



New Futures Child Care Center Parent Handbook

5400 Cutler Ave NE
Albuquerque, NM 87110
Child Care Manager (505) 883-5680 ext. 46243

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OUR BELIEF, VISION, AND MISSION

Belief Statement

New Futures students and their children can learn through playful interactions and relationships.

Vision Statement

In collaboration with family and community, New Futures Child Care works from a Focus framework which provides onsite resources and curriculum that supports a healthy foundation for children to grow and develop.

Mission Statement

New Futures 5 Star Child Care provides parenting education and developmentally appropriate child care to pregnant and parenting students attending New Futures School. The students are able to enroll their child into the onsite child care center. Children two weeks to three years old are eligible to enroll. Our mission is to provide a culturally sensitive, safe and developmentally appropriate learning environment which fosters a child's self-reflection and natural desire to explore, discover, create and become a lifelong learner.



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.

Child Care Classrooms

In keeping with the theme of our mascot, we have named every classroom in the child care center after a flower because butterflies love flowers. There are 6 child care suites at New Futures. Each child care suite has 2 sides for a total of 12 child care classrooms. When a student signs in their child each morning, the student will look for the binder with the classroom name that their child is registered in.

Suite 1 classroom: Violet
Suite 1 classroom: Lavender

Suite 2 classroom: Lilly
Suite 2 classroom: Lilac

Suite 3 classroom: Poppy
Suite 3 classroom: Rose

Suite 4 classroom: Daisy
Suite 4 classroom: Sunflower

Suite 5 classroom: Lotus
Suite 5 classroom: Orchid

Suite 6 classroom: Jasmine
Suite 6 classroom: Iris

Philosophy Statement

Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance. 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. All children have the potential to achieve the New Mexico Learning Standards with appropriate supports and instruction.

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 with parents 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 child care 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. Every child and his or her family deserve equitable access to appropriate services and supports that acknowledge their uniqueness and enable them to reach their full potential.



Program Goals: Background

Program goals pertain to the children who are enrolled into the child care center at New Futures.

- 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 Child Care Center who are under 6 weeks of age must provide a doctor's release for child care in order to be enrolled in the center. The child care manager will refer parents of toddlers turning three before September 1st to a head start or preschool program because they are more developmentally appropriate.

The child care center is an environment where the children enrolled are exposed to a variety of developmental activities and curriculum that help them grow, learn and develop during the crucial first three years of their lives. At New Futures the child development assistants (CDA), counselors, teachers, social workers, health professionals as well as students support the design, implementation and evaluation of practices that are respectful of and responsive to the child and family unit. Our CDA's who work closely with the children represent a diverse community who hold various early childhood credentials as well as being trained in the Focus program.

New Futures teachers along with the CDA's work collaboratively to develop lesson plans school wide to integrate social learning opportunities between the children and the students to foster healthy social emotional relationships. CDA's together with the students support infants and toddlers as they utilize their seven sensory systems while attending the child care center. Learning

occurs when the seven sensory systems are utilized during play with age appropriate toys and materials.

CDA's complete observations on each child throughout the school year. The CDAs set short and long term goals based on the observations to show the child's developmental progress throughout the year. The observations are included in the child's portfolio.

The CDA's in each room provide a rich environment with age appropriate toys, varied sensory materials and consistent routines. CDA's 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.

CDA's plan activities that enable toddlers to make choices between two objects, two activities, and two foods etc. Allowing toddlers to make appropriate choices enables them to build independence.

CDA's collaborate with parents 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 a group. The children are allowed to play freely while the CDA's manage the play space.

Toddlers enjoy and learn during free play in rooms with identifiable play areas, and the 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 Child Care Center uses a continuity of care model when possible. The school's child care program must also meet the needs of the parents who enroll in school and need child care. When parents stop bringing their child to the child care for 5 consecutive days without notice they may lose their spot in the daycare. CDA's work with the parents to help ensure that the child feels emotionally secure in the learning environment. New Futures School advocates for inclusive practices that build upon unique, child, family, and community strengths.



