and economic outcomes, to ensure a purposeful existence infused with joy, creativity, and a love for learning.

Employment Policies

Equal Opportunity Employment: The ASLA Foundation is committed to providing equal treatment of all prospective and current employees. The ASLA Foundation prohibits all forms of discrimination and harassment based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service.

Background Check: As a condition of employment, all employees must successfully complete a background check, including fingerprinting, and must meet all requirements mandated by the State of New Mexico and as indicated in their employment contract. Employees agree to provide complete and accurate information for a background check(s), including finger-printing. Providing false information on a background check may result in the employees disqualification, suspension, or termination of employment. Background checks may be repeated during the duration of employment and failure to successfully complete a background check at any time may result in termination of employment. The Employee may dispute unfavorable results directly with the vendor.

Americans with Disabilities Act (ADA): Reasonable accommodations will be made for employees with a disabling condition, as defined by ADA, which affect his/her abilities to perform the essential functions of her/her job. The request may be made to the Executive Director through any form of communication, written or otherwise. Documentation may be requested from the employee regarding limitations that arise from the disability that requires reasonable accommodations.

Citizenship and Immigration Law Compliance: All offers of employment are contingent upon verification of an employee's right to work in the United States. Employees will be asked to provide original documents verifying their right to work and to sign Federal Form I-9, Employment Eligibility Verification Form, as required by law. Failure to provide such documentation may result in termination of employment or retraction of an offer of employment.

At Will Employment and Termination: All employees of the ASLA Foundation shall be hired on an 'at will' basis and can be dismissed at any time with or without cause and without notice, pursuant to NMSA 1978, and as indicated in the employment contract.

Resignation: In the event of Employee's resignation, the Employee shall provide written notice of their intent to resign to the Executive Director.

Employee Information: It is imperative that administration be notified of changes to an employee's home address, telephone number, email address, or emergency contact information. Request to change information should be provided in writing to the Executive Director.

Confidential Personnel File: The ASLAF shall maintain a confidential personnel file for each employee. The personnel file will contain employment contracts, licenses and endorsements, professional evaluation documentation, and any other employment-related documents or correspondence.

Employee Attendance: Staff should arrive 30 minutes prior to the start of the classes (for example, by 8:30am for classes beginning at 9:00am). Staff are expected to attend weekly meetings and occasional trainings, or program events and such information will be communicated by the Executive Director or Program Coordinator.

Planned absences should be reported via email to the Executive Director as soon as the planned absence is known. Unplanned absences should be reported to the Executive Director via text msg or email as soon as possible or no later than 8:00am on the day of the absence so that substitute staff can be arranged.

Failure to report to work without notifying administration may be considered abandonment of employment and voluntarily termination of employment by the employee. In such instances the ASLAF will provide a written termination notice to the employee. The employee may choose to file a grievance if they dispute the termination.

Pay Periods: Payroll will be processed every two weeks for a total of 26 pay periods annually. Direct deposit is recommended. Timesheets for non-exempt employees are required and must be submitted on time and prior to payroll processing or they will not be processed until the next payroll cycle. Please contact the Executive Director if you need to make changes to your payroll-related information.

Employment Contract: Employees should reference their Employment Contract for additional and specific information related to their employment.

Sick Leave: It is important that program staff stay home when sick to avoid the potential spread of illness to other staff members and program participants. The ASLAF will follow requirements of the New Mexico Healthy Workplaces Act. Employees shall accrue one hour of sick leave for every 30 hours worked. ASLAF may request supporting documentation after 2 or more days of absence, signed by a medical professional excusing the absence and indicating an expected return to work date. Unused sick leave can be accrued up to a maximum amount of 64 hours annually, based on a calendar year. Accrued sick leave in excess of 64 hours will be forfeited. No more than 64 hours of sick leave can be used annually, based on a calendar year.

Upon termination of employment, unused sick leave will be forfeited. To the extent possible, the Employee shall provide prior notice to ASLAF administrators of upcoming absences. The Employee shall not accrue any other paid leave. If the Employee exhausts all paid leave, any time off without pay must be pre-approved by the Executive Director.

