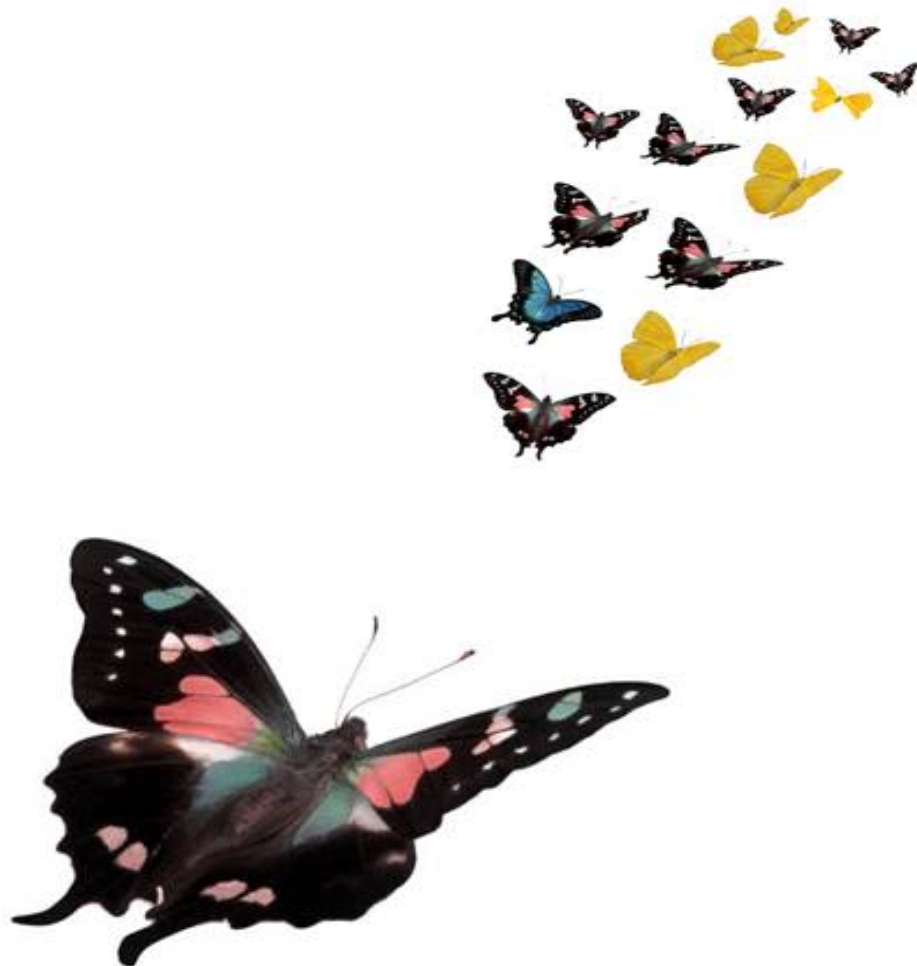


NEW FUTURES SCHOOL CHILD DEVELOPMENT & PARENTING CENTER



HANDBOOK

2015/2016

5400 Cutler Ave NE

Albuquerque, NM 87110

Childcare Manager (505) 883-5680 ext. 46243

OUR BELIEF, VISION AND MISSION

Belief Statement:

All New Futures students can learn.

Vision Statement:

In collaboration with family and community, New Futures provides a network of onsite resources to assist student success.

Mission Statement:

The New Futures School Child Development and Parenting Center provides culturally sensitive parenting education and developmentally appropriate childcare to pregnant and parenting students attending New Futures School. Children two weeks to three years are eligible to attend the child development and parenting center during the school year.



MASCOT

The school mascot is the butterfly which is a universal symbol of change, resurrection, transformation, celebration, young love and the soul. Butterflies represent the cycle of life, and remind us that growth and change do not have to be traumatic.

Childcare suites at New Futures Childcare are named accordingly. Additionally, the childcare section of the school newsletter that goes out every month is called “El Capillo de La Mariposa,” which means cocoon of the butterfly. The following is a list of the childcare suite names and their meanings. There are 6 childcare suites at New Futures Childcare. Each childcare suite has two sides, so each suite has two names, for a total of 12 childcare rooms at New Futures Childcare. When you sign in your child each morning, you will look for the binder with the suite name that your child was registered in.

Suite 1	Aponi (Native American word for butterfly)
Suite 1	Tigre Azul (blue tiger)
Suite 2	Niña Celeste (Adonis blue or heavenly child)
Suite 2	Arco Iris (rainbow)
Suite 3	Mancha Azul (bluespot hairstreak)
Suite 3	Mancha Verde (greenspot hairstreak)
Suite 4	Kimama (Shoshone word for butterfly)
Suite 4	Osiris (butterfly kiss)
Suite 5	Cardenillo (hairstreak)
Suite 5	Oruga (caterpillar)
Suite 6	Monarca (Monarch butterfly)
Suite 6	Mojave (beside the water)



PHILOSOPHY STATEMENT

Infants and toddlers require a secure emotional base in order to explore and understand the world around them. Infants begin to learn through their positive attachment to adults. As infants develop cognitively they use all of their senses to integrate information and make neural connections. Cognitive growth continues along a continuum with the child's physical, social and emotional growth. The critically important secure emotional base supports all these domains of development.

Toddlers who experience and develop a secure emotional base with important adults are free to use their curiosity to expand their cognitive skills, to think and learn experientially and to communicate by using cues, signs and words. Caregivers enable toddlers to grow cognitively, physically, socially and emotionally by scaffolding learning experiences and helping toddlers to communicate and problem solve during active play. Toddlers' egocentric behavior is recognized, and caregivers provide support during challenging exchanges with adults or other toddlers.

Albuquerque Public Schools funded and constructed specially designed suites of infant and toddler rooms that provide an environment conducive to developmentally appropriate care. Child development assistants collaborate to create a rich environment that enables each infant and toddler to develop at his or her own pace utilizing age appropriate toys and equipment during active play.

New Futures School Child Development and Parenting Center staff members partner with the parents to support the children in childcare to establish a trusting relationship that mitigates the separation anxiety that some children experience. The child development assistants model developmentally appropriate care of infants and toddlers for the parents. Parents learn that consistent routines and nurturing care enable their children to develop trust in the care providers and the learning environment.

PROGRAM GOALS

Background: The program goals apply to the children of the teen parents attending New Futures School.

- A child receives care that is individualized and the care of children in a group is child-centered so that children can learn at their own pace.
- A child's needs are met promptly and consistently to promote a sense of trust that leads to positive social and emotional development.
- A child participates in a developmentally appropriate curriculum that includes activities based on a child's interests, physical and cognitive abilities.
- A child's care occurs in a safe and healthy learning environment because caregivers follow prescribed licensing and best practice regulations.



CURRICULUM STATEMENT

Infants and toddlers attending New Futures School Child Development and Parenting Center enroll with a doctor's permission as young as two weeks of age and remain enrolled during the first term of the school year unless they become three years of age before September 1st. The childcare manager will refer the parents of toddlers turning three before September 1st to head start or preschool because these programs are more developmentally appropriate.

Children who enroll in the infant-toddler program have the opportunity to grow and learn at the most rapidly developing time of their lives – the first three years. This growth and development occurs with support from caring adults. At New Futures School caring adults include the child development assistants, counselors, teachers, social workers, health professionals as well as parenting students.

Using a collaborative approach, New Futures child development assistants and parenting students support infants and toddlers as they utilize their seven sensory systems while attending the child development and parenting center. At the center, learning occurs when using these seven sensory systems while playing and manipulating age appropriate toys and materials and by positive reinforcement from caring adults.

While dropping off and picking up their children at the childcare, parenting students learn about activities that actively engage infants and toddlers in play and learning using verbal cues, toys, music, books and varied materials to stimulate imagination.

By modeling, the child development assistants assist parents with the care and development of their child to ensure a safe environment. Child development assistants model and support appropriate infant and toddler care by parenting students. They also ensure parenting students follow licensing regulations, and they intervene to educate parenting students when safety, neglect or abuse becomes a possibility.

Child development assistants complete observations and/or developmental checklists on each child four times per year. These observations / checklists assess a child's abilities in areas of child development, and these assessments are also included in the child's portfolio. The CDAs set short and long term goals based on these observations for each child to show his or her developmental progress throughout the year.

The child development assistants in each room provide a rich environment with age appropriate toys, varied sensory materials and consistent routines. Child development assistants take into consideration each child's temperament (fearful, flexible, feisty), biological rhythms, ability to communicate and stage of development when planning activities and caring for children. Duplicates of toys are available to prevent friction between egocentric older infants and toddlers.

Where possible the child development assistants plan activities that enable toddlers to make choices between two objects, two activities, and two foods etc. Allowing toddlers to make appropriate choices enables toddlers to build independence.

The child development assistants collaborate with parenting students to extinguish challenging behaviors by focusing on positive reinforcement of behavior that is appropriate. Some toddlers require more physical space and may exhibit challenging behaviors when too many children are in their group. These children are allowed to play freely while the child development assistants manage the play space. Toddlers enjoy and learn during free play in rooms with identifiable play areas, and these rooms enable toddlers to enjoy individual and parallel play. In some instances, older toddlers may participate in cooperative play when room arrangement and dramatic play materials are available.

New Futures School Child Development and Parenting Center uses a continuity of care model **when possible**. The school's childcare program must also meet the needs of the parenting students who enroll in school and need childcare. When parenting students stop attending school for a period of time, the same childcare space may not be available when the student returns. The child development assistants learn the child's cues, routines and biological rhythms and uses language or "mother ease" to build a bond with the child. The child development assistants and the parenting student partner to enable the infant or toddler to feel emotionally secure, trust the learning environment, and grow attached to the child development assistants to become a socially happy infant or toddler.

