

Farmington Preschool Academies East/West



2023-2024 Family / Student Handbook

Farmington Preschool Academy East

5840 Fortuna Drive
Farmington, NM 87402
Office: 505-599-8625
FAX: 855-250-5943

Farmington Preschool Academy West

301 N. Court Ave
Farmington, NM 87401
Office: 505-599-8744
FAX: 855-648-0625

Website:

<https://www.farmingtonschools.us/o/preschool>

Principal: Tanisha Edwards

Assistant Principal: Samantha Silversmith

Secretaries: Debbie Brogan - West

Tanya MacLennan - East

Table of Contents

Page 3	Farmington Preschools Mission Statements Goals	Page 16	Farmington Preschool Academy Council (FPA Council) Volunteer Program
Page 4	Facebook Page / Website Times - Hours of Operation Phone Calls	Page 17	Newsletters Special Notes Communication Folders Medicaid in Schools
Page 5	Duty Free Lunch Family Engagement Calendar Online Registration Snow Policy	Page 18	Indian Education Legal Issues Notice- NM Children's Code 32-4-3 Clothing Needs /Diapers
Page 6	AM/PM Sessions Picking Up From Preschool	Page 19	Disciplinary Policy
Page 7	Immunization Records, Birth Certificates, Proof of Residency, Medicaid Cards Health Screenings Immunization Law	Page 20	Art Activities Show and Tell Independent Dressing Skills
Page 8	Student Health Records Medications Illness, First Aid, Medication Safety Plan	Page 21	Meals: Breakfast and Lunch English Language Learners FOCUS Early Learning Guidelines Essential Indicators/Portfolios
Page 9	Emergency Drills FPA Classroom Placement Farmington Preschool Academy East (FPA East)	Page 22	Preschool Literacy Program Preschool Curriculum
Page 10	FPA East Peer Students FPA East Transition to Kindergarten FPA East Transportation	Page 23	Preschool Curriculum Continued
Page 11	FPA East Attendance FPA East and West Application and Enrollment	Page 24	Homework/ Assignment Policy
Page 12	FPA West Attendance for NM PreK Students NM PreK Eligibility, Recruitment, Selection, Enrollment, Attendance, Availability of Program and How Families are Notified FPA West Recruitment	Page 25	Homework/ Assignment Policy Continued
Page 13	FPA West Priorities for Enrollment FPA West NM PreK Transportation	Page 26	Daily Routines
Page 14	Preschool Waivers	Page 27	Professional Qualifications High Reliability Schools
Page 15	Confidentiality Family Participation Parent Support Groups Surveys	Page 28	High Reliability Schools SnapShot Elements

FARMINGTON MUNICIPAL SCHOOLS FARMINGTON PRESCHOOLS

Farmington Municipal School District offers two public preschool programs at two sites:

Farmington Preschool Academy East enrolls students ages three to five who have a documented educational need for special education services. These students have Individualized Education Programs (IEPs) with goals that are written in the area(s) in which s/he qualifies. Peer students who model behavior and language also attend. Waivers are considered on a case-by-case basis.

Farmington Preschool Academy West is a NM Public Education funded (NM PreK) site that serves Farmington students who are typically developing as well as including students with IEPs during their year immediately preceding kindergarten. Students must be four years old on or before August 31st of the current year and reside in Farmington Municipal School District. Waivers are considered on a case-by-case basis.

MISSION STATEMENTS

THE FARMINGTON WAY

Why: We are Rising to Excellence in Every Pursuit

How: We provide all children with rigorous, relevant and engaging learning experiences through instructional systems of:

- **Safe, Supportive and Collaborative Culture**
- **Effective Teaching through the Farmington Model of Instruction**
- **Guaranteed and Viable Curriculum**
- **Standards-Referenced System**

What: Our instructional infrastructure is an exemplary educational model, with evidence and research-based strategies that yield high instructional results.



Farmington
Preschool Academy
@FMSNM.Preschool

FARMINGTON PRESCHOOLS— To provide children and their families a safe, nurturing and fun learning environment that supports the whole child in developing the necessary skills to construct their own knowledge and be prepared for a successful transition to kindergarten.

