

Quemado ISD

Preschool

Family/Student Handbook



• **Quemado Elementary School**

3484 Highway 60

Quemado, NM 87829

575-773-4700

Quemado Elementary School Preschool Program

TIMES:

Staff Report: 7:30 a.m. – 4:20 p.m. Monday-Thursday

3Y/4Y Students report: 7:50 a.m. – 3:45 p.m. Monday-Thursday

Fridays are used for professional development, PLC's, parent conferences, paperwork, planning, cleaning, evaluations and meetings.

The school district calendar is available on the district website at www.quemadoschools.org .

SCHOOL CONTACTS: Quemado ISD phone number: 575-773-4700

Quemado Preschool Teacher: Rebecca Hendricks rhendricks@quemadoschools.org

Quemado Principal: Cindy Orthman corthman@quemadoschools.org

Quemado Municipal School District Website: www.quemadoschools.org

QISD Mission Statement:

As an educational family, we...Lead.

Love learning.

Excel in all we do.

Achieve goals inclusively.

Do what is right.

To....be successful in life.

Goals for the Quemado Preschool Program

- A. Foster emergent literacy and math skills.
- B. Support learning in each of the developmental areas.
- C. Promote family and community involvement and celebrate diversity.
- D. Encourage teamwork.

Quemado Elementary Preschool Program Enrollment

There are three ways students enter our preschool. Requirements for entering into Preschool for 3 and 4 year olds are as follows:

Transfer students already have an Individualized Education Program (IEP) and relocate to Quemado Elementary School.

Child Find screenings are mandated to be held throughout the year “to find” students. Families in the district with concerns about any of their child’s development may bring the child in for vision, hearing, and speech screening. If further evaluations appear warranted, they are completed at a later appointment. If the child meets eligibility and the Eligibility Determination Team determines that there is an educational need for special education services, an IEP is completed and the student is placed in program.

Part C to Part B Transition takes place when a child has been receiving early intervention (25% delays) with a group such as Positive Outcomes (Part C). Following evaluations and qualification with at least a 30% delay in a specified area, Quemado Municipal School District (Part B) takes over the serving of those students on the child’s third birthday. IEP goals are then written for each student in the area(s) in which s/he qualifies.

Transition to Kindergarten

During the year, a Quemado Preschool student turns five, a kindergarten progression meeting will be held. At this meeting, present levels of performance and progress reports from preschool will be reviewed. The elementary school your child will be attending will give information and write goals and accommodations that s/he will need to be successful in kindergarten.

Out of District Enrollment

QISD is committed to provide quality education services for students residing in our school attendance zone. Parents who do not live in the Quemado Elementary attendance areas may request enrollment for their out of district child following district procedures.

CONFIDENTIALITY

Any information pertaining to children enrolled in Preschool programs is regarded as confidential and is kept securely stored at all times. No information regarding an individual child is released to anyone unless written authorization is obtained from the parent or legal guardian with the exception of information between schools in the district. Visitors are told that all information is confidential and not to be discussed outside the preschool. Confidentiality is governed at the preschools by the legal guidelines of FERPA (Family Education Rights and Privacy Act), PPRA (Protecting the Pupil's Rights Amendment), HIPPA (Health Insurance Portability Privacy Act) and ESSA (Every Student Succeeds Act).

REGISTRATION

Yearly registration is required. To register your child contact the Registrar's Office at QISD at 575-773-4700.

SNOW POLICY

During winter, the snow can get bad enough to delay or cancel school. If you have a current phone number on file, notification will also be made through the automated school messaging system and via the Quemado School Facebook page. You can also watch KOB and KOAT news to stay well informed. News announcements begin early in the morning and update often.

FAMILY PARTICIPATION

One of the most important components of the preschool is family participation. Parent/Teacher conferences are offered three times a year and progress notes are sent home in accordance with the district calendar. We also offer a number of events during the school year for family participation. Children thrive and learn best when there is a strong link between home and school.