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INTRODUCTION

Welcome to New Futures School Child Development and Parenting Center. This childcare handbook provides you with information you should know about our center and its operation. New Futures School offers pregnant and parenting teens the choice to enroll in a school that specializes in parenting education. You may choose to enroll your child in one of twelve state licensed childcare rooms, space permitting.

The Children Youth and Families Department of the State of New Mexico licenses the child development and parenting center at New Futures School. The child development and parenting center's staff manages the care for ten (10) children in each of twelve rooms for a total of one hundred (120) children per day.

A child progresses through the childcare center based on the child's developmental stage. A child's chronological age is used for initial placement if no other information regarding a child's developmental stage is available.

Operating hours

New Futures Childcare Center opens at 8:00 a.m. and closes at 3:00 p.m.

Signing in:

Please sign your child in in your child's childcare room's binder, as early as possible, so you and your child are ready to start the school day. The binders are located in the front lobby. You are not permitted to sign in for another student and their child on the sign in sheet.

***I learned to get to school before 8:00 a.m.
because you will not have a nursery space if
you aren't early; plus, you will probably be
late to class.***

Francesca D.

Senior

Reporting absences:

We encourage you to bring your child to childcare every day that your child is well so that your child will feel comfortable with the routine, staff and other infants and toddlers. In the event that your child cannot attend childcare, **please call the childcare manager or your room's staff and inform them of the absence.** Please do not call and leave a message with the front office.

To call in your child's absence, call the school's main number (883-5680) and then select your suite's extension.

Suite 1 - 46201
Suite 2 - 46202
Suite 3 - 46203
Suite 4 - 46204
Suite 5 - 46205
Suite 6 - 46206
Childcare Manager - 46243

Preventing Lateness:

When a child is late, it is disruptive to breakfast, our curriculum and general routine. In order to benefit from what New Futures Childcare has to offer, a child benefits from regular attendance at the childcare to provide them with routines, consistency, and stability. To help prevent a student from being late to their classes, the bathrooms near the front desk and by the cafeteria allow the parent a "head start" on the necessary routines with their child.

Lunch responsibilities:

You must pick your child up from childcare **before going to the cafeteria for lunch.** You are responsible for the care and feeding of your child during lunch and you should remember to take childcare supplies with you because the childcare rooms close for lunch. Please make sure that you feed your child during lunchtime because they have a full morning of instructional time and use much of their energy. You must put trash and left over food in trash receptacles before leaving the cafeteria. You **cannot** store leftover food in your suite's refrigerator.

When you return to your childcare room, **you must change your child's diaper** and if necessary clothing and wash your child's hands to ensure your child's comfort. Before returning to class, record your child's diaper change and feeding on the childcare chart.

Visitors in childcare rooms:

NFS Child Development and Parenting Center **does not allow visitors without an escort by the childcare manager.** The childcare rooms operate as classrooms and visitors interrupt routines. Visitors or members of the family wishing to pick up a child must sign in at the front desk and ask the receptionist to get you from class so that you can remove your child from your childcare room. Tours of the childcare facilities can be provided by the childcare manager but must be arranged ahead of time to ensure the manager's availability.

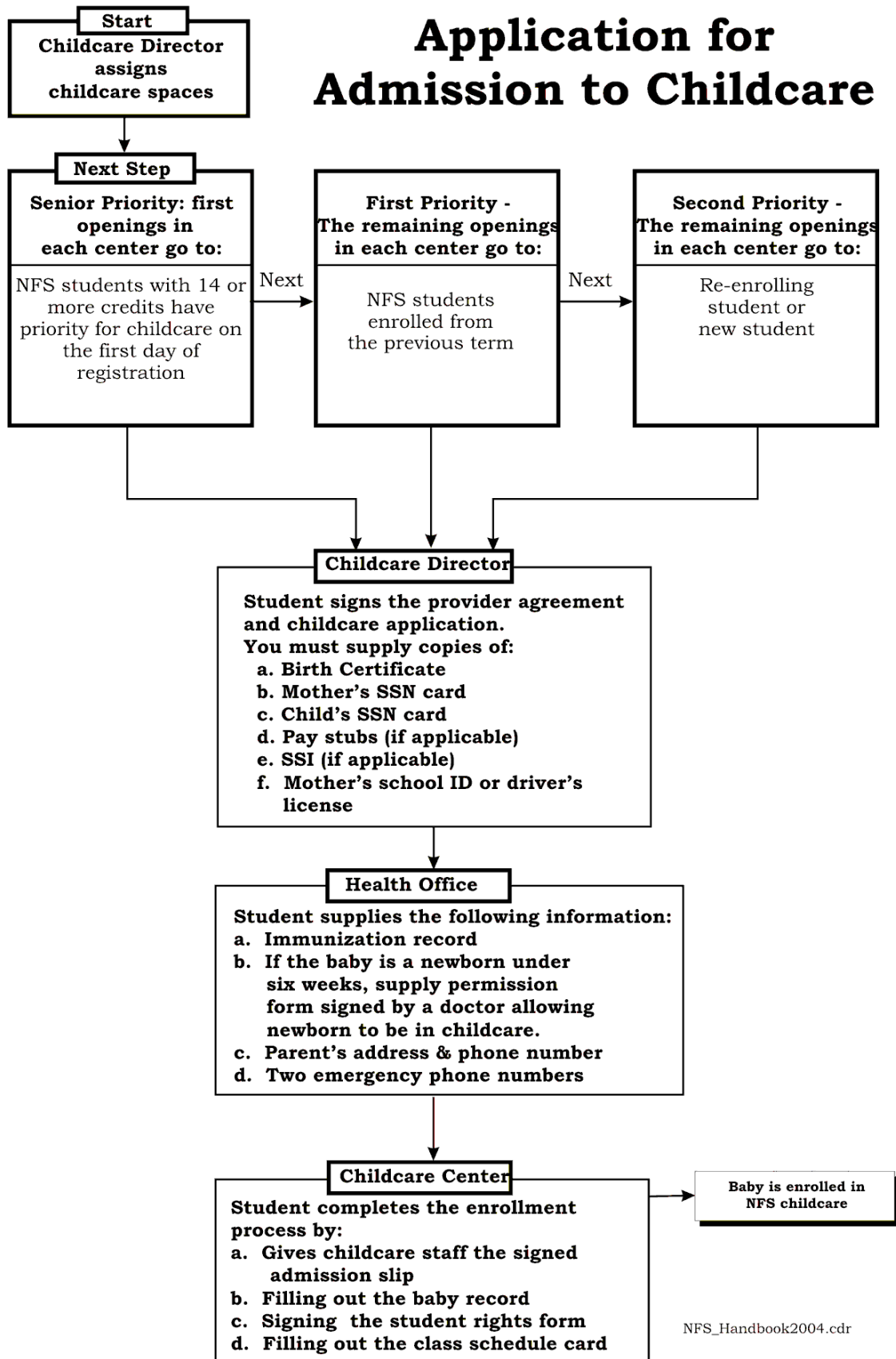


Fire Drills:

Once a month our school/childcare has a fire drill. It is the responsibility of the childcare staff to evacuate the children in their care and follow safety protocol ensuring all children are evacuated safely. During fire drills, the front office and the health office assist childcare staff. Please do not leave your assigned class to check on or hold your child during fire drills, as doing so is disruptive and dangerous during an evacuation. For safety and security reasons, children must remain with the staff at all times.



Application for Admission to Childcare



APPLYING FOR ADMISSION TO CHILDCARE

Priority for childcare:

The New Futures childcare manager accepts applications for admission during student registration. We give priority to children of students who completed classes the previous term. Exceptions to this are students with fourteen or more credits.

Graduating seniors have first priority for childcare space for their child **on the first day of registration each year**. After that, it is the responsibility of the student to get to school and sign in. **Seniors only get priority for childcare at the time of registration.**

In addition, newborn infants (at least 2 weeks of age) enroll in childcare regardless of mother's previous enrollment status. The childcare manager fills vacancies based on the following priorities:

1. Students who completed classes during the previous term receive priority for childcare spaces available on the second day of registration.
2. New students may apply for remaining childcare spaces after students who completed classes the previous term.
3. **Students must agree to enroll their children full-time.** This means you must register for four class periods, arrive on time every day, and remain until the end of the day unless your child is ill or you have an off-campus appointment.
4. If you do not bring your baby to the childcare for 2 or more days after you have registered, and you do not contact the childcare manager regarding your childcare space, your spot may be forfeited.

Waiting list:

If you register after childcare rooms are full or after classes begin, your name will be put on a waiting list. You will need to find alternate childcare and attend school to remain on the list. The waiting list is reviewed every two weeks.

Health records permission to be in childcare:

If your child is between 2 to 6 weeks of age, you must have written permission from your baby's doctor indicating that it is appropriate for your baby to be in a childcare setting. The permission slip must be given to the childcare manager, as well as health office staff, for inclusion in your baby's childcare file and health record. The childcare manager will not admit your infant to a childcare room without a doctor's written permission to be in New Futures Childcare. Children under 2 weeks of age are not admitted.

You must provide a copy of your child's current immunization to the childcare manager and the health office staff before you can place your child in any of the childcare rooms. You must give the health office staff and childcare manager updated information as your child receives additional immunizations. The childcare manager will not admit your child to a childcare room without your child's immunizations up-to-date.

Child Record and Class Schedule:

Upon entering a childcare room, you will fill out a child record and a class schedule. The child record becomes part of your child's portfolio, and the class schedule enables the childcare staff to locate you during the school day. You will update your child's record and your class schedule each term as needed or when your schedule changes.

