

MOSQUERO PREK
FAMILY HANDBOOK



Discover the
Treasure of Education

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Mission Statement

Mosquero PreK offers a play-based preschool learning environment, with an emphasis on developing socio-emotional skills. We use evidence based curriculum and classroom management practices to give preschool children a foundation for school-readiness. Structured routines provide a comfortable, predictable day for students; however, we also embrace teachable moments whenever they arise and strive to maintain flexibility to pursue student interests. Mosquero PreK staff are committed to building positive relationships with children and families. We also engage in professional development opportunities to continue improving the program and our ability to meet each child's individual needs.

The Mosquero PreK program is designed for children ages 3 to 4 years old by August 31 and is an integrated school-based program that provides services for children with developmentally delays and children developing typically. Children with identified developmental delays may be enrolled in school as soon as they reach the age of three during the school year. We are part of the New Mexico PreK Initiative, a voluntary program funded by the State of New Mexico. For more information, please visit newmexicoprek.org

The Purpose of New Mexico PreK

- Increase access to voluntary high-quality pre-kindergarten programs
- Provide developmentally appropriate activities for New Mexico children
- Expand early childhood community capacity
- Support linguistically and culturally appropriate curriculum
- Focus on school readiness

Teachers carefully plan indoor and outdoor activities based on what children need to learn in seven areas:

- Listening, language, reading, and writing
- Science
- Counting, shapes, sorting and measuring
- Coordination, hygiene, health, and well-being
- Art, music, and movement
- Independence, problem-solving, thinking and perseverance
- Appropriate behavior, social skills and being a part of a group

You won't see children sitting quietly at desks in a PreK classroom.

PreK children are active – busy – working.

Recruitment

Mosquero Schools will conduct an annual child find for the purpose of identifying students, which will be advertised in the community. Enrollment forms are accepted throughout the year; if our class is full according to the guidelines below, we will place your child on our waitlist.

Enrollment ****SEE COVID-19 ADDENDUM ATTACHED****

Requirements

Students must be 3 or 4 years old before September 1st, 2020 and toilet trained unless identified with a developmental delay.

Mosquero Schools requires that all students register with the district enrollment form, current immunization records and birth certificate. NM PreK requires a certificate of both current medical and dental examinations. These forms are available at the main office and will be included in the PreK enrollment packet.

Priority

It is the intent of Mosquero Municipal Schools to limit the class size to the largest number allowable, based on

qualified personnel. This number may vary according to the needs of the students. If a Priority 1 (in-district DD) student enrolls after a class is full, another student at the lowest enrolled priority level may have to be disenrolled.

1. In-district students with identified developmental delays (DD)
2. 4 year olds of District employees/students
3. 3 year olds of District employees/students
4. In-district 4 year olds
5. In-district 3 year olds
6. Out-of-district students will be accepted on a case by case basis as class size allows

Withdrawal

If families decide to disenroll their child, we request a two-week's written notice. Often, disenrollment is due to reasons such as relocation. However, we also recognize that not every situation is appropriate for every child. If for any reason this program is found unsatisfactory for any particular child, we will attempt to discuss this with the family to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the family and/or program may choose to terminate the arrangement on a time line that is in the child's best interest.

Reasons that may result in the termination on behalf of the program are as follows:

1. Lack of cooperation from family with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
2. Abusive behaviors and/or verbal threats by family members toward program staff, students, or families.
3. Child exhibits special needs or needs related to a serious illness that is not possible to meet at the program. In this case, the program staff will attempt to involve the family and possibly other resource persons (as appropriate), to decide together on the best course of action for this child.

Attendance

It is very important that your child is in school every day unless they are ill or other special circumstances exist. Compulsory attendance is not mandated for PreK students; however, the district will communicate with families regarding attendance.

Keep your child at home if he/she:

- Is feverish or has had a fever within the last 24 hours (yesterday)
- Coughs persistently (remind them to cover their mouths)
- Has vomited or had diarrhea within 24 hours of school (yesterday)
- Has pink eye or symptoms which might be pink eye
- Has a sore throat
- Has just developed a runny nose.
- Has been on antibiotics for strep or other contagious infections for less than 24 hours
- Is too "out of sorts" to participate in class activities
- Is not ready to fully participate in class activities, including outdoor play

We will send your child home:

- If child's oral temperature is 100.4 degrees Fahrenheit or greater or armpit temperature is 99.4 degrees Fahrenheit or greater and your child shows signs of illness
- If child vomits or has diarrhea
- If a staff member observes signs of contagious disease or severe illness in your child

If your child should become ill at school, we will make every effort to contact you or your emergency contacts to take them home. We are not equipped to keep ill children at school. Mosquero PreK cannot administer any medication without written permission from the parent or guardian.