CHILD CARE CENTER

Welcome to New Futures. We are a Five Star Child Care Center. Five Star is the highest accreditation that a child care center can receive. What does Five Star mean?

What it Means to be a 5-Star Child Care Center



The NM Focus issues star-rated licenses to all preschools and child care centers that are eligible. Each center receives a rating of one to five stars based on two key components: Program Standards and Staff Education.

The **Program Standards** are evaluated on units related to the indoor and outdoor learning environments, staff to child ratios, the variety and diverseness of the learning materials offered, and children's interactions with staff and peers. An Environmental Rating Scale is completed to determine a center's quality of care offered by a center. Evaluators come on site for an unannounced evaluation to score programs on how often and how well certain factors occur. They assess the school as it relates to health and safety practices, material checks to ensure there is variety as well as age-appropriate toys, staff's interaction with the children to confirm children's needs are being met and emotions are responded to appropriately, school policies, and even activities that are scheduled and offered to the children. Lower staff to child ratios is another

benefit to enrolling in a child care five star! Teachers are able to connect with the students on a level that supports their social-emotional growth, academic progression, and cognitive development. New Futures child care goes even further earning an additional Quality Point for our outstanding communication with our families and staff.



A center's **Staff Education** is another factor considered in the number of stars a center receives as caregivers with formal education and experience *create a more enriching classroom experience*. The Administration, and Child Development Assistant (CDA) must meet qualifications of formal education and also experience. New Futures is proud to employ professionals in the field of Early Childhood Education. All teachers possess an Early 45-hour certificate, A minimum of 75% of our CDA's have a degree in Early Childhood or a related field. Assistant Teachers are required to have additional coursework in the field of Early Childhood and are working towards completion of a degree in the field.

The **Administrators/Directors** at all locations also must meet certain requirements for a Five Star Center. All Directors have classroom experience. Furthermore, Administrators of a 5 Star Child Care Center must hold a Bachelor's degree or higher. A Portfolio is then submitted to the State for review and approval. This extensive collection of assignments is to demonstrate administrative skills and competency in 6 key areas as it relates to the management:

- Leadership
- Program
- Rules & Regulation
- Financial Management
- Staff and Organizational Management
- Public Relations and Community Outreach

All staff, including the Administrative team, is required to maintain a certain number of training hours annually based on one's educational level and experience. The areas of staff development include:

- Planning a safe, healthy learning environment
- Children's physical and intellectual learning environment
- Children's social and emotional development
- Productive relationships with families
- Program Management
- Professionalism
- Observing and recording children's behavior
- Child growth and development
- Inclusion of children with special needs

As a licensed preschool and child care program, our centers are monitored frequently with numerous unannounced on-site visits from the State of New Mexico ECECD to ensure that we remain in compliance with all the health and safety requirements and are maintaining our high quality 5-Star standards. The New Futures child care Center is assessed every year to be awarded earned stars which New Futures continuously exceeds scoring an above average rating. The Health Department, County Fire Inspections, and various safety and security logs are reviewed during these visit

Operating Hours

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

Signing in

Please sign your child in as soon as you enter the school in order to guarantee a spot in the Child Care center. The sign in binders are located in the front lobby. You are not allowed to sign in for another student and their child. It's important to sign in to ensure that we stay in ratio within the classroom for our 5 Star accreditation. Ratios are posted in each classroom.

Reporting absences

We encourage you to bring your child to Child Care on time (**8am check-in**) every day. Being on time is important because it allows your child to be comfortable with the daily routine and the classroom curriculum. In the event that your child cannot attend child care, **please call the child care manager or your child's classroom to inform them of the absence**. Please do not call and leave a message with the front office. If you fail to do this your child may be dropped from their spot in the classroom. If you fail to report an absence for your child, you may be in jeopardy of losing your child's child care spot.