Childcare forms and placement agreement:

The Childcare Bureau of the State of New Mexico reimburses New Futures School for the care of the children who attend our childcare rooms. We do not charge for the care of your child. To access the funding from the state, you must fill out an application and placement agreement as well as provide the childcare manager with the following documents **before** bringing your child to our childcare center:

- Proof of birth for the baby (For example: proof of birth from the hospital, and the child's birth certificate when received).
- Letter from child's physician approving childcare if child is under 6 weeks old or has significant health problems, etc.
- Medicaid card if applicable
- TANF information if applicable
- Copies of one month's pay stubs if you work during the school year.
- Copy of your school identification, driver's license or state ID
- Copy of a current letter of authorization or check if you receive Social Security benefits.
- **If you live with the parent of your child (or receive benefits with them)** they must work or attend school full-time during the school day in order for you to enroll in our childcare and you must submit the following:
 - Copies of one month's (most recent months) pay stubs from their employer
 - The name and address of their employer
 - A copy of their ID
 - Their social security number (if they have one)
 - Their school schedule if they do not work full-time

Who uses the child development and parenting center?

At this time, you may enroll one child (does not include twins) in the NFS Child Development and Parenting Center. A newborn infant who is at least two (2) weeks of age may enroll with permission from baby's doctor. Children placed in a childcare room enroll based on the child's developmental age. Once a room's enrollment reaches its limit (10 children per suite), enrollment is closed until children transfer or withdraw and space becomes available. Under certain circumstances, you may be allowed to enroll two children, with permission. Your attendance record will be taken into account, as well as availability in the childcare. Registration of a second child will be done after all students have been allowed to register one child. If space is still available, then you may be allowed to enroll a second child. There will be a sign-up for this and it will be done on a first come, first serve basis at the beginning of registration each term.

New Futures School Childcare Student Rights and Responsibilities:

You will read and sign a childcare student rights and responsibilities form each year. The student rights and responsibilities form states the conditions under which you retain your childcare privilege as well as specific provisions regarding infant/toddler care.

New Futures School Childcare STUDENT RIGHTS & RESPONSIBILITIES FORM

These rights and responsibilities help ensure that your child is safe, learning, and well taken care of in the NFS Childcare.

- If I need to leave campus, I agree to remove my child from the childcare room and take my child with me. I understand that I cannot leave my child in the care of another student while I leave campus.
- I agree to keep the childcare staff advised of my location when I am not in a scheduled class (e.g. health office, clinic, counseling office).
- I understand that if I cut class while my child is in childcare, I will receive a childcare warning for the first offense. After this warning has been issued, I may lose childcare for one week or for the remainder of the term.
- I understand if I miss 5 consecutive days and do not call to notify the childcare staff or the manager, I risk losing my childcare space and may return only after providing documentation excusing my absences (i.e. doctor's note etc.) and discussing my absence with the childcare manager.
- I understand that I must provide a box or bag of disposable diapers and wipes for my child and replenish the supply when needed. I will be called out of class to care for my child if I fail to bring adequate supplies.
- I will not bring my child to the childcare center when sick.
- I will provide the childcare staff with extra clothing each day.
- I will dress my child in clothing, shoes and socks (shoes and socks for toddlers) appropriate for the weather to enable my child to experience outdoor activities each day. I understand children will not be admitted to childcare without shoes and socks if they are able to walk.
- I understand if my child has an off-campus doctor's appointment, I must sign him/her out of the childcare even if I plan on returning to school.
- I understand once my child turns 1 year old, the childcare will no longer offer formula due to state/nutrition regulations.
- I understand the NFS childcare center accepts only disposable diapers.

- I understand that once my child is excluded from the childcare due to illness, I must go to the health office to obtain a clearance before re-entering the childcare.
- I understand that if I withdraw from New Futures School, I must notify the childcare manager, and I lose my childcare space.
- I understand and agree to label my child's belongings before entering the childcare every day. **I also understand I am responsible for providing my own tape and markers for labeling.**
- I understand I must find alternate childcare for my child in order to attend field trips.
- I will not sign in for another student or child on the daily sign-in sheets.
- I understand that if my child appears ill while in childcare, the childcare staff will call me out of class to take my child to the health office for an evaluation. If necessary, I may need to take my child home before the end of the school day.
- My conduct and communication with the Staff of New Futures childcare will be respectful.
- I understand that the policies and procedures of New Futures Child Development and Parenting Center that are written or implied apply to students, staff and visitors to New Futures School.

My signature below indicates:

- 1) My understanding of my responsibilities as indicated above;
- 2) My understanding of the policies and procedures of the childcare center;
- 3) My willingness to comply with the policies stated above.
- 4) I have received the **New Futures School Child Development & Parenting Center Handbook**, and I have read and understood the childcare policies printed in the **New Futures School Child Development & Parenting Center Handbook**.

Child's Name: _____

Child's Date of Birth: _____

Parent's Signature: _____ Date: _____

You must sign the student agreement each school year in order to receive childcare.

CHILDCARE STAFF

Childcare Manager:

The childcare manager is:

- A licensed childcare manager employed by the Albuquerque Public Schools;
- Under the supervision of the principal of New Futures School;
- Licensed by the State of New Mexico Children Youth and Families Department to operate the child development and parenting center located within New Futures School;
- The supervisor of the child development assistants who manage the care of children in the childcare rooms.

Child Development Assistants (CDA):

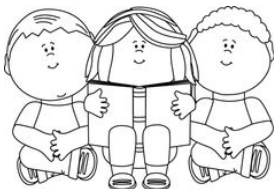
- Are licensed educational assistants employed by Albuquerque Public Schools and meet all requirements for being highly qualified as regulated by the No Child Left Behind Act (NCLB).
- Specialize in the care of infants and toddlers.
- Manage the care of infants and toddlers in the child development and parenting center.
- Complete the Office of Child Development's "45 Hour Entry Level" course.
- Receive at least 24 hours of training each year in the 7 competencies identified by the Office of Child Development.

The seven competencies are as follows:

- Child growth, development and learning
- Health, safety, nutrition, and infection control
- Family and community collaboration
- Developmentally appropriate content
- Learning environment and curriculum implementation
- Assessment of children and programs
- Professionalism

IV. PARENT INVOLVEMENT

Lap Time Reading Club:



The Lap Time Reading Club is a program designed to give your child a head start in literacy. You and others (such as relatives and friends) can read to your child every day at home, almost anywhere! The childcare staff will read to your child and the other

children as well every day. Studies show that children who receive 1000 hours of lap time reading before the age of five learn to love to read and learn.

You can sign up for the Lap Time Reading Club in the school library and you will keep a reading log. When you record two (2) hours of lap time reading, take your log to the library for a prize. Each time you complete five (5) hours of lap time reading, you can claim another prize. A grand prize will be awarded for the most hours logged. Have fun reading.

Reading Parties:

Once a school year, parents and their children are invited, by childcare room, to the staff lounge for lunch. Lunch is provided as well as information about the importance of reading to your child, public library information, and a free book of your choice for your child.

Parent Involvement Events:

We take pride in our parent involvement activities that we hold throughout the year. We do parent conferences 2 times a year with the childcare staff and the parents, a zoo day for the whole family, a fall festival, and the children's fair held in May every year.



DAILY SUPPLIES AND PREPARATION FOR CHILDCARE

You should feed your child breakfast or formula before bringing your child into the childcare room. The childcare staff provides a morning snack for children under 12 months of age and for all children in the afternoon. You should not bring any food for your child to the childcare room because the childcare staff cannot feed these foods to children in the childcare.

You will need to supply masking tape and sharpie to label your child and their items, or label your child and their items before coming to school. This will ensure you plenty of time to get in and out of the suites and into class in time.

Daily supplies:

Once a semester, please bring 1 bottle of hypoallergenic (soap & dye free) baby wash such as Johnson's, Aveeno, etc. for washing babies' hands, as well as 2 boxes of Kleenex to your child's suite.

You will need to bring the following items daily (diapers and wipes in quantity):

Age of Child	Bottles or Sipper Cup	Extra Clothing	Disposable Diapers & Wipes	Masking Tape & Sharpie
Newborn Infants	Four 2,3 or 4oz bottles+	At least 2 extra outfits	6 Disposable Diapers and Baby Wipes*	Yes
Older Infants	Four 6oz bottles+	At least 2 extra outfits	6 Disposable Diapers and Baby Wipes*	Yes
Young Toddlers	Three 8oz bottles+ or cups	Yes + shoes & socks if walking, Coats, hats, gloves	6 Disposable Diapers and Baby Wipes*	Yes
Older Toddlers	cups as needed	Yes + shoes & socks, coats, hats and gloves	6 Disposable Diapers and Baby Wipes	Yes

The childcare does not provide the above items. You will need to have these items (including masking tape) in order for your child to stay in the childcare suites.

The bottle amounts are approximations only. On each bottle, please write the amount of formula your child consumes during one feeding. Older infants and toddlers should learn to drink from a cup.

Students must bring extra clothing or sleepers for their child to keep in the childcare in case of an accident. All clothing items should be labeled with the child's first and last name. Soiled clothing will be rinsed, if possible, but not washed. They will be placed in

a bag to be taken home. If you have any questions, please contact the Childcare Manager.

Dress code for children:

You should **not** bring your child to the childcare center wearing the following items:

- Jewelry (bracelets, earrings, etc.)
- Sandals, flip flops, crocs, open toed shoes
- Head bands, tight fitting rubber bands, barrettes
- No vulgar T-shirts (curse words, any offensive language or pictures)
- Hats
- No gang-related attire or RIP t-shirt

If your child receives care in an infant room, you should dress your child for comfort. If your child receives care in a toddler room, dress your child in clothing that is appropriate for inside and outside play. Toddlers should wear socks and shoes, but the shoes should not be expensive. You should label shoes to make identification easy. You should dress your child in a coat, hat and gloves in the winter so that your child will feel warm when playing outside in the winter weather.