Leave slips indicating the use of sick leave for time off must be submitted by the employee to the Executive Director in a timely manner (not later than Friday of the following week) and/or indicated on the employee's timesheet.

Time Off Without Pay: If an Employee exhausts all paid sick leave, the Executive Director must approve additional time off without pay. For exempt employees, if the Employee is absent from work and has exhausted all paid leave, the Employee's salary will be reduced for each day the Employee is absent from work. This amount is used solely for purposes of administrative convenience and does not mean, nor shall it be construed to mean, that compensation is calculated on a daily or hourly basis. Non-emergency requests for time off without pay must be submitted in writing to the Executive Director no less than ten (10) business days prior to the first day of leave requested for pre-approval.

Jury Duty: Employees will be provided with unpaid time off to attend jury duty. Upon notification by a court to report for jury duty, the employee should immediately inform the Executive Director and provide supporting documentation.

Professional Development and Trainings: Employees must complete trainings as required by law or determined necessary by the program administration and failure to do so could result in suspension. Employees will be compensated for their time related to training/professional development activities and the Executive Director must approve all trainings in advance. Employees may submit for reimbursement of mileage or travel expenses for trainings located offsite. Such instances require the preapproval of the Executive Director.

Employee Parking: Parking in the designated spaces/lots is provided free of charge. Do not leave items of value in your car. The ASLAF is not responsible for damage or theft.

Personal Property: All staff possessions should be marked with the staff member name. Staff should not bring personal items of value to the center. All personal staff possessions should be marked with the staff member name. Lost and found items should be turned into the office and unclaimed items will be donated periodically. The ASLAF is not responsible for any lost, stolen or donated staff items.

Staff Dress Code: Staff should dress in a manner which reflects high standards of personal conduct and promotes a positive, safe, and healthy atmosphere. Employees are prohibited from displaying alcohol, tobacco or drug related items on their person, clothing or personal items (purses, backpacks, phones or otherwise) while participating in any activity as an ASLAF employee.

Transportation: Staff are prohibited from transporting program participants in their personal vehicles and doing so may result in suspension or termination.

Employee Standards of Conduct & Professional Behavior: The ASLAF expects each employee to maintain the highest standards of conduct and to act in a positive, professional and responsible manner at all times. All employees should:

- model civic pride and responsibility in the member's daily conduct and behavior, and, at all times, conduct themselves in a manner that reflects positively on them and on ASLAF/N4Arts;
- treat all persons with respect and courtesy and settle disputes in a non-violent, non-abusive manner, and show respect toward fellow staff members and administrators;
- conduct themselves in such a manner so as to avoid intentional or reckless harm to other persons;
- adhere to the rules and regulations of ASLAF, and all applicable local, state, and federal laws;
- bear a fair share of the workload and exhibit, at a minimum, satisfactory performance;
- be punctual for scheduled activities and service assignments;
- refrain at all times from using profanity in professional settings;
- maintain confidentiality of program participants;
- maintain appropriate personal hygiene.

Harassment: The ASLAF is committed to the treatment of every person with dignity and respect, regardless of race, color, national origin, sex (including gender identity, sexual orientation and pregnancy), religion, age, disability or genetic information, (including family medical history). ASLAF prohibits all forms of discrimination and harassment based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. The ASLAF is committed to an environment free from harassment and Employees are held to this standard.

Sexual Contact: Employees will refrain from all forms of sexual contact while on duty and while on, or in close proximity to, ASLAF/N4Arts property and at related events.

Tobacco, Alcohol & Drug-Free Policy

Drug-Free Workplace Act - The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while serving as an ASLAF Employee.

The Tobacco, Alcohol & Drug-Free policy is in effect at the following times:

- during regular hours of operation
- during ASLAF/N4Arts sponsored trainings, events, days of service or other activities;
- on the way to or from the facility, trainings, events, days of service or other activities.