GOALS for the Preschools

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

Farmington Preschool Academy (both sites) has a Facebook Page and a Website. We will add new posts and pictures to both sites and are happy to share information with you. The sites will contain pictures, events and school information. Sites are updated on a regular basis. The monthly newsletters will be uploaded to the website and the student handbook is uploaded to the website as well. You will be emailed the handbook and asked to sign a form electronically to indicate that you have received the handbook. You can follow us on Facebook at Farmington Preschool Academy and look for the bee. Our website address is <https://www.farmingtonschools.us/o/preschool>. You can also reach the website from the district home page by clicking on "Schools" on the top right-hand side and selecting "Preschools". Thank you for being our social media preschool education partners!

TIMES

Staff Report: 7:30 a.m. - 3:30 p.m. Monday - Friday

3-4 Year Olds:

Students report for AM session: 8:00 a.m. - 11:00 a.m. Tuesday - Friday

Students report for PM session: 11:30 a.m. - 2:30 p.m. Tuesday - Friday

Staff Lunch:

Mondays 12:00 p.m. - 12:30 p.m.

Tuesday - Friday 11:00 a.m. - 11:30 a.m.

Please pick up your child by 11:00 a.m. for AM class and stay with your child until 11:30 a.m. for PM class.

4-5 Year Olds:

Full Day Session

Students attend on:

Mondays 8:00 a.m. - 11:30 a.m.

Tuesday - Friday 8:00 a.m. - 2:30 p.m.

Staff Lunch: Varies from class to class. Please contact your child's teacher to find out staff lunch times.

Preschools follow the same school calendar as other schools in Farmington with the exception of Parent Teacher Conferences. FMS district and preschool calendars are available on the district and preschool websites. Be sure to read our monthly newsletters for specific information.

PHONE CALLS

The preschool staff encourages phone calls to keep communication open. Teachers are available from 7:30 a.m. - 7:55 a.m. and after school from 2:30 p.m. - 3:30 p.m. When these times are honored, the students receive all of our attention when they are here. Our secretaries will take messages for the staff during the day. Phone conferences regarding students need to be scheduled between 7:30 a.m. - 7:55 a.m. and 2:30 a.m. - 3:30 p.m. Thank you for being respectful of these times.

DUTY FREE LUNCH FOR STAFF

New Mexico State Law requires educational staff have a 30 minute lunch break that is duty free and without the presence of children. Children therefore, must be picked up prior to 11:00 a.m. and not dropped off before 11:30 a.m. Emergencies are understandable and accommodations will be made; please talk to your classroom teacher. If you find yourself and your child at the preschool early be prepared to supervise your child until staff is ready.

FAMILY ENGAGEMENT CALENDAR

August:	Home Visits	26 hours
	Open House	2 hours
October:	Family Conferences	7 hours
	Family Night	2 hours
December:	Family Night	2 hours
March:	Family Night	2 hours
May:	Family Conferences	7 hours
	End of Year Celebration	6 hours
Aug-May	Parent Classes	10 hours
	Parent Council Meetings	6 hours
	Holiday Events	16 hours

ONLINE REGISTRATION

Farmington Municipal Schools require mandatory online registration for each student. You need an email address and our secretaries will assist you if needed. You may use a preschool Kiosk computer to enroll your child. Proof of residency is required.

To register your child, visit the Online Registration page at:
<https://www.farmingtonschools.us/o/parentportal/page/registration>

SNOW POLICY

During winter, the snow can get bad enough to delay or cancel school. Listen to the radio and television to stay well informed. Announcements begin early in the morning and update often. If school is delayed, there will be no AM preschool session; PM session will be held. Full day sessions will begin at 10:00 a.m. If school is canceled for the Farmington District, that includes

the preschool. If you have a current phone number on file notification will also be made through the automated School Messenger System.

AM/PM SESSIONS

Our 3 and 4 year old students are divided into morning and afternoon groups. We spend a great deal of time working out the schedule and want to share some of our reasons for placement. Please understand that our primary consideration is your child's educational needs. Many times, this assignment must be based on:

- A. Transportation Issues: Where children reside at times may require an AM placement. Specific outlying areas around Farmington may be scheduled to come in the morning so buses can get them home in a reasonable amount of time.
- B. Medical Concerns: Children with medical concerns may need a certain session based on medication, schedules, nursing assignment, etc.
- C. Age: Very young children, who still nap, may need to come in the morning.
- D. All students are placed in classrooms with peers from their elementary school district. When they progress to kindergarten, they will have relationships established and have familiar faces during the transition from preschool.