Morning check-in:

You must complete the following items **before** entering your childcare room each morning:

- Fill in required information on the childcare chart, in the front lobby.
- Label the shirt your child is wearing with his/her name and crib number.
- Label bottles or sipper cups with your child's name and crib number and the number of ounces in the bottle. Bottles should be prepared at home or in case of emergency, in the kitchen of your child's childcare room.
- Make your child's crib with a clean sheet provided every day, and place disposable diapers and wipes in your child's basket. Students should bring a bag of disposable diapers and a tub of wipes with your child's name on them. The staff will inform you when your supply is running low. Place heavy blankets in the cabinet until the end of the day.
- Change your child into a clean disposable diaper. You will change your child after lunch, even if he or she is asleep, also following the childcare diapering procedure while using gloves.
- Wash your hands, and your child's hands with soap and water after the diaper change.
- Inform the childcare staff of important information about your child's health and how your child's morning is going.
- Take medicines to health office.
- Fill child's cup with water only.

FOOD

Feeding children:

New Futures School supports and encourages breast-feeding. In addition, New Futures School participates in “The Child and Adult Care Food Program”. The Food and Nutrition Services Department from APS is the sponsor for this program, and this program will provide a breakfast, snack and lunch that is developmentally appropriate for your child. The Food and Nutrition Services Department will provide a “house” formula to infants under the age of 12 months if the parent chooses to accept it. If the child has allergies or requires special formula, the parent is responsible for supplying this specialized formula for their child. When the child turns one year, the child will not be eligible to receive formula. It is highly recommended that your child be off the bottle by one year. This reduces problems with cavities, ear infections and anemia. Feeding “junk food” and drinks high in caffeine such as chocolate milk and carbonated beverages is not allowed in the childcare suites.

Staff will **not** prop bottles for infants. Staff will **not** place infants or toddlers in cribs or on nap mats with bottles or cups of milk or juice. Infants will be held for bottle-feeding. Infants and toddlers will **not** carry bottles or cups around the room. Propping bottles, placing children in cribs or on mats with milk or juice for a nap, and carrying bottles or cups around the room are all safety and health risks.

The cafeteria staff will serve a child a therapeutic or special diet with a written prescription/diet order from a physician or a registered or licensed dietician. If your child requires a special diet, you will provide the special snack to the childcare staff. In some instances, the cafeteria can provide special food accommodations, such as with food allergies. You must have your child’s doctor write a note to give the childcare manager, the health office and the cafeteria manager specifying your child’s food allergy, as well as alternate foods that should be provided. If your child does have a food allergy, please ask either the health office or the childcare manager for a food allergy form to take to your doctor, as well as an “allergy action plan” that must be on file with the cafeteria manager, the childcare manager, your child’s childcare room, and the health office.

Food in the childcare rooms and childcare hallways:

You may **not** eat food or feed your child in the childcare rooms and childcare hallways. Refrigerators in the childcare rooms are not for storage of students’ or children’s food.

FUNDING

Funding for the child development and parenting center:

There is no charge to students who enroll their children in New Futures School Child Development and Parenting Center. Funds to operate the center come from the Children Youth and Families Department of New Mexico. **However, your childcare space may be jeopardized if the registration forms are not filled out accurately, completely, and honestly.** For example, if you are living with the father of your child or

have a food stamp/TANF case with him and you do not disclose this, CYFD will **not** provide payment for your childcare. If you are living with the father of your child, in order to qualify for childcare at New Futures, he **MUST** either be working OR attending school full-time. If you are living with the father of your child, you are required to provide 1 month of recent check stubs for his job OR his full-time school schedule, as well as his picture ID. Failure to do so, or dishonesty about your situation with the father of your child, will disqualify you for childcare at New Futures.

HEALTH OFFICE STAFF AND SERVICES

Staff:

One registered nurse and one health assistant staff the health office.

Student health services:

When you enroll at New Futures School, you will complete a health history form. The health office staff provides health supervision for children in the twelve (12) childcare rooms.

Clinics held at New Futures School:

- Teen Clinic
Wednesdays from 2:00pm-4:00pm, by appointment. The clinic provides prenatal and postpartum care to students receiving their health care through University of New Mexico Hospital.
- Women, Infant, & Children's Supplemental Food Program (WIC)
Held Thursdays 8:00am-11:15am. Provides food supplements for students and their children who qualify by the WIC guidelines.
- Well Child Clinic
Held the 1st and 3rd Tuesdays of each month from 2:00pm-4:00pm by appointment.
- Medicaid
Held 2nd Friday of each month.
- Precious Beginnings
Wednesdays from 8:00am-11:15am

*** All these times and days may be subject to change***

HEALTH CARE GUIDELINES

To protect the health of children, students and staff, the following policies are in effect in New Futures School Child Development and Parenting Center:

Back to Sleep Campaign:

New Futures School childcare program participates in the American Academy of Pediatrics "back to sleep campaign" named for its recommendation to place healthy

babies on their backs to sleep. Placing babies on their backs to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS), also known as crib death.

The American Academy of Pediatrics does **not** endorse the use of wedges used to help keep an infant on her side because wedges can act as pillows and block oxygen to the infant. A baby's crib should be **empty**, with no blankets, pillows, soft material, stuffed toys, sheepskin, or comforters. To comply with these recommendations we ask that you place your heavy blankets and comforters in the locked closet until the end of the day and only use lightweight blankets or blanket sleepers for your child here at school.

Other factors that can contribute to SIDS:

- **Exposure to cigarette smoke** – Smoking interferes with the baby's developing lungs and nervous system.
- **Overheating** – Research has found that a warm room, too much clothing, or bedding may increase the risk of SIDS. The American Academy of Pediatrics recommends not overdressing infants or using too many blankets, keeping the bedroom temperature comfortable, and using blanket sleepers instead of blankets.
- Signs your baby is too warm:
 - Damp (wet) hair
 - Sweating or flushed (red) cheeks
 - Heat rash
 - Rapid breathing
- A light blanket will be provided for children while in the suites.

Diapering:

When you enter your childcare room **in the morning, after lunch and after breast-feeding your child, it is your responsibility to change your child's diaper, mark the childcare chart and wash your child's hands.** If you are breast-feeding, you should expect to change your child after breast-feeding even if your child is sleeping. We ask you to change your child in order to prevent diaper rash.

During the school day, the childcare staff will check and if necessary diaper your child at least once each period. In addition child care staff will diaper your child and mark the chart before lunch, before calling you if your child needs to breast feed and before your child goes home at the end of the day. The childcare staff will diaper children before lunch and at the end of the day even if children are sleeping. We diaper children at these times so that children have a clean diaper when leaving the room for an extended period of time.

Typically, we allow children to sleep uninterrupted in the childcare room unless there is a specific reason to awaken the child like preparing to leave the childcare room for lunch or preparing to go home at the end of the day.

Procedure for changing diapers:

- Get supplies for diaper changing before placing the child on the changing table: (Talk to the infant or toddler about what you are doing!)

- Changing paper
- Clean disposable diaper and clothes if needed
- Wipes
- Two (2) disposable gloves
- Wash your hands with soap and water
- Put on your gloves.
- Place the changing paper on the changing pad.
- Place the child on the changing paper.
- Put gloves on both hands. **The wearing of gloves is required by the state of New Mexico Childcare Licensing Bureau, even when you are changing your own child.** Do not let infants and toddlers play with these gloves. Gloves are not toys, and these can be a choking hazard if given to infants and toddlers.
- Using a wipe, clean the baby's bottom wiping from front to back. Pay special attention to the genital area when the child has a bowel movement.
- Remove gloves after cleaning the genital area and before handling a clean diaper to prevent contaminating the clean diaper.
- Remove contaminated changing paper, and place the clean disposable diaper under the child and close the tabs securely.
- If a child requires ointment, put on clean gloves and use gloved fingers to apply ointment. Do not put fingers into an ointment cup more than once without putting on a new glove. This practice teaches students not to contaminate jars or tubes of ointment they may use at home. (When ointment is needed, each child should have his/her own medicine cup of ointment labeled with his/her name.)
- Wash the child's hands with soap and water for twenty seconds.
- Place the child in the play area and direct the child's interest to an activity, or place the child in the arms of another caregiver.
- Disinfect the changing pad with a clean paper towel using the prepared solution (1 to 10 bleach solution).
- Wash your hands with soap and water thoroughly.
- Record the diaper change on the childcare chart. Circle BM if a child has diarrhea.
- Babies who have been sleeping should be changed as soon as they awake.
- Babies are always checked and/or changed before going to mothers for breastfeeding.

Smocks:

All NFS staff wear smocks over their clothing while working in childcare rooms. The smocks serve to protect the children and staff from germs and to protect clothes from soiling. If smocks have ties, tie in back to keep the front of clothing completely covered and to avoid tripping and falling.

Hand washing:

All NFS parents and staff are to practice good hand washing. The best way to keep staff, students and children well is by good hand washing. Wash hands with soap and water for at least 20 seconds as follows:

- When first arriving in the childcare room.
- Before and after feeding a baby a bottle or snack.
- After diapering a baby or helping a toddler at the toilet.
- When finishing caring for one child and before caring for another child.
- When ready to leave the childcare room.
- After bringing children inside from outside play.
- Any other time hands are dirty (wiping a child's nose is an example).

Medicine given to baby:

You should not leave medicines (over-the-counter such as Tylenol, or prescription medicines) in the childcare room, in diaper bags, vehicles, lockers or classrooms. All medications must be stored during the day in the health office. You must take medicines to the health office where the medicine will remain until the end of the day. You must fill out the medicine form each time a new medicine is brought to school. Medicines must be given to your child by you the parent in the health office, not in your childcare room.