The ASLAF defines possession of alcohol, other illegal drugs, or inhalants as: on an employee's person, in an employee's body or bloodstream, in an item belonging to an employee, such as but not limited to, a backpack or purse, or being held by another person. Use of tobacco, imitation-tobacco, electronic smoking devices, and vaping products is prohibited during work hours. Under the influence of alcohol, other illegal drugs or inhalants is defined as having alcohol, tobacco or drugs in the bloodstream or body and/or other suspicious behavior.

Alcohol, tobacco, other drugs, inhalants, electronic smoking device or drug paraphernalia may be described as:

- Alcohol is any product containing ethyl alcohol or ethanol, including liquor, wine, beer, spirits or other beverages containing alcohol.
- Tobacco is any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, via various tobacco delivery methods, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, smokeless tobacco, hookah tobacco, chewing tobacco, snuff, cigars, pipe tobacco, vaporizers, and electronic nicotine delivery systems or device;
- Electronic smoking device is any component, part, or accessory of a tobacco product that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, e-liquids, cigar, pipe, or hookah;
- Drugs are any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance, including illegal drugs, marijuana, inhalants, legal prescriptions or over the counter drugs used, possessed or distributed for unauthorized purposes;
- Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

Employees are prohibited from displaying alcohol, tobacco or drug related items on their person, clothing or personal items (purses, backpacks, or otherwise) while participating in any activity as an ASLAF employee. Employees are prohibited from using tobacco products, including electronic smoking devices, while on facility grounds and within the view of program participants and the adjacent school grounds. Offenses should be immediately reported to the Executive Director or Program Coordinator.

Employees must notify the Executive Director of any conviction under a criminal drug statute no later than 5 days after such a conviction.

Employee and Participant Work Product: The products and results of services rendered by an Employee, including but not limited to lesson plans, curriculum, artwork, photos, videos, etc., is the property of the ASLAF. The removal or destruction of employee and participant work product may result in termination and/or criminal action.

Complaint Procedures: Complaints should be submitted in writing to the Executive Director and the complaint should contain the necessary information for investigation of the complaint. Appropriate and timely action will be taken to resolve complaints.

Mileage and Travel Expense Reimbursement: The ASLAF will reimburse employees for reasonable and necessary expenses actually incurred in the course of related business. Preapproval is required.

Health/Medical Related Issues: Staff are prohibited from providing or administering any medication to any program participants or assisting with a participant's personal medical device. Participants who become ill at school should be escorted to the front office by a staff member and a parent/guardian will be contacted to pick up the participant. Likewise, employees who become ill should be escorted to the front office by another staff member and an emergency contact will be contacted.

Staff will be provided opportunities for CPR/First Aid Training as part of their professional development. Employees should not leave an injured person alone unless there is no other option. If assistance is needed immediately, staff should utilize walkie-talkies, yell for help, or send someone to get help. Employees should not attempt to move a seriously injured person. In emergency situations, call 911.

Instructors should immediately report all illnesses, injuries or accidents (observed or reported) to program administration, in writing if possible. Written Accident Reporting Forms are required for all accidents needing medical attention. Suspicion of infectious agents such as conjunctivitis (pink eye), impetigo, ringworm, or lice should be reported to the Executive Director immediately and handled with discretion. Concerning participant behaviors should also be promptly reported in writing using the Behavior Incident Reporting Form.

Abuse, Neglect, Exploitation (ANE), Suspicious Injury or Death - Required Trainings and Reporting Requirements: All ASLA Foundation employees, contractors, and volunteers who are providing developmentally disabled community-based services must complete the ANE training prior to their start date and also annually. Additional trainings may also be required. Certificates of completion should be submitted to the Executive Director. Failure to complete the training(s) could result in revocation of employment offer or suspension of employment.