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

Suite 1- ext. 46201

Suite 2 - ext. 46202

Suite 3 -ext. 46203

Suite 4 - ext. 46204

Suite 5 - ext. 46205

Suite 6 - ext. 46206

*Child Care Manager - ext. 46243

Preventing Lateness

In order to benefit from what New Futures Child Care has to offer, a child benefits from regular attendance at the child care 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.

Attendance Agreement

If we notice a student is having sporadic attendance and/or tardiness in order to help them be responsible we will work with them on an attendance agreement to help prevent them from losing child care.

Lunch responsibilities

You must pick your child up from Child Care **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 Child Care supplies with you because the child care 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.

We encourage you to use the changing table in the bathrooms after you eat lunch and before you enter the child care classroom. **You must change your child's diaper and wash your child's hands**, and, if necessary, change your child's clothing.

Visitors in child care rooms

The child care Center **does not allow visitors without an escort by the child care manager**. The child care rooms operate as classrooms and visitors interrupt routines. Visitors or family members wishing to pick up a child must sign in at the front desk and ask the receptionist to get the parent from class so their child can be checked out from the child care classroom.

Fire Drills

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



APPLYING FOR ADMISSION TO CHILDCARE

Priority for child care

The New Futures Child Care manager accepts applications for admission during student registration. We give priority to children of students who completed classes the previous term. In addition, newborn infants (at least 2 weeks of age) are able to be enrolled in child care with a doctor's release regardless of mother's previous enrollment status.

The child care manager fills vacancies based on the following priorities:

Documentation for the Child Care Center

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 child care setting. The permission slip must be given to the child care manager, as well as health office staff, for inclusion in your baby's child care file and health record. The child care manager will not admit your infant to a child care classroom without a doctor's written permission to be in the child care. Children under 2 weeks of age are not admitted.

You must provide a copy of your child's current immunization to the child care manager and the health office staff before you can place your child in any of the child care classrooms.

You must give the health office staff and child care manager updated information as your child receives additional immunizations. The child care manager will not admit your child to a child care room without your child's immunizations up-to-date per CYFD.

Child Record and Class Schedule

Upon entering a child care 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 child care 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.

Child care forms and placement agreement

The Child Care Bureau of the State of New Mexico reimburses New Futures School for the care of the children who attend our child care. 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 child care manager with the following documents **before** bringing your child to our child care 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 child care if the child is under 6 weeks old or has significant health problems, etc.
- TANF information if applicable
- Copies of current 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 child care and you must submit the following:
 - Current pay stubs
 - The name and address of their employer
 - A copy of their ID
 - Their school schedule if they do not work full-time
 - A signed and notarized statement of paternity (New Futures registration requirement)

Enrollment

You may enroll your child/ren in the Child Care Center. A newborn who is at least two (2) weeks of age may enroll with permission from the baby's doctor. Children placed in a child care classroom are enrolled based on the child's developmental age. Once a classroom's enrollment reaches its limit (8 children per classroom), enrollment is closed until children transfer or withdraw and space becomes available.



STUDENT RIGHTS AND RESPONSIBILITIES

You will read and sign a Child Care Student Rights and Responsibilities form each year. The Students Rights and Responsibilities form state the conditions under which you retain your child care privilege as well as specific provisions regarding infant/toddlers care.

Rights and Responsibilities

The child care staff of NFS gives children the best possible care. We encourage you to enroll in child development classes to increase your understanding of infant and toddler development and to ease your child's transition into child care.