NFS Child Development and Parenting Center is not licensed to care for ill children. Ill children should remain at home until they feel well enough to participate in childcare activities. Children that have fever the night before, vomiting, or diarrhea, should not be brought to school the next day. Children taking medication that makes them sun sensitive should remain at home or wear sunscreen with a doctor's approval. The childcare staff cannot provide separate care for a child who cannot play outside.

Immunization:

It is a state law that all children in childcare centers must have up-to-date immunizations. You must bring an up-to-date record of your child's immunizations to the childcare manager, as well as the health office. The health staff will record those immunizations on the childcare form that is kept there. If an up-to-date record of a child's immunizations is not in the childcare manager's files, as well as the health office, a child cannot enroll in or attend NFS Child Development and Parenting Center. If your child is scheduled for his or her immunizations, but this appointment is after your child's immunization due date, you simply need to give a copy of this appointment to the childcare manager by the immunization due date. This appointment should not be more than one or two weeks past your child's immunization due date. Once your child receives his or her immunizations, you need to bring the updated shot record to the childcare manager and the health office immediately. In the event a child has been unable to get his/her immunizations, you should talk with the childcare manager and the health office staff.

New Mexico Childcare/Pre-School/School Entry Immunization Requirements: 2012-13 School Year

New Mexico School Nurses are granted Public Health authority by the NM Secretary of Health for collecting and submitting immunization information

Vaccine (Attention to Footnotes)	Minimum Number of Vaccine Doses Required by Childcare & Pre-school Age Levels					
	By 4 Months	By 6 Months	By 12 Months	By 15 Months	16-47 Months	≥ 48 Months
Diphtheria/Pertussis /Tetanus	1	2	3	3	3	4
Polio ¹	1	2	2	3	3	3 (4) ¹ (see Polio "Notes" below)
Measles/Mumps/Rubella ²				1	1	2 ²
Haemophilus Influenza type B ³ (Hib)	1	2	2	2	3/2/1 ³	3/2/1 ³
Hepatitis B ⁴	1	2	3	3	3	3
PCV ⁵	2	3	3	4	4 ⁵	4 ⁵
Varicella ⁶				1	1	2
Hepatitis A ⁷				1 ⁷	1 ⁷	1 ⁷

Vaccine (Attention to Notes & Footnotes)	Minimum Number of Vaccine Doses Required by School Grade Levels													NOTES
	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Diphtheria/Tetanus/ Pertussis ⁸ (DTP/DtTaP/Td)	4	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	4 ⁸	1 dose required on/after 4 th birthday. 4 doses sufficient if last dose given on/after 4 th birthday.
Tetanus/Diphtheria/ Pertussis ⁸ (Tdap)								1	1	1	1	1	1	1 dose Tdap required for entry into 7 th grade. All students 7 th -12 th grades require proof of 1 dose Tdap received. 1 dose of Tdap required regardless of when the last Td containing vaccine was given
Polio ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	3 (4) ¹	A minimum of 4 weeks between doses required with 6 months between last 2 doses; for students in K, 1 st & 2 nd grades final dose required on or after 4 th birthday.
Measles/Mumps/ Rubella ² (MMR)	2	2	2	2	2	2	2	2	2	2	2	2	2	Minimum age for 1 st dose 12 months
Hepatitis B ⁴	3	3	3	3	3	3	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	3	3	Two-dose Recombivax HB is also valid if administered at ages 11-15 years if 2 nd dose received no sooner than 16 weeks after 1 st dose.
Varicella ⁶	2	2	2	2	2	1	1	1	1	1	1			Minimum age for 1 st dose 12 months; 2 doses recommended for all children 5 th – 12 th grades.

Note: Any vaccine (live or inactivated) administered ≤4 days prior to minimum interval or age is valid. All students enrolled in designated grades are expected to meet requirements.

¹ **Polio:** 4 doses required if both OPV & IPV used for series.

² **MMR:** Second dose recommended on/after 4th birthday. Dose 2 may be given earlier with at least 4 weeks between 1st & 2nd doses. If using MMRV for both doses, minimum interval is 3 months.

³ **Hib:** If series started <12 months of age, 3 doses required with at least 1 dose on/after 1st birthday. Two doses required if 1st dose received at 12-14 months. 1 dose of Hib vaccine administered between 16 months and 5 years is sufficient. No doses required ≥5 years of age.

⁴ **Hep B:** 2nd dose a minimum of 4 wks after dose 1; 3rd dose at least 16 wks after dose 1 and at least 8 wks after dose 2. For infants currently receiving primary doses, final dose should not be given earlier than 24 wks of age.

⁵ **PCV:** 4 weeks minimum between doses <12 months; 8 weeks minimum between doses >12 months; 1 dose minimum PVC13 to all healthy children 24-59 months who are not completely vaccinated for their age; 1 supplemental dose of PCV13 for children 60-71 months with underlying health conditions. If unvaccinated or history of 1 dose before age 12mo, give 2 doses of PCV13 8wks apart; if history of 1 dose on or after age 12mo or 2 or 3 doses before age 12mo, give 1 dose of PCV13 at least 8wks after most recent dose.

⁶ **Varicella:** For children aged 12 months–12 years, the recommended minimum interval between the two doses is 3 months. However, if dose 2 was administered ≥ 28 days after dose 1, dose 2 is considered valid and need not be repeated. For persons aged ≥13 years, the recommended minimum interval is 4 wks. Required for proof of varicella immunity: Receipt of vaccine, physician/health care provider diagnosis of varicella or laboratory evidence of immunity.

⁷ **Hep A:** One dose required by 15 months; two doses recommended with at least 6 months between doses.

⁸ **Tet/Diph/Pert:** A 3-dose series is sufficient if initiated after 7 years of age. 1 dose of 3-dose primary series must be Tdap, preferably the first, followed by 2 doses of Td.

Resources: NM Vaccine and Flu Hotline - 1-866-681-5872

NM Immunization Protocol - <http://www.immunizenm.org/Provider/provider.shtml>



April 2012

FIGURE 3. Catch-up immunization schedule for persons aged 4 months through 18 years who start late or who are more than 1 month behind—United States • 2012
 The figure below provides catch-up schedules and minimum intervals between doses for children whose vaccinations have been delayed. A vaccine series does not need to be restarted, regardless of the time that has elapsed between doses. Use the section appropriate for the child's age. **Always use this table in conjunction with the accompanying childhood and adolescent immunization schedules (Figures 1 and 2) and their respective footnotes.**

Persons aged 4 months through 6 years					
Vaccine	Minimum Age for Dose 1	Minimum Interval Between Doses			
		Dose 1 to dose 2	Dose 2 to dose 3	Dose 3 to dose 4	Dose 4 to dose 5
Hepatitis B	Birth	4 weeks	8 weeks and at least 16 weeks after first dose; minimum age for the final dose is 24 weeks		
Rotavirus ¹	6 weeks	4 weeks	4 weeks ¹		
Diphtheria, tetanus, pertussis ²	6 weeks	4 weeks	4 weeks	6 months	6 months ²
Haemophilus influenzae type b ³	6 weeks	4 weeks if first dose administered at younger than age 12 months 8 weeks (as final dose) if first dose administered at age 12–14 months No further doses needed if first dose administered at age 15 months or older	4 weeks ⁴ if current age is younger than 12 months 8 weeks (as final dose) ⁵ if current age is 12 months or older and first dose administered at younger than age 12 months and second dose administered at younger than 15 months No further doses needed if previous dose administered at age 15 months or older	8 weeks (as final dose) The dose only necessary for children aged 12 months through 15 months who received 3 doses before age 12 months	
Pneumococcal ⁶	6 weeks	4 weeks if first dose administered at younger than age 12 months 8 weeks (as final dose for healthy children) if first dose administered at age 12 months or older or current age 24 through 59 months No further doses needed for healthy children if first dose administered at age 24 months or older	4 weeks if current age is younger than 12 months 8 weeks (as final dose for healthy children) if current age is 12 months or older No further doses needed for healthy children if previous dose administered at age 24 months or older	8 weeks (as final dose) The dose only necessary for children aged 12 months through 59 months who received 3 doses before age 12 months or for children at high risk who received 3 doses at any age	
Inactivated poliovirus ⁷	6 weeks	4 weeks	4 weeks	6 months ⁸ minimum age 4 years for final dose	
Meningococcal ⁹	9 months	8 weeks ⁹			
Measles, mumps, rubella ¹⁰	12 months	4 weeks			
Varicella ¹¹	12 months	3 months			
Hepatitis A	12 months	6 months			
Persons aged 7 through 18 years					
Tetanus, diphtheria, tetanus, diphtheria, pertussis ²	7 years ²	4 weeks	4 weeks if first dose administered at younger than age 12 months 6 months if first dose administered at 12 months or older	6 months if first dose administered at younger than age 12 months	
Human papillomavirus ¹²	9 years		Routine dosing intervals are recommended ¹²		
Hepatitis A	12 months	6 months			
Hepatitis B	Birth	4 weeks	8 weeks (and at least 16 weeks after first dose)		
Inactivated poliovirus ⁷	6 weeks	4 weeks	4 weeks ⁸	6 months ⁸	
Meningococcal ⁹	9 months	8 weeks ⁹			
Measles, mumps, rubella ¹⁰	12 months	4 weeks			
Varicella ¹¹	12 months	3 months if person is younger than age 13 years 4 weeks if person is aged 13 years or older			