The ASLAF and its employees, contractors, and volunteers will comply with NMAC 8.370.10 and will immediately report alleged crimes to the Executive Director, law enforcement, legal guardians/parents, case managers/consultants, and the NM Dept. of Health Improvement hotline and will complete incident reports, immediate action and safety planning, and take all additional steps as required. The ASLAF Executive Director will serve as the designated incident management coordinator. At a minimum, the ASLAF Executive Director, ASLAF Arts Program Coordinator, and an NFAC Board member will serve as members of the incident management committee to review alleged complaints for the purpose of quality improvement. Such information will be provided to consumers/legal guardians, and a signed form demonstrating receipt of the orientation materials is required.

ASLAF's ANE Employee Policy is Appendix C of this handbook. A complete copy of NMAC 8.370.10 and additional information is available online or by contacting the ASLAF Executive Director.

Workplace Safety: The ASLAF will maintain safety and health practices consistent with industry standards. If an employee is ever in doubt about how to safely perform a task, it is the employee's responsibility to ask administration for assistance. Any suspected unsafe conditions and all injuries that occur during work must be reported immediately. Compliance with these safety rules is considered a condition of employment and it is the responsibility of each employee to accept and follow established safety regulations and procedures.

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to the Executive Director. If you or another employee is injured, contact an outside emergency response agency, if needed. If an injury does not require medical attention, an Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any safety hazards are corrected. The Employee's Claim for Workers' Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. These forms are available in the office or by contacting the Executive Director.

Federal law may require that ASLAF keep records of all illnesses and accidents that occur during the workday. The New Mexico State Workers' Compensation Act also requires employees report any workplace illness or injury, no matter how slight. If an employee fails to report an injury, s/he may jeopardize their right to collect workers' compensation payments as well as health benefits. Additional information can be obtained by contacting the Executive Director.

Electronic Communication, Internet Use, Photographs: Inappropriate electronic communication between an employee and another employee, a parent/guardian, or a program participant is grounds for termination. Violations and suspicion of violations related to inappropriate correspondence should be immediately reported to the Executive Director.

Cell Phones and Personal Electronic Devices: Staff should limit personal use of cell phones or personal electronic devices during work hours. Staff may find occasion to use personal cell phones for text messaging other staff or parent/guardians as a matter of convenience. Use of cell phones may also be necessary in emergency situations.

Text messages with parents/guardians should be kept to a minimum, should not be used for discussing participant-specific issues, and should never contain confidential participant information.

Electronic communications with program participants, including cell phone conversations and text messages, is highly discouraged for both the protection of the participant and the employee. Staff are reminded that any inappropriate communication with a program participant or parent/guardian may result in termination.

Staff are prohibited from taking photos of program participants using personal cell phones or electronic devices except when requested by the Executive Director for a specific purpose. Staff are prohibited from storing participant and/or confidential information on their personal equipment.

Email: Program email account addresses and correspondence are the property of the ASLAF and subject to review by administrators at any time and without notice. Work related email accounts should not be used by staff for personal matters. Work email accounts will be immediately deactivated upon employee termination and retrieval of personal information from email accounts upon termination will not be permitted.

Staff should only contact parents/guardians using the employee email account (____@N4Arts.org or _____@ASLAFoundation.com) for important and substantive communications and if those communications contain confidential information they must be encrypted or password protected. Use of private or personal email accounts (any email account other than work-related accounts) by staff to contact any participant is grounds for termination.

Internet and Social Media: Staff members are strongly discouraged from "friending" or communicating with program participants online and via social media. Staff are prohibited from taking photos of program participants and ASLAF participants using personal cell phones or electronic devices. Staff members are prohibited from posting participant photographs/videos online or otherwise electronically circulating participant photographs/videos.

Photographing and Videotaping Participants: Staff are prohibited from taking photos of program participants using personal cell phones or electronic devices. Only ASLAF employees assigned by the Executive Director to take photos/videos of N4Arts program participants and related events for marketing purposes may do so. All such photographs remain the property of the ASLAF and should only be downloaded to program devices and designated electronic storage. Such photos may be used for newsletters, the websites, social media, etc., at the discretion of the administration.