PICKING-UP FROM PRESCHOOL

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

Please check in at the front door and your child will be brought out to you. Students will not be released 15 minutes prior to release times, please schedule appointments and events accordingly.

IMMUNIZATION RECORDS, BIRTH CERTIFICATES, PROOF OF RESIDENCY AND MEDICAID CARDS

School policy requires that all students have current immunizations to attend preschool. We must have a copy of your student's records on file at all times. If your child receives shots during the year be sure to send us an updated copy of the immunization record, which the nurse will review.

State immunization requirements are: Measles, Mumps and Rubella (MMR) vaccine, Diphtheria-tetanus-whooping cough (DPT or DTaP) immunization, four doses; polio vaccine, three doses; Hepatitis B, three doses; Hib, and Varicella vaccine or history of having had chicken pox.

Upon enrollment you are required to bring the original birth certificate, which we will use to record information and return to you, plus Medicaid card (if applicable). You will need to provide current verification of residency. Examples of acceptable documentation are: current property tax bill or a current utility bill (e.g. electric, water, gas, sanitation), purchase agreement, or a construction contract, current rental lease; if lease is over 1 year old, copy of lease and a current utility bill.

These will help transition to kindergarten and provide documentation of birth date, school attendance zone and legal name.

HEALTH SCREENINGS

All children will receive a health screening within three months of the first day of school. This includes height, weight, dental, vision, and hearing checks. You will be informed immediately if there are concerns noted. Otherwise, you will receive information about the health screening and the developmental (ASQ and ASQ-SE) screening (for NM PreK students and peer students) during your first parent teacher conference in the fall. Feel free to contact the teacher or the office if you have questions or concerns.

IMMUNIZATION LAW- It is unlawful for any student to be enrolled in school unless he or she has been immunized, as required under the rules of the Health and Social Services Department and can provide satisfactory evidence of such immunization. Immunization requirements may be obtained by visiting the New Mexico Immunization Program website at: www.immunizenm.org/sched.shtml or by calling the NM Vaccine & Flu Hotline at: 1-866-681-5872. Immunization requirement schedules are also available in each school health office.

STUDENT HEALTH RECORDS - Health records are maintained digitally. These records will be part of the educational record and will be shared with school staff on a need-to-know basis only.

MEDICATIONS - Medications will be administered at home whenever possible. The student receiving prescribed medication at school must have a **"Permission Form for Administering Medications in the Schools"** signed by a physician and parent/guardian. This authorization shall include name of student, name of medication, strength and prescribed dosage, route of administration, and time schedule for administration. Each authorization for administering medications shall be valid only for the current school year. In addition, the parent(s) must provide a telephone number by which the parent may be reached in the event of an adverse reaction to the drug. Non-prescription medications may not be administered without prior written parent or guardian consent. All medications shall be administered under the supervision of the school nurse who shall also prescribe the procedures and records to be utilized.

ILLNESS, FIRST-AID, MEDICATION

A student with a fever should not be sent to school and should not return after an illness until he/she has been **free of fever without medication for 24 hours**. Contagious diseases should be reported to the school nurse or classroom teacher. Immediate first aid will be given by the school in cases of accident or sudden illness. Parents will be notified. 911 will be called in case of emergencies beyond training of preschool staff. Parents will also be notified. The administration of any drugs will not be done at school unless requested specifically, in writing from a physician, for a particular student.

It is the parent's responsibility to notify the school and keep a student at home if he/she exhibits any of the following: severe cough/cold, fever, respiratory symptoms accompanied by fever, sore throat, diarrhea/vomiting in 24 hours, red matted or draining eyes, skin eruptions/rash.

Emergency phone numbers are mandatory. We need **at least** two phone numbers for each student. We will always attempt to contact parents first.