- Rotavirus (RV) vaccines (RV-1 [Rotarix] and RV-5 [Rota Teq]).**
 - The maximum age for the first dose in the series is 14 weeks, 6 days, and 8 months, 0 days for the final dose in the series. Vaccination should not be initiated for infants aged 15 weeks, 0 days or older.
 - If RV-1 was administered for the first and second doses, a third dose is not indicated.
- Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine.**
 - The fifth dose is not necessary if the fourth dose was administered at age 4 years or older.
- Haemophilus influenzae type b (Hib) conjugate vaccine.**
 - Hib vaccine should be considered for unvaccinated persons aged 5 years or older who have sickle cell disease, leukemia, human immunodeficiency virus (HIV) infection, or anatomic/functional asplenia.
 - If the first 2 doses were PRP-OMP (PedvaxHIB or Comvax) and were administered at age 11 months or younger, the third (and final) dose should be administered at age 12 through 15 months and at least 8 weeks after the second dose.
 - If the first dose was administered at age 7 through 11 months, administer the second dose at least 4 weeks later and a final dose at age 12 through 15 months.
- Pneumococcal vaccines.** (Minimum age: 6 weeks for pneumococcal conjugate vaccine [PCV]; 2 years for pneumococcal polysaccharide vaccine [PPSV])
 - For children aged 24 through 71 months with underlying medical conditions, administer 1 dose of PCV if 3 doses of PCV were received previously, or administer 2 doses of PCV at least 8 weeks apart if fewer than 3 doses of PCV were received previously.
 - A single dose of PCV may be administered to certain children aged 6 through 18 years with underlying medical conditions. See age-specific schedules for details.
 - Administer PPSV to children aged 2 years or older with certain underlying medical conditions. See *MMWR* 2010;59(No. RR-11), available at <http://www.cdc.gov/mmwr/pdf/rr/rr5911.pdf>.
- Inactivated poliovirus vaccine (IPV).**
 - A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.
 - In the first 6 months of life, minimum age and minimum intervals are only recommended if the person is at risk for imminent exposure to circulating poliovirus (i.e., travel to a polio-endemic region or during an outbreak).
 - IPV is not routinely recommended for U.S. residents aged 18 years or older.
- Meningococcal conjugate vaccines, quadrivalent (MCV4).** (Minimum age: 9 months for Menactra [MCV4-D], 2 years for Menveo [MCV4-CRM])
 - See Figure 1 ("Recommended immunization schedule for persons aged 0 through 6 years") and Figure 2 ("Recommended immunization schedule for persons aged 7 through 18 years") for further guidance.
- Measles, mumps, and rubella (MMR) vaccine.**
 - Administer the second dose routinely at age 4 through 6 years.
- Varicella (VAR) vaccine.**
 - Administer the second dose routinely at age 4 through 6 years. If the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid.
- Tetanus and diphtheria toxoids (Td) and tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccines.**
 - For children aged 7 through 10 years who are not fully immunized with the childhood DTaP vaccine series, Tdap vaccine should be substituted for a single dose of Td vaccine in the catch-up series; if additional doses are needed, use Td vaccine. For these children, an adolescent Tdap vaccine dose should not be given.
 - An inadvertent dose of DTaP vaccine administered to children aged 7 through 10 years can count as part of the catch-up series. This dose can count as the adolescent Tdap dose, or the child can later receive a Tdap booster dose at age 11–12 years.
- Human papillomavirus (HPV) vaccines (HPV4 [Gardasil] and HPV2 [Cervarix]).**
 - Administer the vaccine series to females (either HPV2 or HPV4) and males (HPV4) at age 13 through 18 years if patient is not previously vaccinated.
 - Use recommended routine dosing intervals for vaccine series catch-up; see Figure 2 ("Recommended immunization schedule for persons aged 7 through 18 years").

Clinically significant adverse events that follow vaccination should be reported to the Vaccine Adverse Event Reporting System (VAERS) online (<http://www.vaers.hhs.gov>) or by telephone (800-822-7967). Suspected cases of vaccine-preventable diseases should be reported to the state or local health department. Additional information, including precautions and contraindications for vaccination, is available from CDC online (<http://www.cdc.gov/vaccines>) or by telephone (800-CDC-INFO/800-232-4636).

Based on state requirements for exclusion from childcare due to symptoms of illness, the NFS Health Office and the Childcare Manager make determinations regarding whether a child's symptoms of illness are significant enough to result in his/her exclusion from childcare.

Policies on: (1) when a parent is asked to take their child to the health office and (2) when a baby is sent home for illness.

The Childcare Manager calls a parent out of class to take their baby to the health office when it is suspected that the child may be ill or if there is something that is concerning (such as a bad rash) that the childcare staff or the parent is concerned about. Each visit requires a form that is completed by a CDA and the parent takes the form to the health office. If a child is sent home or a parent decides to take the child home, the form is signed by the health office and the childcare manager. This step is not done lightly since the parents need to stay in class to be successful in school.

The presence of **diarrhea or vomiting** are not the only deciding factors in sending a baby home:

- Is there a temperature?
- How was the baby at home – last night and this morning?
- How is the baby behaving now – fussy, listless, happy, alert, active?
- Are there other signs of illness?
- Does the parent have concerns and do they want to take the baby to the doctor or home?

New Mexico Childcare Licensing is silent on this health issue, except for: “A center will send a child home when: (1) the **child's temperature is 101 degrees or greater**... and the child shows signs of illness or behavior changes; or (2) an educator observes signs of contagious disease or severe illness.”

The parent's input is important since they know their babies the best. The CDA's input is vital since they see the babies on a regular basis. This is balanced with the health office's medical knowledge, experience, and the health office's practice of talking to the parents, in depth, when babies are sent to the health office. In terms of a baby being sent home or not: The parents have the “final say” since they are the parents. The childcare manager has the “final say” from the childcare's standpoint.

Basic information from the health office:

- With **diarrhea**, the bowel movement will:
 - have a foul odor
 - look green
 - be very watery with little substance
 - be frequent (defined by the World Health Organization as 10 or more per day)
- What if the bowel movement is squishy? It can be food-related, medicine related, and possibly from teething. Not necessarily a sign of illness.
- **Vomit** is forceful and will be a large quantity thrown up. If solid food is eaten, you can often tell what the child has eaten. Babies will often spit up because their muscles are not yet well-formed. Spit up will occur more with bottle fed babies than with breast fed. But all babies spit up and this is not vomiting.

RSV:

RSV can be serious in babies and toddlers. If your child shows symptoms of RSV in the childcare center, we ask that you have your child evaluated by his or her doctor to avoid spreading the viral illness to other children.

Rashes:

Children with undiagnosed rashes will be given a referral by the health office to see a doctor to be cleared of contagious illness. This referral must be returned to the health office and the childcare manager following your child's appointment.

Eye infection:

The NFS Health Office staff will recommend a doctor's care for your child if your child has red, irritated eyes with yellow or green discharge. If your child has teary, watery eyes, your child may require a visit to a doctor if the health office staff determines the possibility of an eye infection. You will take a referral note from the health office requesting a response from your child's doctor. The note must be returned to the NFS Health Office staff prior to returning your child to your childcare room. In the case of a confirmed diagnosis of eye infection, your child must be under treatment 24 hours before your child can return to childcare.

Lice:

Occasionally, a staff member will find lice on the head of a child enrolled in childcare. The presence of lice does not mean that the child has poor hygiene. Anyone can get lice including older siblings, parents, teachers of children who are infected and other children in childcare. Head lice are transmitted by direct contact with an infested person, or by the sharing of brushes, combs, hats, scarves, bedding, towels or upholstered furniture.

A child enrolled in childcare with suspected lice will be examined for lice in the health office. If the health office staff finds lice on your child, your child will be excluded from childcare until you can show proof of treatment to the health office staff. The health office staff will advise you concerning treatment for lice. Upon return to school, the health office staff will re-examine your child before permitting your child to re-enter childcare.

Return to childcare following illness:

If your child is absent from your childcare room for any illness you must check in with the health office before returning your child to your childcare room. When a child is sent home for diarrhea, vomiting or fever, health office staff will assess whether the child has experienced continued diarrhea, vomiting, or fever the previous 24 hours upon returning to school. The health office staff will give you a note permitting your child to enter childcare. Childcare staff will require written permission from your child's doctor that he or she is well enough to attend childcare following an illness if it was a contagious illness or you received a referral to a doctor from the health office. Please return the

referral you received from the school nurse, filled out by your child's doctor. You must show this to the school nurse and to the childcare manager before returning your child to his or her childcare suite.

When my child is ill, I do not bring her to school. I hate it when parents know their kids are sick and bring them anyway.

Ohnah J. Senior

INFANTS IN THE CLASSROOM

Breast-fed infants:

Breast-feeding mothers will be called to pick up their child from the childcare to feed in the classroom, as long as the child is not a distraction in the classroom or mobile.

Babies who take formula will be fed in the childcare rooms by staff. **Bottle-fed babies do not go to classrooms. You may not keep your child in the classroom if he/she has stopped eating or has fallen asleep. Please return your child within 30 minutes to their childcare room.**

PASSES

Blue pass/hall pass:

You must go directly from your childcare room to your class. If you make the choice to stay in your childcare room and the childcare staff has not requested your assistance, the manager or the front desk will give you a white hall pass. The hall pass gives you permission to go from the childcare room to a classroom. The white hall pass is not an excuse for being tardy. If the childcare staff holds you to help with your child or another child, the childcare staff will ask the childcare manager to excuse your tardiness to class by writing a blue pass to your classroom teacher.