Program Property and Equipment: Staff are responsible for all program-issued equipment including laptops, projectors, cameras, etc. Staff should ensure that all equipment is secured and accounted for daily and must report any missing or damaged equipment to program administrators immediately. Staff should refrain from storing personal information on work equipment or in their work email accounts. ASLAF equipment, and information stored on that equipment, is the property of the employer and staff will not be allowed to retrieve personal information upon termination or upon return of the electronic equipment.

Information Technology Resources: Staff shall not upload or otherwise transfer out of the ASLAF's direct control any software licensed to the program or data owned or licensed by the program without explicit written authorization. Staff shall not use IT resources to reveal confidential or sensitive information, participant data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Staff shall not download executable software, including freeware and shareware, unless it is required to complete their job responsibilities. Staff shall not use IT resources to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of the company's IT resources. Staff shall not access, store, display, distribute, edit, or record sexually explicit or extremist material using company IT resources. All employees who have access to or may have access to personally identifiable participant records (electronic or otherwise) shall adhere to all standards included in the Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws and regulations, as they related to the release of participant information.

Pesticide Use: As a regular practice, the ASLAF will ensure pesticides are sprayed after program hours and when participants and staff are not present.

Participant Drop-Off and Pick-Up Procedures: Parents/guardians or family employees are to remain in the lobby area during drop-off/pick-up and at other times during the day until an instructor or administrator escorts them back to the classrooms or brings the participant to the front. Participants may be dropped off to personnel located at the main entrance or parents may park and walk participants in. At pickup, personnel may accompany participants to their vehicles ensuring safety at all times. Please follow these procedures and remind parents/guardians and participants of the procedures as needed.

Participant Information and Confidentiality: Professional discretion and courtesy should be used in discussing all participant related issues. Participant behavior, progress, records, family situations, and medical information, etc., should only be discussed with program staff in a private setting and not in the presence of other participants, parents/guardians, or visitors. Discussions with parents/guardians should take place in a private setting and not in the presence of other participants, parents/guardians, or visitors. Staff should be mindful of the legal requirements of participant confidentiality and shall not violate privacy rights. If a staff member has a question as to whether or not they should provide information to another person or agency, they should first consult with the Executive Director.

Facility Tours & Classroom Observations: Persons requesting to tour the facility and/or observe participants during instructional hours must contact the Executive Director to schedule an appointment.

Parent/Guardian Questions and Concerns: The program is dedicated to providing ongoing dialogue participants educational, social, and emotional progress. Instructors are encouraged to work productively and cooperatively with parents/guardians in order to create an environment which will positively impact all participants. Parents/guardians or other related support persons with concerns about the participant's progress or behavior should schedule a conference with the Executive Director to discuss the issue.

Harassment, Intimidation and Bullying: ASLAF is committed to helping program participants learn the interpersonal skills that will enable them to handle conflict and negotiate relationships. Program staff will address participant behaviors in a case-by-case manner, to help him/her learn how to have positive peer relationships. ASLAF is also dedicated to providing an environment for all participants, employees, volunteers, and families, free from harassment, intimidation, or bullying, and such behavior will invoke an appropriate response and consequence. Offenses should be immediately reported to the Executive Director.

Harassment: The term harassment consists of knowingly pursuing a pattern of conduct, which serves no lawful purpose, with the intention to annoy, seriously alarm, or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

Bullying: The term bullying means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more persons in the program, or at sponsored program activities or sanctioned events. Bullying includes, but is not limited to, hazing, person's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of: placing a person in reasonable fear of physical harm or damage to the person's property; physically harming a person or damaging a person's property; or, insulting or demeaning any person or group of persons in such a way as to disrupt or interfere with the program's mission, the instruction of any participant, or the employment of any person.