SAFETY PLAN

The preschools have a Safety Plan to help protect your children. First Aid and CPR training are completed regularly for staff. A district wide response

plan has been developed to deal with emergencies. It is very important that you keep preschool staff aware of emergency phone numbers in case you need to be notified. Drills are practiced weekly during the first month of school and thereafter on a monthly basis. These drills include fire, preventative/emergency lockdowns and evacuations. All outside doors are locked at all times.

EMERGENCY DRILLS

Students will be informed of the appropriate action to take in an emergency. Drills for fire and other emergencies shall be conducted each school year in accordance with the requirements of New Mexico Statute. Each preschool will conduct at least one drill per week during the first month and a minimum of four additional drills during the remainder of the school year. These include preventative/emergency lockdown drills, evacuation drills and fire drills. You will be notified when a drill has taken place. Please make sure your current email is on file with the preschool.

Farmington Preschool Academies Classroom Placement:

All students are placed in classrooms with peers from their elementary school district, when possible. When they progress to kindergarten, they will have relationships established and have familiar faces during the transition from preschool.

Farmington Preschool Academy East

There are three ways students enter FPA East for special education intervention. All students must be three years old to receive services.

Transfer students already have an Individualized Education Program (IEP) and relocate to Farmington Municipal Schools.

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

Part C to Part B Transition takes place when a child has been receiving early intervention (25% delay) with a group such as Roundtree or Growing In Beauty (Part C). Following evaluations and qualification with at least a 30%

delay in a specified area, FPA East (Part B) takes over the serving of those students on the child's third birthday. IEP goals are written for each student in the area(s) in which s/he qualifies. Progress reports are given every nine weeks and are used to guide and improve instruction.

Farmington Preschool Academy East PEER STUDENTS

The Peer Student program is designed for typically developing children who do not qualify for special education services to enroll at FPA East. Many students already act as role models in play and readiness skills and we want to be sure that we have good role models also for language and articulation and behavior. Parents who wish to enroll their children for the peer student program have the same paperwork requirements as the other students. FPA East maintains a 1:4 adult-to-student ratio. Peer students must be three years old and potty-trained. They may be placed in a classroom with students in other elementary districts depending on available spaces. Following one year of attendance as a three-year-old peer, they will be placed in the NM PreK program to allow for more students to attend all programs.

FPA East TRANSITION TO KINDERGARTEN

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

FPA East TRANSPORTATION

Transportation to and from FPA East is offered by the school district as a related service in your child's IEP. Each bus is equipped with seat belts, bus driver, assistant, and radio contact with the bus yard. When a change in your child's pick up or take-home point is necessary, please **call FPA East** to give us the new information. We will fax the information to the bus yard. **Normally THREE (3) DAYS ARE NEEDED TO MAKE CHANGES.** The transportation department coordinates a district-wide schedule and arranges all bus schedules. Therefore, frequent changes or disruptions in schedules are discouraged, as they affect other children and drivers. Please get to know your child's bus driver(s), as they may be your best source for busing information. If your child is sick, not coming to school, or if you are

bringing your child, please call the bus yard and give them as much advance notice as possible. If your child misses the bus three days in a row and you have not called, the bus will stop coming by your house. You must then call the bus yard to begin services again.

Preschool children **MAY NOT BE LEFT HOME UNATTENDED** or left with strangers or siblings under 18 years of age without prior approval. Be sure to communicate any changes with the bus drivers. When no one is home to receive a child, the drivers may radio the bus yard to phone you and drive by your home twice (time permitting). If no one is home on the second attempt, children are normally returned to school but only as a last resort.

Riding a school bus is a privilege and carries some responsibilities on the part of the student. Students are required to cooperate and follow bus safety rules. If the student fails to follow the rules, parent, and teacher will receive a notice. If the problem is not resolved, suspension from bus privileges may be imposed. Parents who transport need to bring their student inside and check him/her in with an adult in the foyer. Please check in at the office to sign your child out prior to picking them up.

FPA East ATTENDANCE for students with IEPs and Peer Students

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

NM PREK PRESCHOOLS - FPA East/West Applicat Enrollment

Parents must complete registration online. Items to be included: the child's birth certificate, immunization record and current proof of residence, (utility bill or rental agreement). Registration will need to be complete to be accepted for enrollment or be placed on a waiting list. An updated proof of residence or vaccination record is required at the time the student is enrolled. Teachers will contact parents at the beginning of the school year to arrange a time for a home visit so the students can meet the teachers in the home environment.