School Calendar and Daily Schedules ****SEE COVID-19 ADDENDUM ATTACHED****

The Mosquero PreK program is offered Mondays and Wednesdays. We begin the Wednesday after Labor Day

and end at the same time as the K-12 program in May. Otherwise, unless you are notified differently, the preschool will follow the same calendar as the rest of the school. We will provide you with a school calendar at the beginning of the school year.

Arrival

Buses arrive at approximately 7:45 am. If you drop off your child, they should not arrive earlier than this time and be sure that a teacher or aide is aware of your child's arrival before you leave. Please call the school by 8:00 a.m. if your child will not be attending preschool that day or if your child will be unavoidably late.

Departure

Dismissal is at 4:00 p.m. If you need to pick your child up early, you must sign your child out in the main office. All children must be picked up by 4:05. When picking up your child at any time, be sure the teacher knows that he or she is leaving with you. If you are unable to pick up your child on time, and we are not aware of any alternative plans, we will attempt to contact you and/or the authorized persons in the child's file, followed by the authorities.

Persons Authorized to Pick Up Child

At the time of enrollment, parents must provide the names and telephone numbers of persons authorized to bring in and pick up the child. It is the parent or guardian's responsibility to notify the program of any changes in this authorization. If someone other than the authorized person (as indicated on the child's file) is to pick up your child, please notify the program in writing. We will release children to authorized persons only. All information on the emergency and authorization card and in your child's file must be kept current. It is your responsibility to inform the preschool of changes such as:

- New phone number and address of parent/guardians(s)
- Work place and phone number of parent/guardians(s)
- The name, address and phone number of the child's physician
- Persons authorized to pick up your child
- The phone number of emergency contacts

Schedule

We are very busy and keep moving all day long. The needs and interests of children will vary, but most days we will follow this general outline.

8:00 Welcome to Class & Circle Time
8:15 Fine Motor Table Work
8:30 Developmental Centers
9:30 Recess
10:00 Story time
10:30 Small Group
11:00 Lunch
11:30 Recess

2:30 Snack
2:45 Developmental Centers
3:30 Social Skills
4:00 Dismiss

12:00 Bathroom Break & Rest Set Up
12:15 Rest Time Begins
12:45 STEAM Activities Offered
1:30 Unit Theme Activities

Meals and Snacks

Breakfast will be provided by the school cafeteria at no cost and is available from 7:45 to 8:00 am. Lunch from the cafeteria will be \$2.00 for preschool students and student accounts can be prepaid or settled monthly. Free and reduced lunches are available to those who qualify. Refrigeration is available for lunches brought from home if needed. Afternoon snack will be provided through the approved School Lunch Program and meets USDA requirements.

If a child has any food allergies, you must notify the program in writing, including the symptoms resulting from the allergy and the remedies and precautions the school should take. If a child needs a special diet, the program must receive a statement from the child's physician describing the type of diet needed. The program will then make the necessary arrangements to accommodate this need.

Outdoor Play

We will play outdoors daily, weather permitting. Our playground, used only by the preschool class, is covered and features a safe, accessible rubber surface. If your child is well enough to be in the program, he or she will be considered well enough to participate in recess. You can help your child enjoy this outdoor time by ensuring that they are dressed for the existing weather conditions. In the summer, this includes sunscreen and hats; in winter, they may need boots, warm coats, mittens, and hats. Please be mindful that the weather may change throughout the day and send the things your child may need at the hottest or coldest part of the day. Items may be left at school for use as needed.

Children will not be taken outdoors in inclement weather, based on the judgment of program staff. In this event, children will still have periods of gross motor movement and play in the school gym. However, they will still be outdoors before and after school and need to dress appropriately, especially in the event of an evacuation drill.

Field Trips / Walks

Field trips and nature walks are considered an important part of the educational program and may be taken periodically to nearby locations. The program will provide the same responsible adult supervision for these excursions as is provided for the children while present at the preschool. Your permission for your child to participate in such excursions is part of this agreement.