- **If I need to leave campus, I agree to remove my child from the child care 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 understand I must find alternative child care for my child in order to attend field trips.
- I agree to keep the child care staff advised of my location when I am not in a scheduled class (e.g. health office, clinic, counseling office).
- I understand if my child has an off campus appointment, I must sign him/her out of the nursery even if I plan on returning to school.
- I understand that if I cut class while my child is in child care, I will receive a child care warning. After this warning has been issued, I may lose child care for one week for the remainder of the term.
- **I will not bring my child to the child care when he/she is sick (e.g. fever 100.04, 3 vomits, 3 diarrhea, pink eye).**
- **I understand that if I miss 5 consecutive days and do not call to notify the nursery staff or the director, I risk losing my child care space.**
- I understand that if my child is sent home from the child care center due to illness, I must go to the health office to obtain clearance before re-entering the child care.
- I understand that if my child appears ill while in child care, the child care 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 day.
- **I understand that I must provide 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 do not provide adequate supplies.**
- I understand the NFS child care center accepts only disposable diapers.
- **I will provide the child care staff with extra clothing each day.**
- I will dress my child in clothing, shoes and socks appropriate for the weather to enable my child to experience outdoor activities.
- **I understand once my child turns 1 year old, the child care will no longer offer formula due to state nutrition regulation.**
- I understand that if I withdraw from New Futures School, I must notify the child care Director.
- I will not sign in or out for another student or child on the daily sign in sheet as child care spaces are provided on a first come first serve basis.
- **I understand and agree to label my child's belongings before entering the nursery every day and I am responsible for changing my child's diaper in the morning before**

school and after lunch. I also understand I am responsible for providing my own tape and markers for labeling.

- My conduct and communication with the staff of New Futures Child Care will be respectful.
- I understand that policies and procedures of New Futures Child Care Center apply to students, staff and visitors.
- I understand that my child is being observed through cameras in the classroom and the only staff allowed to view this are the principal, child care manager and APS police.

My signature below indicates:

- I understand my responsibilities as indicated above.
- I understand the policies and procedures of the child care center.
- I received the New Futures Child Care Handbook and understand the policies.

Child's Name (Print) _____ DOB: _____

Parent Name (Print) _____ Date: _____

Parent Signature _____ Date: _____

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

CHILDCARE STAFF

- Child Care Director: Michelle Martinez
- Employed by the Albuquerque Public Schools;
- Licensed by the State of New Mexico Children Youth and Families Department (CYFD) to operate the child care located within New Futures School;
- Supervisor of the child care manager and the child development assistants (CDA's) who care for the children in the child care classrooms.
- Child Care Manager: Rosalie Mendoza
- Oversees the CDA's and daily functions of the child care classrooms
- Maintains records and documentation on the babies and their parents
- Maintains the required documentation by CYFD for state licensing and Focus requirements

Child Development Assistants (CDA)

- Are licensed educational assistants employed by Albuquerque Public Schools
- Specialize and manage the care of infants and toddlers in the child care center.
- Completed the Office of Child Development's "45 Hour Entry Level" course.
- Receive at least 24 hours of training each year



PARENT INVOLVEMENT

Lap Time Reading

Lap time reading is a program designed to give your child a head start in literacy. We encourage our parents, relatives and friends to read to their child every day at home. The child care staff read to the children every day and also take them to the library within the school. Research shows that children who receive 1000 hours of lap time reading before the age of five learn to love to read.

See Nelleka in room E113 to sign up for Lap Time Reading. When you fill up one log form, return it to Nelleka and you will receive a prize.

Reading Parties

Every child care classroom will be invited to a reading party during lunch. Parents and their families can attend on the designated day. Lunch will be provided and you will get to select a children's book to take home.



Parent Involvement Events

We have parent involvement activities throughout the school year. Below are a few activities that we encourage participation in:

- Baby conferences
- Zoo day
- Explora
- Fall Festival
- Lunchtime Literacy Events
- Children's Fair

DAILY SUPPLIES AND PREPARATION FOR CHILDCARE

You will need to bring the following items everyday and ensure they are labeled (diapers, wipes, sharpie, masking tape).