If you have completed an online registration and have not heard from us, please call the preschools. If all NM PreK slots are full, your child's name will be placed on a waiting list and our office will call you as soon as an opening is available. For this reason, please keep us informed of changes in email addresses and phone/contact numbers.

FPA West Attendance for students in the NM PreK program

If your student is ill, please call the school so the teacher can be notified and the absence can be parent-verified. Please value the preschool education opportunity and have your child at school as much as possible! Consistent attendance gives your child the message that school is important and that they are important.

Have your student at school on time so that he/she does not miss valuable instruction time. While it may appear that students are just playing, teachers carefully plan activities to maximize learning and socialization.

We understand when there are family events or emergencies that prevent your child coming to school. A phone call is considered parent verification of an absence.

If you have not called us after your child has been absent for three days, you should get a phone call from the teacher. After seven days absent, you will receive a call or letter from the office. The NMPED monitors our student attendance. If students miss ten consecutive days that are not parent verified, we are required to disenroll them.

NM PREK Eligibility, Recruitment, Selection, Enrollment & Attendance Plan / Availability of Program and How Families are Notified

NM PreK serves Farmington students during their year immediately preceding kindergarten. These programs are funded by NM PreK within the NM Public Education Department and are available at no cost to families. Enrollment, application and registration information is posted on the preschool and district Facebook pages and websites. Flyers and brochures may be available to all ten elementary schools in the Farmington School District and may also be placed with Community Centers, Farmington Museum and WIC office. Many families find out about the NM PreK program by word-of-mouth.

FPA West NM PreK RECRUITMENT

Parents are encouraged to enroll any child who resides in Farmington Municipal School District and meets the age requirement; students must be four years old on August 31st. Each spring, enrollment is opened for the following school year. Families are encouraged to visit the school (if possible) and information is available at any time at the PreK site.

FPA West NM PreK PRIORITIES FOR ENROLLMENT

As some Title I funds are used as supplemental funding, we are required to have at least 66% of our students from the elementary school areas that qualify for Title I funding: Animas, Apache, Bluffview, Esperanza, McCormick, McKinley, Mesa Verde, Northeast. We also accept students from the Country Club and Ladera attendance areas. We are excited to be an inclusion program, partnering with FPA East so that each class may have three or four students that receive special education services. This also requires limiting our class sizes to approximately eighteen students. If classes are full, students will be put on a waiting list and enrolled when openings become available.

FPA West NM PreK TRANSPORTATION

Parents of students attending **FPA West** preschools are encouraged to provide transportation when possible. A bus is available, however, to transport children. Transportation is provided to and from a student's home school. Arrangements can be made with transportation to transfer students to another bus that will pick up/drop them off closer to home. If preschool students must transfer to another bus, the preschool driver makes sure they get on their correct bus. Transfers occur at an elementary school, where preschool students arrive prior to the elementary school students being released at the end of the day.

An adult must always accompany PreK students on and off the bus.

Please Note: Parents, if you have other children in your family, who walk or ride the bus, OR as a kindergarten student, your child would walk or ride the bus, this is what would determine your child to be either a walker or a bus rider.

PRESCHOOL WAIVERS

Farmington Preschool Academies are committed to provide quality education services for students residing in our school attendance zone. Parents who do not live in the Farmington Schools attendance areas may request a waiver for their child following district procedures. Preschool waivers are to be submitted directly to Farmington Preschool Academies. Approval is dependent on current preschool class enrollment and will be considered on a case-by-case basis. Transportation is not provided for students on a waiver.

Waivers must be resubmitted and reviewed each year and are subject to revocation. Waivers will be reviewed and acted on as soon as possible after projections for students and staffing is determined. Due to projections, preschool waivers may be delayed until the start of the school year.

CONFIDENTIALITY

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

FAMILY PARTICIPATION

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

As required by NM PED, NM PreK parents will be asked to help complete the "Ages and Stages Questionnaire 3 and ASQ Social Emotional Questionnaire." These are called screening tools because they give the teachers baseline information on the individual child. (They are **not** used to 'screen' students in to nor out of the program.) Information in these documents, as well as any information that you provide, is confidential and used to show growth in these areas.