FAMILY ENGAGEMENT CALENDAR

Proposed Dates	Parent Engagement Activity
August 3 rd – August 7 th	Home Visits
October 8, 2002	Fall Parent-Teacher Conferences
December 10, 2020	Winter Parent-Teacher Conferences
March 3, 2020	Spring Parent-Teacher Conferences
Due to Covid, date to be determined	Schoolwide Open House
September 11, 2020	Welcome to PreK night
October 15, 2020	Parent Workshop-Literacy Night
November 23, 2020	Thanksgiving Feast/In Classroom Model Literacy
December 3, 2020	Parent Workshop-Math Night
February 3, 2020	Parent Workshop-Self, Family, and Community
March 3, 2020	Parent Workshop-Science Night
April 14, 2020	Parent Workshop-Approaches to Learning
Date to be determine	School-Community Book Fair/Spring Fling
May 17-18, 2020	Transition Meetings

PARENT SUPPORTS AND SERVICES

There are many supports and services already in existence throughout the Catron County community for parents whose child has a specific disability or diagnosis and for children and families who need behavioral, social/emotional, school readiness and/or financial assistance supports. The Catron County Early Childhood Coalition meets monthly and provides information through fliers, parent workshops, and coordinated outreach services to families with children birth to 5Y. Feel free to contact Cindy Orthman at 575—773-4700 for further information and we will be happy to do what we can to assist you.

VOLUNTEER PROGRAM

Parents and families have the opportunity to volunteer at QISD to assist in duties of an educational nature on a regular basis throughout the school year. Volunteers can contact the Human Resources office to get details on how they can help at 575-773-4700.

NOTICATION LETTERS SENT HOME WITH CHILDREN

Frequently special notes requiring your attention are sent home with your child. These are typically on colored paper. PLEASE check your student's backpack for these notes. We want to ensure you receive all vital information.

ATTENDANCE

If your student has not attended for 10 days, s/he will be dropped from the program unless you call and let the staff know that s/he will be returning. Please make sure your student is on time for class as s/he may miss needed service time if s/he is consistently late.

PHONE CALLS

The preschool staff encourages phone calls to keep communication open. Teachers are available from 7:30-7:45 a.m. and after school from 4:00-4:20 p.m. When these times are honored, the students receive all of our attention when they are here. Our office staff will take messages for our teachers and their aides during the day. Phone conferences regarding students can be scheduled between 7:30-7:45 a.m. and after school from 4:00-4:20 p.m. Thank you for being respectful of these times.

TRANSPORTATION

Transportation is provided for all 3Y and 4Y students outside of village limits on the morning, and afternoon routes. When a change in your child's pick up or take home point is necessary, please **call the school office at 575-773-4700 no later than 2pm on the day of the requested bus change**. The secretary who coordinates a district-wide schedule, arranges all bus schedules. Therefore, frequent changes or disruptions in schedules are discouraged, as they affect other children and drivers. Please get to know your child's bus driver(s), as they may be your best source for busing information. If your child is sick, not coming to school, or if you are bringing your child, please call the elementary secretary at 575-773-4700. Riding a school bus is a privilege and carries some responsibilities on the part of the student. Students are required to cooperate and follow bus safety rules. If the student fails to follow the rules, parent and teacher will receive a notice. If the problem is not resolved, suspension from bus privileges may be imposed. Parents who transport their child need to bring their student to the classroom door and check in with an adult in the classroom. Please check in at the office to sign your child out prior to picking them up.

IMMUNIZATION RECORDS, BIRTH CERTIFICATES, PROOF OF RESIDENCY

School policy requires that all students have current immunizations to attend the preschool. We must have a copy of your student's records on file at all times. If your child receives shots during the year, be sure to send us an updated copy of the immunization record, which the nurse will review. State immunization requirements are: Measles, Mumps and Rubella (MMR) vaccine, Diphtheria-tetanus-whooping cough (DPT or DTaP) immunization, four doses; polio vaccine, three doses; Hepatitis B, three doses; Hib, and Varicella vaccine or history of having had chicken pox. Upon enrollment you are required to bring the original birth certificate, which we will use to record information. This will help transition to kindergarten and provide documentation of birth date, school attendance zone and legal name.

MEDICAID IN THE SCHOOLS

QISD bills Medicaid for reimbursement of services with the school program such as: speech, occupational and physical therapy that a student receives while in the school setting. The money gained helps pay for nursing and other services.

ILLNESS, FIRST-AID, MEDICATION

A student with a fever should not be sent to school and should not return after an illness until he/she has been **free of fever without medication for 24 hours**. Contagious diseases should be reported to the school nurse or classroom teacher. Immediate first aid will be given by the school in cases of accident or sudden illness. Parents will be notified. 9-1-1 will be called in case of emergencies beyond training of preschool staff. Parents will also be notified. The administration of any drugs will not be done at school unless requested specifically, in writing from a physician and a parent for a particular student.

It is the parent's responsibility to notify the school and keep a student at home if he/she exhibits any of the following: severe cough/cold, fever, respiratory symptoms accompanied by fever, sore throat, and diarrhea/vomiting in 24 hours, red matted or draining eyes, and skin eruptions/rash. Emergency phone numbers are mandatory. We need **at least** two phone numbers for each student. We will always attempt to contact parents first.