Show and Tell

Students are offered the opportunity to participate in show and tell at regular intervals. Families will be informed when show and tell will occur. Social skills, vocabulary, counting, attribute identification, and many other skills can be developed through show and tell time. Students may participate with classroom items if they do not wish to bring something from home. All show and tell items must fit in the student's backpack. Mosquero PreK does not assume responsibility for items brought to class.

Family Engagement **SEE COVID-19 ADDENDUM ATTACHED******

****All visitors to the preschool classroom must check in at the main office****

Visitors are welcome to join our classroom and volunteer opportunities will be available. If it is necessary to talk with the teacher at length, please schedule a time outside of the instructional day. Home visits will take place in August before school begins, as arranged on a per family basis. Parent-teacher conferences will be held in October and April. Your child will be provided with a binder and spiral notebook to assist parent-teacher communication via handouts and personal notes, as well as send home examples of student work. We also have a bulletin board in the classroom where information such as the lunch menu and class newsletter will be posted.

Holiday parties (October, November, December, February, March/April) and special events in conjunction with learning activities will be scheduled throughout the year. Information regarding these family engagement events

will be provided as they are scheduled. Typical events include a dinner before the Missoula Children's Theater performance in September, the Fun For All Holiday Program in December, and Field Day in May. If you wish to bring a treat for your child's birthday, we invite you to come to the classroom at 3:00 pm on the selected day. If you would like to eat lunch in the cafeteria with your child, please call the office in the morning to get added to the lunch count. We eat lunch at 11:00 and the cost for an adult lunch is \$5.00.

Staff may share articles and information about topics which might be helpful to families, such as holiday travel tips or learning to share. If there are particular subjects you wish to learn more about, check with the staff to determine what information might be available. Please contact the school if there are special services you might feel your family needs and we will help to connect you to them. If there is sufficient interest, we may host family education workshops.

Supplies **SEE COVID-19 ADDENDUM ATTACHED******

Please label all items with your student's name. All classroom materials will be provided. In the event that providing these items creates a hardship for your family, please contact the program staff for assistance.

- Backpack, large enough for a 3-ring notebook, bedding and change of clothes
- Small blanket and pillowcase (pillow and sheet are provided)
- Water bottle
- One complete change of clothes, including socks and 2 pairs of underwear
- One pair of gym shoes to be used for indoor recess (do not need to be new, just clean)

Your child's health is important to us. Water bottles, blankets and pillowcases will be sent home with your child to be washed monthly or as-needed, such as after an illness or accident. Please send them back with your child promptly. Soiled clothing will be sent home the same day as the incident; please replace as soon as possible.

Special Education Procedures Plan

Screening and Referral

There are various screenings/tests that are performed on all PreK students including vision & hearing, conducted by the school nurse, and the Ages and Stages Questionnaire 3rd edition (ASQ-3) and Ages and Stages Questionnaire - Social Emotional, 2nd edition (ASQ-SE2), completed by family members. We also use the Early Childhood Observation Tool (ECOT) as required by NM PreK to assess student progress. All results are considered by staff when planning lessons and play opportunities for all children.

Children often participate in our Child Find Screenings planned throughout the school year. District and local service providers work collaboratively to identify individual needs and refer for additional testing as appropriate.

Preschool students experiencing difficulties in the classroom as identified by the teacher or family can be referred to the Student Assistance Team (SAT) or the Special Education Department by the teacher.

Families are encouraged to attend all meetings pertaining to your child's education and to participate by providing school personnel with any information that will assist in creating an effective educational plan for your child. School representatives will provide results from testing and guidance through the Individualized Education Plan (IEP) process to ensure clear understanding.

Once an IEP is in place for a child, teachers immediately implement the modifications and accommodations stated in the IEP to support the learning needs of the child. The Mosquero PreK Program is designed to be all inclusive, providing opportunities for peers to be role models in the program.

Students who enter with an IEP or have received services from an Infant Toddler Program

Any child entering the Mosquero School District with a current Individualized Educational Plan will be directed to the Special Education Department to begin the transfer IEP process. All services will be in place as the current IEP states until the transfer process is complete.

Behavior

Our classroom will be a place for fun and safe learning. Many behavior issues can be averted through the careful development of positive relationships with students and inclusive, supportive environments. Children needing more assistance will be provided with targeted socio-emotional guidance and/or intensive intervention. All of these measures are supported by our staff who are committed to implementing evidence-based practices such as those found in the Pyramid Model, with which we have been extensively trained.