Early dismissal pass:

You may be released from school during the day for the following reasons: medical appointments, illness, child illness, court appointment, family emergencies and religious commitments as defined by the APS Student Behavior Handbook and the New Futures School Handbook. Students under the age of 18 years cannot be released without parent/guardian permission. Students will follow these steps to leave campus during the school day:

- Students who have a scheduled appointment will sign in on the "Daily Appointment off-Campus Sheet" located at the front desk.
- Students will get an early release orange pass from their classroom teacher.
- The student will have the pass approved by the staff at the front desk.
- The student will check out her infant or toddler from the childcare room.
- The student will sign out at the front desk.

Off campus field trips:

When you are going on a field trip or school sponsored activity, you will need to find alternative childcare for that day.

POLICIES AND PROCEDURES

Behavior of children in childcare:

New Futures School Child Development and Parenting Center provides age appropriate care and developmentally appropriate activities for infants and toddlers belonging to students at New Futures School. We know that you want your child to behave. We also know that toddlers do not understand the difference between what is safe and unsafe behavior or socially acceptable and unacceptable behavior. The childcare manager and child development assistants are here to help you and your child transition through the terrific years of the toddler.

Guidance and Discipline policy:

Guidance and discipline is a part of your child's socialization and education process. Without discipline and guidance, your child will not develop self-control or appropriate behaviors toward other children and adults. At New Futures School and the childcare rooms, guidance and discipline shall include redirection, positive guidance and reinforcement to address challenging behavior. There is also an understanding that if the behavior is uncontrollable or dangerous to the other children in the suite, your child will be sent home for the rest of the day.

You and the childcare staff should be consistent in your expectations of your child's behavior. Infants and toddlers show both positive and negative behaviors to get attention. If your child is not receiving positive attention, your child may resort to negative behavior in an attempt to receive attention. In general, it is important to:

- Praise or give brief positive attention to those behaviors you want your child to learn and continue. Examples of praise could include saying, "Good Job! Thank you for helping! What a good helper!" or clapping, giving hugs and/or stickers along with a description of what the child did to deserve praise.
- Ignore those behaviors that are inappropriate, and redirect your child to more positive activities.
- Stop your child from continuing any behavior that is dangerous or unsafe for your own child or other children.

The staff understands that typically developing toddlers can exhibit challenging behavior some of the time (e.g., biting, scratching, shoving, and hitting). Some toddlers exhibit challenging behavior for a variety of reasons. Some of the reasons listed below are considered "setting events" and may help you and the staff members predict challenging behavior:

- They do not yet have language to express their wants.
- They may be teething.
- They are angry or under stress.
- They are hungry.
- They are tired.
- Their predictable routines have been disrupted.
- They do not have predictable routines that they follow.
- Limits have not been set for their behavior.

- They are receiving inconsistent cues or signals from adults about what behavior is acceptable.
- They may have special needs that require evaluation and early intervention by an outside agency.

The childcare staff will use redirection, positive reinforcement and guidance with your toddler on a routine basis. When your child hurts another child, a staff member may follow this procedure:

- Stay with your child away from other children for a short period of time until your child has calmed down and is ready to play. During this time, the staff member will help your child understand his feelings and give suggestions of other ways to deal with the situation.
- Notify you of challenging behavior by your child.
- Notify you if another child hurt your child.
- Ask for your cooperation in creating a home environment where your toddler can learn to control challenging behavior and not be exposed to aggressive play with other children or adults.
- Ask for your cooperation in cases where additional intervention is necessary to facilitate change (e.g., evaluation and possible extra support from an early intervention program). This can often be done in the NFS Childcare setting.
- Ask for your cooperation in determining what “setting events” might explain your child’s challenging behavior.

In a childcare group, it is especially important to control the behavior of your child if your child hurts other children. Hurting other children can become a bad habit and lead to bullying behavior if your child is not dealt with quickly and consistently. When your child develops to the toddler stage, we may follow these procedures when one child hurts another:

- One CDA quickly goes to comfort the hurt child.
- One CDA quickly goes to the child who did the hurting.
- The CDA describes clearly what the child did, such as, “no biting, that hurts, you do not bite”. The CDA also describes other ways to express their feelings without hurting another. At the same time, the CDA picks up and/or removes the child immediately to another location where the child is to be alone with the CDA and getting no attention. No one is to talk to the child during this time. If a child is throwing a tantrum, a child may be held in a CDA’s lap to prevent injury. This process is to last until the child regains emotional control.
- At the end of this process, the same CDA brings the child back to the play area and introduces the child to an activity.
- When the child returns, the CDA makes no further mention of the incident, and finds opportunities to give brief positive attention.
- If the same negative behavior occurs, the same procedures must be followed. Young children will test any approach to make sure it is consistent.
- In the event that biting occurs, the childcare manager or the CDA will inform both parents and a CDA will write an incident report. The childcare

manager keeps copies of all incident reports, and you may request a copy of an incident report.

- If your child begins to bite, and it becomes a continuous problem, your child may be sent home for the day. If it continues, your child may be excluded from the center for a period of time, and you will be asked to look for outside help such as another program.

The following disciplinary practices are **prohibited**:

- Physical punishment of any type, including shaking, biting, hitting, or putting anything in a child's mouth.
- Withdrawal of food, rest, or bathroom access, or outdoor activities.
- Abusive, sarcastic or profane language including yelling.
- Any form of public or private humiliation or ridicule, including threats of physical punishment.
- Unsupervised separation.
- Any other type of punishment that is hazardous to the physical, emotional or mental health of the child.

All incidents of challenging behavior are documented by the childcare staff and are kept on file in the childcare manager's office. After three incidents that result in serious injury to another child, the childcare manager will notify the principal. In instances where normal intervention proves unsuccessful and challenging behavior continues and/or escalates, it is the responsibility of the childcare manager, in consultation with the principal, to see that the child is referred for intervention services or alternative care.

NEW FUTURES AGGRESSIVE BEHAVIOR from TODDLERS

New Futures School Childcare provides age appropriate care and developmentally appropriate activities for infants and toddlers belonging to students at New Futures School. The principal of NFS, the childcare manager and the childcare staff recognize that normally developing toddlers can exhibit aggressive behavior (i.e. biting, scratching, shoving, hitting) some of the time. (Bowlby, J. (1996, 1982) Sroufe, L. (1986) Fowler, W. (1980) Brenner, B. (1983) White, B (1990) Fraiberg, S. (1959). However, in a group environment, aggressive behavior that results in injury to other toddlers is problematic.

In order to provide a safe and secure environment for all toddlers attending NFS, it is sometimes necessary to withdraw childcare privileges. In instances where normal intervention strategies prove unsuccessful and aggressive behavior continues and or escalates, it is the responsibility of the childcare manager, in consultation with the principal, to see that the child is withdrawn and the parent is referred to more appropriate intervention or alternative care. All incidents of aggressive behavior are documented by the childcare staff and given to the manager to be kept on file. After three incidents, which result in injury to another child, the manager will notify the principal. At the fifth incident, the principal and the manager may exclude the aggressive child permanently from the suite.

Normal intervention strategies in the suites include:

- A CDA separates the child from others and helps explain to the child the consequences of their behavior while the child calms down.
- Notification of aggressive behavior incident to child's parent as well as the parent of the child who was hurt.
- Elicit cooperation from the child's parent in creating a home environment where toddlers can learn to control aggressive behavior and not be exposed to aggressive play from other children or family members.
- Elicit cooperation from the child's parent in cases where additional intervention is necessary to facilitate change (i.e. evaluation and possible intervention by an early intervention program).

Policies and procedures for reporting suspected child abuse or neglect:

Staff members will be familiar with the signs of abuse and neglect. Training will be provided for this purpose. Suspected abuse or neglect will be reported as required by law. Failure to report is a misdemeanor. New Mexico law establishes immunity for any person reporting in good faith. The NFS childcare manager, nurse, counselor and principal will be notified and one will be present when the report is called in. The report will be made by telephone to the CYFD Statewide Central Intake (SCI) child abuse hotline. The phone number is:

1-855-333-7233 or #SAFE from a cell phone

- The incident report will be documented and kept on file in the childcare manager's office.
- Staff suspected of child abuse will be reported to CYFD and to the Childcare Licensing Bureau. The report will be documented and filed in the childcare manager's office.

Policies and procedures for actions to be taken in case a child is missing from the facility:

- Notify the childcare manager and the principal or designee. All other adults on the premises who need to have this information should be notified.
- Inform parent of the child. If parent of the child is not on campus and cannot be contacted, notify the parent's emergency contact.
- Call APS Police at 243-7712.
- Document in writing and the childcare manager will notify CYFD Child Care Licensing Bureau by telephone followed by a written incident report.
- Prevention: No child will be released to any person other than you, the parent, without written consent from you. You must indicate on the daily sign-in sheet the name of the person that may pick up baby. Other NFS students cannot pick up babies from childcare rooms unless prior arrangements are made with the childcare manager.
- You should make childcare staff aware of any person or persons who should not have access to your child.

Grievance complaint procedure:

- If at any time you have a concern about the childcare that your child receives, we encourage you to bring your concerns to the childcare manager.
- The childcare manager will talk with you privately to help identify and clarify the problem.
- There may be a need to involve childcare staff, the principal and/or other school personnel to bring closure to the problem.

Procedure for staff and students to follow when items are missing from the NFS childcare rooms:

Student's responsibility:

- Leave items of value in your locker.
- Label your child's clothing, shoes, diaper bag, and belongings etc. with a Sharpie marker.
- Do not bring children to school wearing jewelry such as earrings, bracelets, necklaces, etc.
- Report all missing items to staff.

Staff's responsibility:

- Write an incident report and have the student sign and date the report.
- Notify the childcare manager.
- If staff cannot find the childcare manager, notify the principal or the dean of students.

Confidentiality policy:

Confidential information about students and/or their children will remain confidential. Staff members whom encounter students with suspected mental health problems will refer these students to the counselor, social worker and/or the mental health team. Any concerns or questions with a student or child, staff must make notations and talk to the appropriate staff member in private.