Harassment and bullying in all forms, including but not limited to the following will invoke an appropriate response and consequence:

Parent/Guardian Harassment in which the uncooperative or disruptive attitude of parents/guardians or other family members might so diminish the effectiveness of the program that continued enrollment of the participant could be morally impossible. Such situations include, but are not limited to:

- Any parent, guardian or other person who insults or abuses any faculty/staff or administrator at any time on school premises, or at some place in which the faculty/staff or administrator is required to be at that place in connection with assigned school activities.
- Harassment on the basis of race, color, religion, gender, national origin, age or disability. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of one's race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work/study performance; or otherwise adversely affects an individual's employment opportunities.
- Harassment may constitute a form of employment discrimination when:
 - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or status as a participant;
 - Submission to or rejection of such conduct by individuals used as the basis for a decision affecting the individual's employment or status as a participant;
 - Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance;
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment.

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature.

Disability Harassment is defined as intimidation or abusive behavior toward a participant/employee based on disability that creates a hostile environment by interfering with or denying a participant/employee's participation in or receipt of benefits, services, or opportunities in the district.

Racial Harassment consists of physical or verbal conduct relating to an individual's race.

Hazing means committing an act against a participant/employee or coercing a participant/employee into committing an act, that creates a risk of harm to a person, in order for that participant/employee to be initiated into or affiliated with a participant organization, or for any other purpose.

Participant Discipline: ASLAF and its employees accept responsibility for maintaining an environment of respectful conduct and establishing programs that promote positive relationships among participants and staff. Participant behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Staff will consistently address participant misbehavior in a supportive manner and will inform parents/guardians of any issues involving the participant. Participants whose behaviors pose an ongoing concern may be disenrolled in the program at the discretion of the Executive Director.

Volunteers: Persons interested in volunteering will be considered on a case-by-case basis and will be scheduled depending on the needs of the program. All family members and community volunteers must pass a background check prior to working with participants. Information concerning background checks and person authorized to volunteer or work with participants will be kept on file in the office. The use of volunteers must be scheduled in advance with the Executive Director.

Keys/Building Access Cards: Staff may be supplied with building access cards/keys. Staff should immediately report the loss of any cards/keys to program administration. The fee to replace lost or damaged access cards and keys will be charged to the employee. Facility doors, both interior and exterior, should be locked and closed at the end of each day. Staff should remain vigilant in ensuring that all building entrances/exits are secure throughout the day. Staff are responsible keeping school keys/access cards on their person at all times.

On-Site Communication: Staff should keep a walkie-talkie on their person at all times when in the facility to assist with communication among staff and administrators. The walkie-talkies can be utilized for assistance escorting participants to and from the classrooms/bathrooms, upon arrival and exit at the facility, if additional supports or behavior interventions are needed, or in case of an emergency.

Reporting Suspicious Persons: Staff should immediately report unauthorized or suspicious persons to administrators, including persons located at the facility entrance, in the parking lot, behind the facility and/or on the adjacent school property.

Fire Alarm/Emergency Evacuations: Instructors and administrators should keep walkie-talkies on their person at all times. In the event of an emergency, classroom instructors should immediately gather program participants and proceed to the nearest exit in a calm and ordering manner. Administrative staff will check restrooms, offices, and the theater to ensure all persons are exited. Upon exiting, all persons should gather at the west end of the parking lot or at the southernmost gate in the rear alley until they are advised to return to the building.

Appendix A – Accident Reporting Form

Appendix B – Behavior Incident Reporting Form

Appendix C – ANE Employee Policy



Accident Report Form

N4 Arts - 4904 4th St NW 87107

Person Submitting Report: _____ **Date of Report:** ___/___/_____
Date of Accident: ___/___/_____
Time of Accident: _____
Location of Accident (specific room or area): _____

Individuals Involved

Full Name	Full Name	Full Name
<input type="checkbox"/> Client <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Client <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Client <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer

Witnesses

Full Name	Full Name	Full Name
<input type="checkbox"/> Client <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Client <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Client <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer

Section 3: Nature of Injury or Incident

Type of Injury or Incident (check all that apply):

- Fall Burn Cut/Laceration Seizure
 Behavioral Incident Allergic Reaction Equipment Malfunction
 Other (describe): _____

Body part(s) affected: _____

Was first aid provided? Yes No

If yes, by whom and what was done: _____

Was emergency medical assistance (911) called? Yes No

If yes, name of responder/service: _____

Section 4: Incident Description

Describe what happened (include events leading up to the accident, specific actions, and any equipment or materials involved):

Was the individual sent home or transported elsewhere?