Age of Child	Bottles or Sipper Cup	Extra Clothing	Disposable Diapers & Wipes	Masking Tape & Sharpie
Newborn Infants 2 Weeks– 5 Months	(Bottles only) Four pre-made bottles	At least two extra outfits	Disposable diapers and wipes	Yes
Older Infant 6 Months- 11 Months	(Bottles only) Four pre-made bottles	At least two extra outfits	Disposable diapers and wipes	Yes
Toddlers 12 Months- 3 Years old	Two empty sippy cups	At least two extra outfits, closed toe shoes and socks	Disposable diapers and wipes	Yes

Dress code for children

The following are not allowed in the child care for safety reasons:

- Sandals, flip flops, crocs, opened toed shoes
- Tight fitting rubber bands and barrettes for babies under 1 year
- Jewelry (bracelets, earrings, necklaces)
 - **Please do not pierce your child's ears during the school year because the child will not be allowed in the child care classrooms due to safety reasons.**

Morning check-in

You must complete the following steps **before** entering your child care classroom each morning:

- Fill in required information on the child care diaper chart located in the front lobby.
- Label the shirt your child is wearing with his/her name, date and classroom.
- Label bottles or sippy cups with your child's name, date, and number of ounces in the bottle.
Bottles need to be prepared before entering the child care classrooms.
- Make sure your child's crib is prepared and clean every day.
- Your child should be in a clean disposal diaper when he/she is brought in the child care classroom in the morning and after lunch.
- Wash your hands, and your child's hands with soap and water after each diaper change.
This is a CYFD regulation.
- Inform the child care staff of important information about your child's health and please let them know how your child is feeling.
- Take any medication for your child to the health office to be stored. **No medication should be taken to child care classrooms.**



FOOD

Breakfast and Snacks

An age-appropriate breakfast is served in your child's classroom every morning until 9:00 am. The child care center provides infant cereal for children under 12 months of age and for children six months to three years old they will be provided a snack in the afternoon. According to CYFD State regulations, you cannot bring any outside food or drinks for your child into the child care classroom.

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 within APS is the sponsor for the food program. The program will provide a breakfast, snack and lunch that is developmentally appropriate for each 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 the specialized formula for their child. When the child turns 1 year old, the child will not be eligible to receive formula. It is highly recommended that your child be off the bottle by 1 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 child care suites.

Staff will **not** prop up 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 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 child care 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 child care 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 child care 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 child care manager, your child's child care classroom, and the health office.

Food in the child care classrooms and child care hallways

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



FUNDING

Funding for the Child Care Center

There is no charge to students who enroll their children in the Child Care Center. Funds to operate the center come from the Children Youth and Families Department (CYFD) of New Mexico. **However, your child care 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 child care. **If you are living with the father of your child, in order to qualify for child care 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 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 child care at New Futures.

HEALTH OFFICE STAFF AND SERVICES

Staff

There is one registered nurse and one health assistant working in 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 child care classrooms.

Clinics held at New Futures School

- Women, Infant, & Children's Supplemental Food Program (WIC):
Provides food supplements for students and their children who qualify by the WIC guidelines.

HEALTH CARE GUIDELINES

We follow all public health orders and CDC guidelines.

To protect the health of children, students and staff, the following policies are in effect within the Child Care Center:



Back to Sleep Campaign

The Child Care Center 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 their 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. The child care classrooms will provide a lightweight blanket for your child every day.

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 a lightweight blanket.
- Signs your baby is too warm:
 - Damp wet hair
 - Sweating or flushed red cheeks
 - Heat rash
 - Rapid breathing

Diapering

When you enter your child care room **in the morning, after lunch and after breast-feeding your child, it is your responsibility to change your child’s diaper, mark the child care 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 child care staff will check your child’s diaper at least once each period. Before lunch your child’s diaper will be checked and changed by the CDA’s if necessary. The child care staff (CDA’s) will diaper children before lunch and at the end of the day. This is done so that children have a clean diaper when leaving the room for an extended period of time.