PARENT SUPPORT GROUPS

There are many support groups already in existence throughout our community for parents whose child has a specific disability or diagnosis. We will attempt to provide information regarding meeting dates and times.

SURVEYS

Surveys will be conducted each year improve our services to students and their families.

Farmington Preschool Academy Council (FPA Council)

The preschools welcome input from the parents of our students and community members. In order for parents to be well informed about preschool operations and to provide input, a parent advisory committee (FPA Council) will meet at least three times during the school year. The dates of these meetings will be announced at the beginning of the school year.

A. Each public school shall create an advisory "school council" to assist the school principal and staff with school-based decision-making and to involve parents in their children's education.

B. A school council shall be created and its membership elected in accordance with local school board rule. School council membership shall reflect an equitable balance between school employees and parents and community members. At least one community member shall represent the business community, if such person is available. The school principal may serve as chairman. The school principal shall be an active member of the school council.

C. The school council shall:

(1) work with the school principal and give advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curricula and on the public school's proposed and actual budgets;

(2) develop creative ways to involve parents in the schools

(3) where appropriate, coordinate with any existing workforce development boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities; and

(4) serve as the champion for students in building community support for schools and encouraging greater community participation in the public schools.

VOLUNTEER PROGRAM

If state health mandates allow, parents and families will have the opportunity to volunteer at both preschools to assist in duties of an

educational nature on a regular basis throughout the school year. Volunteers will be trained on crucial topics and will complete paperwork and background check, including fingerprinting (around \$40).

NEWSLETTERS

Each month a preschool newsletter will be available to let you know about upcoming events, themes in teaching, and other preschool news. These newsletters will be placed on Facebook and our preschool website and may be emailed to you. If you have any items or announcements that you would like to share, please give us a call. We will also try to include helpful hints or activities you can do with your child at home. A classroom newsletter may also be available periodically to help you stay involved and knowledgeable about your child's education.

SPECIAL NOTES

Frequently special notes requiring your attention are sent home with your child. These are typically on colored paper. PLEASE check your student's folder and backpack for these notes. We want to ensure you receive all vital information. We will also use emails, School Messenger, Facebook, and our preschool website.

COMMUNICATION FOLDERS

Each child at the preschools is supplied with a folder to help facilitate communication between home and school. We encourage you to communicate frequently to tell us the important information and exciting things your child is doing at home. We will check folders daily, and we will send information to you through email about school news and what's going on in the classroom. Families, please do not rely on the communication folder when the information is vital and needs immediate attention. In this case, we call immediately.

MEDICAID IN THE SCHOOLS

Farmington Municipal Schools bill Medicaid for reimbursement of services with the school program such as: speech, occupational and physical therapy that a student receives while in the school setting. The money gained helps pay for nursing and other services. A copy of the student's Medicaid card may be necessary in order for billing to take place.

INDIAN EDUCATION

In order for Native American children to receive services from the Office of Indian Education, they must provide a Certificate of Indian Blood (CIB). All new and returning students will be required to present a CIB before services are provided. The CIB must be issued for the student, not the parent. Enrollment forms will be sent to each student. Please fill them out and return them as soon as possible so your student can receive Indian Education Services.

LEGAL ISSUES

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

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

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

CLOTHING NEEDS

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

DIAPERS

All students who wear diapers or "pull-ups" need to bring a supply with them to school. Please make sure they are labeled. When your child's supply begins

to run low, we will send you a note. Be sure to communicate your needs with your child's teacher/assistants for those students who are working on potty training. We will assist your child.

DISCIPLINARY POLICY

The staff at the preschools believe that students can learn appropriate behavior, which enhances their overall growth and development and at the same time promotes a strong sense of self worth.