No Sent Home Sent to Hospital Other: _____

Section 5: Notifications

Parent/Guardian/Caregiver Notified? Yes No

Date/time of contact: _____ By whom: _____

Section 6: Additional Actions Needed ? Y/N If yes, describe here:

Section 7: Reporting Staff Member

Signature: _____ Date: ____/____/____

Section 8: Supervisor Review

Reviewed by (name/title): _____ Date ____/____/____

Follow-up required? Yes No

If yes, describe: _____

Supervisor Signature: _____

Additional Notes:



Behavior Incident Report (BIR) Form

N4Arts - 4904 4th St NW 87107

Child Name:		Referring Staff:	
Classroom ID:	Child ID:	Date	Time:
Behavior Description:			
Problem Behavior (check most intrusive)			
<input type="checkbox"/> Physical aggression	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Repetitive behaviors	
<input type="checkbox"/> Disruption/Tantrums	<input type="checkbox"/> Social withdrawal/Isolation	<input type="checkbox"/> Hurting self	
<input type="checkbox"/> Inconsolable crying	<input type="checkbox"/> Running away	<input type="checkbox"/> Trouble falling asleep	
<input type="checkbox"/> Verbal aggression	<input type="checkbox"/> Breaking/Destroying objects or items	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Unsafe behaviors		
Activity (check one)			
<input type="checkbox"/> Arrival	<input type="checkbox"/> Outdoor play	<input type="checkbox"/> Departure	
<input type="checkbox"/> Circle/Large group activity	<input type="checkbox"/> Special activity	<input type="checkbox"/> Therapy	
<input type="checkbox"/> Small group activity	<input type="checkbox"/> Field trip	<input type="checkbox"/> Quiet time/Nap	
<input type="checkbox"/> Centers/Indoor play	<input type="checkbox"/> Self-care/Bathroom	<input type="checkbox"/> Transportation	
<input type="checkbox"/> Diapering	<input type="checkbox"/> Transition	<input type="checkbox"/> Individual activity	
<input type="checkbox"/> Meals	<input type="checkbox"/> Clean-up	<input type="checkbox"/> Other: _____	
Others Involved (check one)			
<input type="checkbox"/> Teacher	<input type="checkbox"/> Family Member	<input type="checkbox"/> Transportation driver	
<input type="checkbox"/> Assistant Teacher	<input type="checkbox"/> Support/Administrative staff	<input type="checkbox"/> Kitchen staff	
<input type="checkbox"/> Peers	<input type="checkbox"/> Substitute	<input type="checkbox"/> None	
<input type="checkbox"/> Therapist	<input type="checkbox"/> Classroom volunteer	<input type="checkbox"/> Other: _____	
Possible Motivation (check one)			
<input type="checkbox"/> Obtain desired item	<input type="checkbox"/> Gain adult attention/comfort	<input type="checkbox"/> Avoid sensory	
<input type="checkbox"/> Obtain desired activity	<input type="checkbox"/> Avoid adults	<input type="checkbox"/> Don't know	
<input type="checkbox"/> Gain peer attention	<input type="checkbox"/> Avoid task	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Avoid peers	<input type="checkbox"/> Obtain sensory		
Response (check one or the most intrusive)			
<input type="checkbox"/> Verbal reminder	<input type="checkbox"/> Provide physical comfort	<input type="checkbox"/> Teacher contact family	
<input type="checkbox"/> Redirect to different activity/toy	<input type="checkbox"/> Curriculum modification	<input type="checkbox"/> Time out	
<input type="checkbox"/> Move within group	<input type="checkbox"/> Re-teach/Practice expected behavior	<input type="checkbox"/> Physical guidance	
<input type="checkbox"/> Remove from activity	<input type="checkbox"/> Loss of activity	<input type="checkbox"/> Physical hold/Restrain	
<input type="checkbox"/> Remove from area	<input type="checkbox"/> Time with a teacher	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Remove item	<input type="checkbox"/> Time in a different classroom or adult outside of classroom		
Administrative Follow-Up (check one or most intrusive)			
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Targeted group intervention	<input type="checkbox"/> Conditional enrollment	
<input type="checkbox"/> Talk with child	<input type="checkbox"/> Temporary removal from classroom	<input type="checkbox"/> Transfer to another program	
<input type="checkbox"/> Contact family	<input type="checkbox"/> Sent home for remainder of day	<input type="checkbox"/> Reduce hours in program	
<input type="checkbox"/> Family meeting	<input type="checkbox"/> Sent home for 1 or more days	<input type="checkbox"/> Dismissal from program	
<input type="checkbox"/> Arrange behavioral consultation/team		<input type="checkbox"/> Other: _____	
Comments:			