Procedure for changing diapers

- Get the supplies needed for diaper changing before placing the child on the changing table and use disposable gloves: (Talk to the infant or toddler about what you are doing!)
- Place the child on the changing table.
- Put gloves on both hands. The wearing of gloves is required by the state of New Mexico Child Care 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 they 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.
- 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 a CDA.

- 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 child care 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 CDA's wear smocks over their clothing while working in child care classrooms. The smocks serve to protect the children and staff from germs and to protect clothes from soiling. If smocks have ties, they will be tied in the back to keep the front of clothing completely covered.

Hand washing

All 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 child care 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 child care 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 children

You should not leave medicines (over-the-counter such as Tylenol, or prescription medicines) in the child care classrooms, in diaper bags, vehicles, lockers or student 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 child care classroom.

The Child Care Center is not licensed to care for ill children. Ill children should remain at home until they feel well enough to participate in child care 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 child care staff cannot provide separate care for a child who cannot play outside.

Immunization

It is a state law that all children in child care centers must have up-to-date immunizations. You must bring an up-to-date record of your child's immunizations to the child care manager, as well as the health office. The health staff will record immunizations on the child care form that is kept in the health office. **If an up-to-date record of a child's immunizations is not in the child care manager's files, as well as the health office, a child cannot enroll in or attend the Child Care Center.** If your child is scheduled for his or her immunizations, but the appointment is after your child's immunization due date, you need to give a copy of the upcoming appointment date to the

child care manager along with the immunization due date to show that you have an upcoming appointment. 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 child care manager and the health office immediately.** In the event a child has been unable to get his/her immunizations, you should talk with the child care manager and the health office staff.



SICK CHILD POLICY

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

Chronic medical policy

Parents whose children have a chronic medical condition (asthma, diabetes, seizure disorders, etc.) must inform the child care director and/or on-site child care manager concerning what to do if a problem should occur during the program hours. If medication is required, the appropriate forms (in the health office) must be completed. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately:

- contagious disease
- undiagnosed rash
- head lice
- fever
- vomiting
- diarrhea
- an accident requiring medical attention

Illness policy

Our first priority at New Futures is providing a healthy and safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced:

- An illness preventing the child from participating comfortably in activities (as determined by the Child Care Director and/or Manager);
- A child needs more care than the staff can provide without compromising the health and safety of other children in the child care classroom.
- Having a fever of 100.4 or greater.
- Having signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, and/or wheezing.
- Having three or more occurrences of diarrhea within a 24 hour period.
- Having blood appear in stools.
- Two occurrences of vomiting within a 24 hour period.
- Persistent abdominal pain or intermittent pain associated with fever or other signs/symptoms of illness
- Having mouth sores with drooling.
- Signs of an unexplainable rash.
- Having conjunctivitis (pink eye)
- Having scabies
- Having tuberculosis
- Having Impetigo
- Having strep throat
- Showing signs of having chicken pox.
- **Showing signs of Hand Foot and Mouth**
- Having Pertussis (whooping cough)
- Having Mumps
- Having RSV
- Having Hepatitis A virus
- Showing signs of Measles

**If a child shows any of the above symptoms, he/she will be sent home for an undetermined amount of time and will need a doctor's note to return to the child care.

Health office policy

The Child Development Assistant (CDA) calls a parent out of class to the health office when they suspect their child is ill. Each visit to the health office requires a form that is completed by a CDA. If a child is sent home or a parent decides to take the child home, a copy of the form is filled in the child care classroom.

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 and experience.



INFANTS IN THE CLASSROOM

Breast-fed infants

Only breast-feeding mothers will be called to pick up their child to breastfeed in their academic classroom. Babies who take formula will be fed in the child care classrooms by the CDA's. 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 child care classroom.