SAFETY PLAN

The preschool has a Safety Plan to help protect your children. First Aid and CPR trainings are done every two years for staff. A district wide response plan has been developed to deal with emergencies. It is very important that you keep preschool staff aware of emergency phone numbers in case you need to be notified. Fire drills are practiced weekly during the first month of school and thereafter on a monthly basis. At least three of these drills include Bomb Threat, Lock Down and/or Shelter-In-Place. All outside doors, with the exception of the one of the main entrance doors are locked at all times and parents must buzz into the main office, identify yourself, and then you will be granted access to the school building. **All visitors must check in and out via the main office, where they sign in and out and are issued a visitor's badge.**

PICKING-UP FROM SCHOOL

In the event you need to pick your student up from preschool, rather than have him/her ride the bus, please notify the office at least three hours prior to the regular departure time. Phone contact or written notice will suffice. If anyone other than a parent/guardian is to pick up your student, we require that you inform the teacher/office of the name of this person. We will also require this individual to provide photo identification (driver's license) before releasing the student to them and must be included on the enrollment card, which the parent completes at the first meeting and annually thereafter. Please check in at the office to sign your child out prior to picking them up.

LEGAL ISSUES

Family arrangements vary greatly. It is our policy to work cooperatively with both parents. We request that you supply us with adequate information regarding who may, or may not, pick-up your student from preschool. Such information, at a minimum, shall include any restraining orders and legal documents specifying the custodial arrangement and scheduled periods of guardian responsibility and visitation.

NOTICE -NM CHILDREN'S CODE 32-4-3

New Mexico Children, Youth & Families Department (CYFD) requires reporting all cases regarding suspected abuse/neglect to children. Preschool staff will report any situation of suspected abuse/neglect which is observed by them, or which is reported to them by you, your child, or a member of your family.

CLOTHING NEEDS

Each student needs to have an extra set of clothing at the preschool in case of emergency (art activities, meals, or toileting accident). Please be sure to clearly label all clothing with the student's name. The weather can change dramatically during the school day, so be sure to send a coat or sweatshirt just in case. In the winter we will go outside only if the weather cooperates with us and the temperature is above 20°F. We encourage the students to wear hats and mittens with their coats. Again, be sure to **label all clothing**, coats, gloves or mittens, and back packs.

POTTY TRAINING

All students who enroll in Quemado's Preschool programs are required to be potty trained. However, be sure to communicate your needs with your child's teacher/assistants for those students who are working on potty training. We will assist your child.

DISCIPLINARY POLICY

The staff at the Quemado Preschool believes that students can learn appropriate behavior, which enhances their overall growth and development and at the same time promotes a strong sense of self-worth. Classrooms have a daily routine, which provides the kind of structure and boundaries that enhance the growth of positive behavior patterns.

Boundaries are set and enforced so the students know what they may and may not do. Rules are few but important for young children. All students attending the special preschool will follow the QISD school-wide discipline plan.

Students are given lots of positive reinforcement; praise, hugs, pats on the back, a big smile, when they are behaving appropriately. This kind of positive interaction between staff and students effectively promotes acceptable behavior from the students.

On occasions when students test boundaries set by the classroom teachers, some of the following methods might be used.

- 1.Redirection - the teacher will show or tell the student the appropriate way to behave.
- 2.Praise - the staff praise students acting appropriately.
- 3.Removal from activity - staff would explain why the student was not allowed to continue the activity.

The teacher would remove student to an area where they can calm down. The teacher or other adult will stay with the student until they are ready to return to the activity.

- 4.Thinking Time - the student might be removed from an activity and asked to sit in a 'thinking chair' for one minute for each year of age to think about their behavior with an adult present. Teacher may have a conference with parents if it is necessary. If appropriate, an intervention for a functional behavior review and behavior plan may be completed with the parent.

- 5.Physical restraint - a student may be physically restrained from continuing in an activity that endangers the safety of himself/herself or another person as a last resort. All staff is required to be trained to safely restrain an individual as a last resort following guidelines from the Crisis Prevention Institute (CPI). The primary focus of this program is to first defuse and de-escalate the inappropriate behavior and teach the appropriate desired behavior.

ART ACTIVITIES

At the preschools, our art projects are often linked to themes. We use these activities to practice many of the skills we will be learning in preschool. Examples of these skills are cutting, coloring, gluing, painting, and sorting. We will try throughout the year to label which work was done with help (HOH - hand over hand), or if it has been done on their own. Some of the projects require lots of help and when this is necessary, we will be using verbal as well as non-verbal language to help your student gain information and knowledge.