ASLA Foundation – N4Arts Program

Abuse, Neglect & Exploitation (ANE) Reporting Policy

Compliant with 8.11.2 and 8.370.10 NMAC

Policy Statement

The ASLA Foundation strictly prohibits abuse, neglect, and exploitation (ANE) of any individual receiving services through the N4Arts Program. All employees are mandatory reporters and must take immediate action to ensure the safety and well-being of individuals supported. This policy is aligned with New Mexico Department of Health (DOH) regulations under 8.11.2 and 8.370.10 NMAC.

Definitions

- **Abuse:** The intentional or negligent infliction of physical or emotional harm, unreasonable confinement, intimidation, or punishment.
 - **Neglect:** The failure to provide necessary food, shelter, clothing, supervision, or medical care.
 - **Exploitation:** The unauthorized or illegal use of a participant's resources for another's benefit.
-

Employee Responsibilities

All employees must: - Protect individuals from any form of ANE. - Observe for signs or allegations of ANE. - Report any suspected ANE immediately, no later than 24 hours from discovery. - Cooperate fully in any investigation. - Maintain confidentiality throughout the process. - Complete required ANE training upon hire and annually.

Reporting Procedure

If an employee witnesses or suspects ANE:

1. **Ensure Immediate Safety** of the individual(s) involved.
2. **Report Immediately to Authorities:**
 - **Adult Protective Services (APS):** 1-866-654-3219
 - **CYFD Central Intake (Minors):** 1-855-333-7233
 - **DOH Incident Management Bureau (IMB):** 1-800-445-6242
3. **Notify Program Director or Supervisor** as soon as possible.

4. **Document the Incident** in the Therap system or DOH-approved tool.
 5. **Contact the Guardian or Legal Representative**, as appropriate.
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Types of Reportable Incidents

Reportable incidents to IMB include, but are not limited to: - Suspected or alleged abuse, neglect, or exploitation - Law enforcement involvement - Unexplained or serious injuries - Elopement or unauthorized absence - Unexpected hospitalization or death - Unauthorized use of restrictive interventions

Investigation and Cooperation

- The DOH/IMB or designated authority will lead all formal investigations.
 - Employees must cooperate fully and truthfully.
 - Any interference, failure to report, or retaliation will result in disciplinary action, up to and including termination.
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Training Requirements

All staff are required to: - Complete ANE Awareness training at hire and annually. - Attend DOH-approved Abuse Reporting & Prevention training. - Sign an acknowledgment of understanding this policy.

Non-Retaliation

The ASLA Foundation prohibits any retaliation against an employee who reports ANE in good faith. Employees engaging in retaliatory conduct will face disciplinary action, including potential termination.

For Questions or Reports:

Executive Director: Jennifer Martinez, 505-373-1970

DOH IMB Hotline: 1-800-445-6242