STUDENT PASSES

Early Dismissal Pass (orange pass) /Field Trips:

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 will get an early release orange pass from their classroom teacher.
- The student will check their child out with the CDA in their classroom first and then they must sign out with the secretary and turn in their orange pass at the front desk.
- If the student is under the age of 18, the front desk secretary will call a parent/guardian to get permission for the student to leave campus.
- If the student isn't driving he/she will remain in class until their ride arrives and the front desk secretary will call the classroom to release the student.

Off campus field trips

When a student is going on an all-day field trip or school sponsored activity, the student will need to find alternative child care for that day.



POLICIES AND PROCEDURES

Guidance Strategies

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. New Futures staff will use only positive guidance techniques. When interacting with young children, staff should ask themselves the following questions:

- "Am I..."
 - Validating feelings?
 - Asking open ended questions?
 - Encouraging problem solving?
 - Respecting children's choices?
 - Using praise and positive reinforcement?
 - Talking with children – not at them?
 - Circulating throughout the classroom?
 - At the child's eye level?

Reasons for Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave. Children want to

test whether caregivers will enforce rules. They experience different sets of expectations between school and home. A child does not understand the rules, or are held to expectations that are beyond their developmental levels.

- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

Preventing Misbehavior

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior:

- Set clear, consistent rules. (e.g., walking feet; gentle touches) Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible and cooperative. Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

Responding to misbehavior

Below are strategies New Futures staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

Redirection

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

Logical consequences

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

Participate in the solution

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

Natural consequences

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.

"Take a break" or "Calm down chair"

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

- Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
- The Director and/or Assistant Director will observe the child and meet with the CDA's to develop a behavior management plan.
- The behavior management plan will be discussed with the parent and then put into practice.
- The Director and/or Assistant Director, CDA, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

****** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.

Useful Phrases

The following phrases are useful when problem-solving with children:

- Instead of "No" or "Don't" Say "Please stop", "I don't like that", "That's not OK", or "That is not a choice."
- Instead of "That's not nice" Say "That's not OK", "Please use gentle touches", or "That hurts Jordan"
- Instead of "No running" Say "I need you to use your walking feet" or "You may run when we go outside"
- Instead of "Stop crying" Say "I need you to use your words to tell me what is wrong"
- Instead of "Can you put away your toys?" (If it is not a choice, do not pose it as a question) Say "You may help me pick up the blocks, or help Alyssa pick up the puzzles"

- Instead of “I said yes” (when a child tells you “no”) Say “No is not a choice, I need you to...”

Biting Policy

While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a child care environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents, or their teachers. There are a variety of strategies we implement to prevent and stop biting.

This is the process followed when a child bites:

1. The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
2. The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
 - a. Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary. It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

Below are the steps the teacher will take to identify triggers and replace the behavior:

3. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - a. Was the space too crowded?
 - b. Were there too few toys?
 - c. Was there too little to do or too much waiting?
 - d. Was the child who bit getting the attention and care he/she deserved at other times?
4. The teacher will change the environment, routines or activities if necessary.
5. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
6. The teacher will observe the child, to get an idea of why and when they are likely to bite.
7. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
8. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
9. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report

which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

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 staff at New Futures along with the Child Care Director/Manager, Nurse, Counselor and Principal will be notified. 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**
- The incident report will be documented and kept on file in the Child Care Manager's office.
- Staff suspected of child abuse will be reported to CYFD and to the Child Care Licensing Bureau. The report will be documented and filed in the Child Care Manager's office.

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

- Notify the Child Care Manager and the Principal. All other adults on the premises who need to have this information should be notified.
- Inform the parent of the missing child. If the parent of the child is not on campus and cannot be contacted, notify the parent's emergency contact.
- Call APS Police at 243-7712.
- The incident will be documented and the Child Care Manager/Principal will notify CYFD Child Care Licensing Bureau by telephone.

Prevention

- No child will be released to any person other than the biological parent/s enrolled at New Futures.
- Students cannot pick up other students' children from child care rooms.