INDEPENDENT DRESSING SKILLS

As children develop and begin to prepare for school, it is very important that we allow them all the opportunities they need to learn and become independent. Children need to become independent of their dressing needs themselves when they attend kindergarten. This includes: zipping, snapping and putting on gloves, hats, shoes, etc. When your child is dressing, plan plenty of time and allow them to do it as much as possible independently (Some frustration is appropriate, but not too much). If you have any questions or if this is a problem area for your child, please let us know.

MEALS: BREAKFAST AND LUNCH

If your student requires supplements beyond meals, please talk to your student's teacher. Depending on the dietary concern, a doctor's statement and/or related school documentation may be requested. We practice family style dining.

ENGLISH LANGUAGE LEARNERS

QISD respects and celebrates the diversity of our families. For families who have children who speak languages other than English, we will make every effort to support your child's language acquisition in an enriching learning environment. Translators and interpreters will be provided for IEP and other meetings, as well as for paperwork.

FOCUS

New Mexico has chosen, as its overarching vision, the goal established by its Early Learning Advisory Council: "Every child in New Mexico will have an equal opportunity for success in school based upon equitable access to an aligned and high quality learning system." The NM Public Education Department is committed to participate in implementation of FOCUS: New Mexico's Tiered Quality Rating and Improvement System (TQRIS), which is a system includes program criteria by which preschool programs will be measured and a process for program improvement. FOCUS will provide the criteria, tools, and resources necessary to support and improve the quality of preschools across the state.

EARLY LEARNING GUIDELINES / ESSENTIAL INDICATORS / PORTFOLIOS

New Mexico Early Learning Guidelines (ELGs) provide a framework of criteria regarding children's growth, development, and learning. The Essential Indicators are observable behaviors or skills of children in relation to a specific outcome. The ELGs and the Essential Indicators direct the information needed in each student's portfolio. YOUR SCHOOL NAME Pre-K staff collects and gathers data to place in the portfolios. They use the information to inform families of their student's progress and to guide and improve instruction.

PRESCHOOL LITERACY PROGRAM

Research has proven that the preschool years are vital to learning to read. Children that are exposed to books, stories, poems and rhymes are better readers in the future. The preschool is a print rich environment and the furniture and items in our buildings are labeled in English. To assist your child we continually add new activities to our curriculum. We also talk to parents and send home information regarding how you as parents can get your children ready to read.

PRESCHOOL CURRICULUM

The preschool follows established and approved curriculums for preschool children. We include specific curriculum to meet the unique needs of children with disabilities. The curriculum is based on the PreK standards for New Mexico, the New Mexico Early Learning Guidelines. Teachers use a variety of resources in order to meet the guidelines and provide maximum multi-sensory learning opportunities that are developmentally appropriate, child-centered, and hands-on. The early learning guidelines are research based, and can be accessed at www.newmexicoprek.org.

DAILY ROUTINES

Breakfast, Lunch & Snack:

Breakfast is served at 8:00 a.m. every day and lunch is served from 11:00 a.m.-11:30 a.m. This is a great time for students to socially interact with peers and teachers. It is also a great time to work on requesting, taking turns, sharing, and manners. The preschool participates in family style dining when possible and are encouraged to serve their own food and clear their dishes. Afterwards they clear and wash their place at the table.

Afternoon snacks are also provided from the school cafeteria. Parents can send snacks for the students, but this is not required.

Bathroom Time:

This is an opportunity to work on increasing the student's independence. There is a bathroom in the Pre-K classroom that has a child sized toilet, sink, soap dispenser, and paper towel dispenser. We explain to the students that we are washing away germs and teach them the proper way to wash. This is also a great time to work on rote counting and other transition activities.

Circle Time:

This is a very important time of the student's day. This is the time where they learn new language concepts and preschool routines. It is important for students to participate regardless of their individual needs. Teachers modify length of time to match developmental levels of the students. We use sign language, hand-over-hand, and/or modeling to show proper behavior.

Centers:

Centers are an important part of our day, with the students spending one hour of each day in free choice. Eight centers are provided in each big room. Centers include developmentally appropriate materials and activities in Math, Science/Sensory, Writing, Library, Art, Blocks, Puzzles/Table Toys, and Dramatic Play.

PROFESSIONAL QUALIFICATIONS

As a parent, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal(s) who may work with your child. Parents will be notified when a student's teacher is out for more than 4 weeks. If you are interested in requesting this information, please contact the QISD Human Resources to make any requests at 575-773-4700.