One such example of positive behavior management is our classroom “Zen Zone.” Sometimes, students may need a quiet break in a place where they will have access to books, fidget toys, and tools for the emotional self-regulation strategies that we will all learn. More information will be provided on the program we will use (The Zones of Regulation) so that you can try it at home as well. Children may be invited to spend a few minutes in the Zen Zone as appropriate, or self-elect to take a break as they learn to recognize and handle their feelings. Many times, this short “reset” will be enough to help them be ready to return and learn.

Recurring and/or escalating behavior issues will be addressed per the MMS Student Handbook on a case-by-case basis with input from school administration and parents/guardians.

Transition Plan

Transitioning from preschool to kindergarten can be a scary time for children and families. However, Mosquero PreK students are frequently involved in school-wide activities with students of all ages and see the kindergarten teacher often as we are a very small campus. At the end of the year, your child will be able to visit the Kindergarten class for a special day of fun and bring home information about how to prepare for the next year. We will also have a PreK graduation at the school awards assembly in May.

Transportation **SEE COVID-19 ADDENDUM ATTACHED******

Due to our rural location, all transportation for the Mosquero PreK Program is arranged through the school district. Please contact the transportation director through the school office immediately to make bus arrangements.

Abuse and Neglect Policy

All staff must report any suspected physical abuse, sexual abuse, or neglect to the proper authorities as mandated in the New Mexico Children's Code (New Mexico State Statute 30-6-1)

Feedback/Suggestions/Grievances

Our staff welcomes comments and suggestions to improve the quality of care for your child. When areas of concern arise, parents should report the problem to the classroom teacher, who will hear your suggestion and/or grievance and attempt to work through the problem. Parents are urged to be direct and candid with the teacher when they have concerns. If you feel you have been unable to resolve your concerns with the teacher or you are unable to deal with this person directly, you should contact the superintendent.

Mosquero PreK

Parent/Guardian Policy Agreement

I understand that the information in the Family Handbook is critical. I have received a copy of the current handbook, and I have read it (or will do so) prior to the beginning of the school year.

It is my responsibility to see that the school has up-to-date information on my child at all times. Should my or my child's contact information change, including that of emergency contacts, I will inform the school immediately.

I understand that my child cannot be admitted to class without an up-to-date immunization record on file. It is my responsibility to keep that record current.

I will attend all family meetings as scheduled by the program staff, or arrange for alternative meeting times to discuss my child's progress and needs.

I understand that I must not bring my child to school before 7:45 a.m. or leave him or her at the preschool after 4:05 p.m.

I understand and agree that photographs or video recordings, which may include my child, may be made at Mosquero PreK and that these photographs or video recordings may be used for educational or promotional purposes or otherwise displayed or reproduced in the course of business at Mosquero PreK.

I understand that important school news may be placed in my child's Communication Notebook throughout the school year. I agree to be responsible for securing this information in order to keep updated on important school events and activities.

Parent/Guardian Signature

Date

**** COVID-19 ADDENDUM ****

Updated August 2020

The 2020-2021 school year brings several changes to our program, and these will also vary according to current public health orders. In addition to increased cleaning and sanitizing of the classroom and supplies, please see a summary below. We take your child's health and safety seriously. Please contact us with any questions or concerns.

Enrollment

In order to maintain a 1:5 staff to student ratio, we will be limiting enrollment to 10 students.

Medical exams may be completed by scheduling an appointment with our school nurse or through your own practitioner.

School Calendar and Daily Schedules

Family members and volunteers will not be allowed into the classroom at this time. Staff members will meet you for staggered drop-off (7:45-8:00 am) and pick-up (4:00-4:15 pm) outside the entrance to the Pre-K Building in a designated area following physical distancing guidelines. Daily temperature checks will be administered and no child with a fever will be allowed inside.

Family Engagement

"Home visits" will happen virtually or in a physically distanced setting of the family's choice.

No family engagement class events will be held in person, but we will inform you about alternative ways for you to engage with our class and educational opportunities. Many photos and videos will be shared on our Class Dojo Platform throughout the school day so that you can share in your child's experience.

Our class will be eating in the classroom to reduce contact with others on campus.

Supplies

Students will also need to bring 2 face coverings as part of their supplies. Additional coverings will be available from the program if necessary.

Program provided supplies such as crayons, scissors, etc. will be sorted into individual boxes for each student and labeled to reduce cross contamination. Duplicate items/toys will be provided in centers when possible and cleaned or rotated between free choice play sessions.

Transportation

Temperature checks will also be conducted at bus stops. Students will be seated two per seat or individually if space allows.