Classrooms have a daily routine, which provides the kind of structure and boundaries that enhance the growth of positive behavior patterns. Boundaries are set and enforced so the students know what they may and may not do. Rules are few but important for young children. All students attending the preschools will follow the Farmington Municipal Schools District school-wide discipline plan. In addition, we have adopted the same basic classroom rules throughout the building, which include the following:

Be Safe

Be a Listener

Be a Helper

Be Healthy

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

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

1. Redirection - the teacher will show or tell the student the appropriate way to behave.
2. Praise - the staff praise students acting appropriately.
3. Removal from activity - staff would explain why the student was not allowed to continue the activity. The teacher would remove student to an area where they can calm down. The teacher or other adult will stay with the student until they are ready to return to the activity.
4. Thinking Time - the student might be removed from an activity and asked to sit in a 'thinking chair' for one minute for each year of age to think about their behavior with an adult present. Teacher may have a conference with parents if it is necessary. If appropriate, an

intervention for a functional behavior review and behavior plan may be completed with the parent.

5. All staff are required to be trained annually to safely restrain an individual as a last resort following guidelines from the Crisis Prevention Institute (CPI). The primary focus of this program is to first defuse and de-escalate the inappropriate behavior and teach the appropriate desired behavior.

ART ACTIVITIES

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

SHOW AND TELL

Some teachers encourage students to bring things from home for Show and Tell. We would appreciate it if your student would bring only **one item** at a time. Our special time for show and tell varies with teachers. Check with your student's teacher for the show and tell day. District policy says **no play weapons or pets** are allowed, so please keep this in mind when choosing what your student is bringing. Show and tell items are put in cubbies and left there so that they are sure to go home with the right student. Please label, show and tell items to guarantee it is returned home with your student.

INDEPENDENT DRESSING SKILLS

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

MEALS: BREAKFAST AND LUNCH

Farmington Municipal Schools and schools across America are meeting new national standards for school lunches this school year. School lunches now include more fruits, vegetables, and whole grain-rich foods; only fat-free or low-fat milk; "right-size" meals with portions designed for a child's age; and less saturated fat, trans fat and sodium. Farmington Preschool Academies serve the same meals as the rest of the schools in the district. If your student has a specific nutritional or diet need or restriction, PLEASE let us know immediately. We will be happy to make necessary accommodations. If your student requires supplements beyond meals, please talk to your student's teacher. Depending on the dietary concern, a doctor's statement and/or related school documentation is required to provide alternative meal choices.

ENGLISH LANGUAGE LEARNERS

Farmington preschools respect and celebrate the diversity of our families. For families who have children who speak languages other than English, the preschools will make every effort to place their children with a teacher who is bilingual or has a Teachers of English to Speakers of Other Languages (TESOL) endorsement. Translators and interpreters will be provided for IEP and other meetings, as well as for paperwork.

EARLY LEARNING GUIDELINES / ESSENTIAL INDICATORS / PORTFOLIOS

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



PRESCHOOL LITERACY PROGRAM

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

PRESCHOOL CURRICULUM

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

research based and can be accessed at

<https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>

Connect4Learning (C4L) is a research-based, interdisciplinary, holistic, playful program designed around learning trajectories. The lessons are based on the most effective practices for teaching math, science, literacy and social-emotional learning.

Heggerty Phonemic Awareness is a supplementary program that targets phonemes (sounds), deals with spoken language, has lessons that are auditory and helps students manipulate sounds in words. The lesson components use nursery rhymes and include phonemic awareness skills and early literacy skills of alphabet knowledge and language awareness.

Handwriting Without Tears (HWT) is a multisensory program that enables students to develop their readiness and school skills. The program includes using wood pieces, magic boards, chalkboards, modeling clay, workbooks, and music. (may be used in centers).

Early Learning Second Step: addresses social-emotional skills. Instruction includes: Skills for Learning, Empathy, Emotion Management, Friendship Skills, and Problem Solving. The program has been carefully designed to guide children to learn, practice, and apply skills for self-regulation and social-emotional competence.

PAX

Imagine if you found a simple, inexpensive tool that can positively change the lives of all the students in a classroom, school or community.

Farmington Preschool Academies use such a tool, called **PAX Good Behavior Game** in our classrooms. How does this tool help your child? It is a proven strategy with more than thirty years of scientific study that shows how PAX Game leads to reduced classroom disruptions, fewer symptoms of inattention and impulsivity, reduced aggression, fewer referrals and suspensions and more teaching time.