Grievance Complaint Procedure

If at any time a student has a concern about the care of your child, we encourage you to bring your concerns to the Child Care Manager. The Child Care Manager will talk with the student to help clarify, identify and resolve the problem.

Confidentiality Policy

- Confidential information about students and/or their children needs to remain confidential.
- Staff members who notice students who may be experiencing personal difficulties will refer students to the counselor, social worker and/or Health and Wellness Team.



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 the first four fire drills, the principal holds a fire drill once a month. Located in each classroom and child care room are evacuation maps that direct staff and students to evacuation areas.

Students evacuate with the teacher of their scheduled class. To ensure that teachers count all students, parenting students do not go to the child care rooms to evacuate their own children. Infants and toddlers evacuate with the aid of child development assistants (CDA's) utilizing specially designed evacuation cribs.

Relocation/reunification

In the event of imminent danger or a disaster, which requires relocation, New Futures Child Care Center will be relocated to the onsite gymnasium. In the event that relocation is needed to a completely separate building, New Futures Child Care Center along with all students and staff, will relocate to Albuquerque Public Schools City Center located at 6400 Uptown Blvd. NE, 87105. Special accommodations will be made for special needs children/chronic medical conditions,

including the use of evacuation cribs. The Child Care Center staff will account for all children with daily sign-in sheets once children are relocated to the gymnasium or City Center.

****See Disaster Preparedness Plan on the next page.**

Continuity of operation

In the event of a severe disaster the Albuquerque Public Schools Continuity of Operation Disaster Plan will be followed.

Albuquerque Public Schools (New Futures School)/Staff Guide B Disaster Preparedness Plan for NFS HS AND NFS Child Care

Albuquerque Public Schools

Universal Emergency Procedures

ALICE

For use in responding to a violent critical incident.

All ALICE options/actions can be utilized at any time and in any order during the critical incident.

A = ALERT – First Notification of Danger

- PA Announcement/Emergency Notification,
- Sounds – gunfire, screaming, etc., Or
- Sight – running people, attacker, etc.

L = LOCKDOWN – Barricade & Fortify

- Barricade the Door
- Spread out in the room with counter devices
- Look for alternative escape routes
- Dial 911 when safe to do so

I = INFORM – Pass on real time information

- What, Where, When, Who, How
- Communication methods:
 - PA System
 - Phones
 - Radios

C = COUNTER – Taking back control

- Disrupt the attacker using **counter strategies**:
 - Use noises, movement, distance
 - Put off balance
 - Distractions
 - Put on defense

E = EVACUATE / FLEE to Rally Point

- Leave all belongings behind
- Help others escape, if possible
- NO VEHICLES

Evacuation/Relocation

For use when conditions are safer outside than inside and to move students and staff off campus away from a dangerous situation.

When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take classroom roster for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- DO NOT LOCK DOORS
- Go to designated Assembly Area
- Account for all students and staff
- Check for injuries
- Take attendance; report according to Student Accounting procedures
- Wait for further instructions
- NO VEHICLES IN OR OUT

If a directive to relocate students is given:

- The principal, designee, or public safety officials will indicate a specific place for relocation from Assembly Area
- Buses will be provided, if necessary

If reunification is necessary:

- Follow reunification procedures to reunify students with families

Shelter-in-Place

For use to protect occupants from potential external dangers and natural hazards.

When the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Take attendance; report according to Student Accounting procedures
- DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM UNESCORTED
- Stay away from all doors and windows
- Business as usual, but no one enters or leaves building
- Wait for further instructions.

We look forward to working with our New Futures Families!



Equity Statement

The objective of 8.16.2 NMAC is also to establish standards and procedures that promote equal access to services and prohibit discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age (40 or older). [8.16.2.6 NMAC - Rp, 8.16.2.6 NMAC, 10/1/2016 ; A, 1/1/2022]

Please note, revisions of the Child Care Handbook are ongoing. Therefore, all items in this handbook are subject to change at any time.