Emergency procedures: Disaster Preparedness Plan and Safety Policies

The Albuquerque Public Schools and New Futures School are committed to providing a safe and secure environment for students, children and employees. The SAFE SCHOOL RESPONSE PLAN is designed to assist the school staff in preparing for emergencies, managing emergency response efforts, and maintaining a safe school environment.

New Futures School staff and students practice evacuation of the school buildings on a regular basis. During the first four weeks of school, the principal holds a fire drill each week. Each month after these first four fire drills, the principal holds a fire drill once a month. Located in each classroom and childcare room are evacuation maps that direct staff and students to evacuation areas.

Students evacuate with the teacher and students of their scheduled class. To ensure that teachers count all students, **parenting students do not go to the childcare**

rooms to evacuate their own children. Infants and toddlers evacuate with the aid of child development assistants utilizing specially designed evacuation cribs.

- RELOCATION/REUNIFICATION: In the event of imminent danger or a disaster which requires relocation, NFS Childcare will be relocated to the gymnasium. In the event that relocation is needed to a completely separate building, NFS Childcare will relocate to the motel down the street at 2424 San Mateo Blvd NE, Albuquerque, NM 87110. NFS Childcare Staff will relocate children to and be safely supervising children from NFS Childcare in the gym or motel while NFS Administration contacts parents. Children from NFS Childcare will be reunified with parents in the NFS gymnasium or motel. Special accommodations will be made for special needs children, including the use of evacuation cribs. All children will be accounted for by NFS Childcare Staff with daily sign-in sheets once children from NFS Childcare are relocated to the gymnasium or motel. See Disaster Preparedness Plan on the next page.

**Albuquerque Public Schools (NEW FUTURES SCHOOL)/Staff Guide B
DISASTER PREPAREDNESS PLAN for NFS HS AND NFS CHILDCARE**

IMMINENT DANGER PROCEDURE

Signal: "CODE RED" = Lock Down

- **Used when a dangerous person is in building, near or on APS campus**

Staff is responsible for locking all lavatory doors, cafeteria doors, office doors and gates as directed.

Teachers take the following actions:

- **Direct students into rooms**

LOCK DOWN

- **Secure all doors to isolate students and staff from a dangerous threat.**
- **Will take on some aspects of shelter-in-place by limiting movement.**
- **Protective cover is sought in locked sections of the building and locked classrooms.**
- **Requires the ability to quickly secure natural sections of the physical plant, the classrooms, and the exterior doors.**
- **Close blinds, take shelter away from windows.**
- **DO NOT TURN OFF LIGHTS**
- **Call APS Police 243-7712**
- **Use a sign-up sheet to account for each person**
- **All students are to stay in classroom until the "all clear" signal is given.**

SHELTER-IN-PLACE

To isolate all students, faculty and staff from the external environment. It is usually done to protect people from a hazardous material incident such as an external gas leak, hazardous material spill, or other environmental contamination. It can also be used whenever 100% students accountability in response to an outside threat is needed.

- 1. Make sure all students go inside.**
- 2. Close all windows and doors to the shelter area.**
- 3. Turn off all ventilation that may come from outside.**
- 4. If the air within the shelter appears to be contaminated, inform the office of the problem.**
- 5. Account for all students, keep track of and report all missing students to the office.**
- 6. Continue to listen for and follow the directions given by the Principal's Office (PA, written, verbal, etc.)**
- 7. Do not allow anyone to leave the shelter until the all clear signal is given.**

RELOCATION- In the event of imminent danger or a disaster which requires relocation, NFS Childcare Suites will be relocated to the gymnasium. In the event that relocation is needed to a completely separate building, NFS Childcare will relocate to the La Quinta Inn down the street at 2424 San Mateo Blvd NE, Albuquerque, NM 87110. NFS Childcare Staff will relocate children to and be safely supervising children from NFS Childcare in the gym or hotel while NFS Administration contacts parents. Children from NFS Childcare Suites will be reunified with parents in the NFS gymnasium or hotel. Special accommodations will be made for special needs children, including the use of evacuation cribs. All children will be accounted for by NFS Childcare Staff with daily sign-in sheets once children from NFS Childcare are relocated to the gymnasium or hotel.

ROOM CLEAR-Used by teacher or staff in the class without direction from office, when a dangerous situation exists within the classroom.

- Alert Students "ROOM CLEAR"
- Students walk to a designated "Safe Place".
- Alert Office.
- Office will call appropriate authorities based on circumstances

ROOM SECURE-Used by teacher or staff in the class without direction from office, when they feel there is suspicious activity or threat outside the classroom.

- Alert Students "ROOM SECURE"
- Lock doors, close blinds
- Alert office
- Office will call APS Police 243-7712

EVACUATION

If a directive to evacuate is issued;

- All persons will leave the facilities by moving along assigned routes to the designated safe areas; a primary and secondary area will be designated by each site;
- Evacuate to the primary safe area unless directed to go to a secondary location or another area by public safety authorities;
- Remain calm and keep the students as calm as possible;
- Close all doors behind you; **DO NOT LOCK DOORS;**
- Account for all students and staff

REVERSE EVACUATION-Used when students and / or staff are outdoors and a threat arises to move the students back inside, in conjunction with lock down or shelter in place.

- Establish a plan to alert students and staff to go indoors. (Ex: 2 way radios; bells)
- Go into LOCK-DOWN or SHELTER-IN-PLACE, based on the situation.

Call APS Police (243-7712) if LOCK-DOWN is in progress to report the situation.

DUCK AND COVER

If inside, use a desk or piece of furniture as a shield.

- Drop to knees with your back to windows
- Make body as small as possible
- Bury face in arms
- Keep eyes closed and arms covered

If outside, try to get behind any solid object.

- Lie prone with face away from source of event
- Cover head, face and as much skin surface as possible
 - Keep eyes closed and ears covered

ALL CLEAR The school can resume normal operations

WITHDRAWAL FROM CHILDCARE

The NFS childcare manager will withdraw your child from childcare in any of the following instances:

- You inform the childcare manager you do not need childcare.
- You fail to keep your child current on his/her immunizations.
- You withdraw from school.
- You do not use childcare on a regular basis.

You may lose your childcare placement for your child when your child has been absent five (5) consecutive school days. Your child may be withdrawn at the end of the fifth day. **If you contact the childcare manager before the end of the five-day period with a verifiable medical or family emergency reason, you may not lose your child's place in childcare.** If you lose childcare because of non-use, you may request the childcare manager for re-enrollment. Your name will go on the end of the waiting list. The childcare manager will contact you when a space becomes available.

NEW FUTURES SCHOOL CHILD DEVELOPMENT AND PARENTING CENTER BELL SCHEDULE & HOURS OF CHILDCARE OPERATION		
Staff on duty	8:00 a.m.	
Childcare Opens	8:00 a.m.	
Passing Period	8:00 - 8:10	10 minutes
Period 1	8:10 - 9:40	90 minutes
Passing Period	9:40 - 9:45	5 minutes
Period 2	9:45 - 11:10	85 minutes
Passing Period	11:10 - 11:15	5 minutes
Lunch	11:15 - 11:45	30 minutes
Childcare Opens	11:45	
Passing Period	11:45 - 11:55	10 minutes
Period 3	11:55 - 1:25	90 minutes
Passing Period	1:25 - 1:30	5 minutes
Period 4	1:30 – 3:00	90 minutes

- In the morning, before classes begin, students are responsible for their children until they are settled into their childcare suite. Children's diapers must be changed, child must be labeled, and all necessary supplies must be brought. At lunch, students are responsible for their children until they are once again settled into their childcare suite.
- At the end of the day school buses begin to load at 3:00 pm and leave by 3:05 pm. The buses will not wait.
- New Futures School follows the Albuquerque Public Schools traditional calendar. Students receive a school agenda that contains the school calendar. The school calendar lists observed holidays and in-service dates when school is not in session.

Permission Forms used at New Futures School Child Development & Parenting Center

Parent Permission to Photograph/Record

Our program here at New Futures School, is of interest to the public and other outside agencies. From time to time, we produce or allow to be produced, photograph, video recordings to provide information to the public about our program. When any such video, photographs are produced and released, it becomes the property of the party to whom it is released, it may be replayed, reproduced at a later time.

Please sign below giving us your permission to include your child in such photographs, video, or films recordings. We appreciate your help presenting your children and programs to the community.

Granting Permission

I have read and understand the above information. I hereby give permission to New Futures School to photograph, film, or record activities in which _____ (child) is participating and to use these photographs, films, recordings, and any derivative works are the sole property of New Futures and all interests in, and rights associated with, these photographs, films, recordings and any subsequent reproductions belong solely to New Futures School.

Date

Parent Signature

Parent Print Name

New Futures School Childcare

Parent Authorization for Childcare to use Diaper Rash Cream and Sunscreen

Child's Name _____

School Year _____

Date of Birth _____

_____ I give the NFS childcare staff permission to administer diaper rash cream and sunscreen (provided by me) on my child.

Parent Signature _____

Print Name _____

Date _____ Phone # _____

Suite Name and # child is in _____

New Futures School

I give my child _____ in suite _____ permission to participate in the New Futures daycare field trip listed below.

Field trip event: Nature walk field trip around/near NFS school grounds.

Date: _____ school year _____

Time away from daycare: _____ to _____

Printed Parent Name: _____

Parent Signature: _____

Date: _____ Emergency Phone _____

New Futures School

I _____ give permission to New Futures School to transport and
Parent name

treat _____ in case of emergency.
Child name

Parent Signature _____ Date: _____

***All items in this handbook are subject to change at any time.**