The Game is played three times a day during regular classroom instruction. The students in the class help define the rules that are set up to create a more "wonderful school". They play in teams chosen by the teacher. Teams get a "spleem" for disruptive behavior, if they have three or less their team still wins. The winning teams then get a "Granny Wacky" prize which is a 10-30-second fun exercise in the classroom, such as tip toe tag, air guitar, make animal noises, etc.

During this game, the students are exercising the portion of their brain that

controls impulsivity. They also learn to support one another rather than make fun of each other. All of this helps to reduce inattention and disruptions, which in turn, enhances learning. Ask your child about the game in their classroom.

If you are interested in seeing any of the curriculum programs, please contact your student's teacher.

Farmington Preschool Academy Homework and Assignment Policy

Homework Guidelines:

Farmington preschools recognize that the research for homework at the preschool level is not supportive.¹ The schools, however, are supportive of an effort to prepare students for transition to kindergarten. Therefore, the primary focus and purpose of 'homework' at this level is family interaction. This is in contrast to the more independent nature of the homework following the transition to elementary school.

Homework, for students with special needs, ages 3-5, is an essential way to communicate the student's academic, social, and Individual Education Program (IEP) goals with their families and caregivers. Activities allow the child to practice what has already been mastered at school and provides an opportunity to apply these skills in order to *generalize* them at home. Doing so not only deepens the student's mastery, but also increases retention.

Homework Guiding Principles:

1. Homework is not mandatory and should be completed without pressuring the child.
2. Students should be able to complete the tasks independently once instructions are known, while at the same foster positive interactions with parents and caregivers.
3. The activities must be:
 - a. Enjoyable & motivating: Involve play,
 - b. Meaningful: Developmentally appropriate,
 - c. Differentiate: Related to the child's IEP, and
 - d. Related to real life: Match Socks, Set the Table...etc.

¹ Dewar, Gwen, Ph.D. Homework for Young Children: Is it Justified, 2011-13
Rothbart & Rueda, 2005

² KY Dept. of Ed – Preschool Program Guidance for Developmentally Appropriate Practice of Workbook, Test Sheets & Dittos, Nov. 2011

4. Homework should have an end product, or observation, to document effectiveness.
5. Preschools may provide weekly homework opportunities, and special, monthly family/caregiver project kits, including all required resources.
6. Homework should include a daily 5 minutes "Read-To Time" and a 5-10 minutes weekly parent/child Activity.

In-School Assignment Policy

In-School Assignments have three purposes: practice, preview, and evidence. Those assignments designated as evidence will be evaluated for developmentally appropriate proficiency and recorded. The proficiency score received indicates how well the student has mastered the content.

Teacher involvement Includes:

- Fostering time-on-task and independence,
- Checking and reviewing assignments, and
- Providing timely and specific feedback.

Parent/Caregivers' Involvement include:

- Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance on classroom assignments,
- Inquiring about learning goals, focus, and level of proficiency, and
- Supporting the school in regard to the students' being given meaningful assignments.

This policy Must Be:

- Approved by the District Instructional Team,
- Reviewed annually,
- Introduced at the beginning of each school year, and
- Posted in classrooms, school website, and Parent/Teacher Handbook.

DAILY ROUTINES

Breakfast & Lunch:

Breakfast is served for AM students and lunch is served for PM students. Both meals are provided for full day students. This is a great time for students to socially interact with peers and teachers. It is also a great time to work on requesting, taking turns, sharing, and manners. The preschools participate in family style dining when possible and are encouraged to serve their own food and clear their dishes. Afterwards they clear and wash their place at the table.

Bathroom Time

This is an opportunity to work on increasing the student's independence. Adults always accompany the students into the bathroom area. We explain to the students that we are washing away germs and teach them the proper way to wash. This is also a great time to work on rote counting.

Circle Time

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

Centers

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

PROFESSIONAL QUALIFICATIONS

The federal, No Child Left Behind, and the state, Public School Code permits you as a parent, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal(s) who may work with your child.

Parents will be notified when a student's teacher is out for more than four weeks and licensed teachers are required to be used as substitutes for classroom teachers who are out for more than four weeks.

If you are interested in requesting this information, please contact one of the preschool secretaries.