



Family Handbook

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For the health and safety of all children and adults, ACG is a smoke-free facility.

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Mission Statement

A Child's Garden Preschool (ACG), a non-sectarian community outreach program of First Presbyterian Church (FPC), is committed to providing a developmentally appropriate learning environment for a diverse population of young children respectful of the individual needs, cultural heritage and identity of each child.

When requested, ACG will make every effort to translate this Family Handbook and other information into a language the family understands.

Philosophy of A Child's Garden Preschool

A Child's Garden is a fully inclusive program that accepts children of all abilities, of all backgrounds and all socio-economic levels. The program is relationship-based, with a strong focus on learning through play, incorporating best early childhood practices and quality standards from the National Association for the Education of Young Children (NAEYC) and the New Mexico Department of Children, Youth and Families (CYFD).

The teaching staff at ACG recognize that all children are unique and learn differently and at different rates. Children are active learners, acquiring knowledge and learning through their daily experiences at home and in the classroom. At ACG, we value each child is an individual, with unique strengths, interests, temperament, personality and approaches to learning. Our environment is sensitive to the child's individual needs.

Early childhood learning emphasizes cooperative play in an atmosphere of acceptance and respect. Mutual respect among staff and families is important for all who interact with children. When staff members recognize and value the beliefs, customs and traditions of each family, the entire community benefits. Staff members work as partners with families in planning and setting goals for their children. The curriculum is aligned with the assessment of each child's needs and stage of development.

ACG Inclusion Philosophy

ACG welcomes children and families of all backgrounds and abilities to the program. Children with identified special needs are included as much as possible with their typically developing peers in all activities. Identified special needs are defined as a developmental delay, a diagnosed condition, a social and or, emotional or behavioral concern, a medically defined allergic response, an extenuating family issue. ACG staff members collaborate with organizations and members of the community with training to address specific situations, including contracting with a Licensed Independent Social Worker on a regular basis. If a physician has ordered a special medical or dental management procedure for a child in care, an adult trained in the procedure will be on site whenever the child is present. ACG works with Albuquerque Public Schools (APS) Child Find and also welcomes children's individual therapists to provide services on site, in order to provide the *least restrictive environment* for each child's learning opportunities. Children that receive services on site enable staff members to be made aware of the identified skills and techniques most helpful for a child's development. ACG staff members suggest referrals for developmental screenings when observations provide evidence that a child could benefit from specific developmental encouragement other than what is provided in an ACG classroom.

Children of all abilities learn from each other in a mutually beneficial environment. ACG believes that all children deserve an opportunity to develop, learn and grow with their peers. Staff members utilize all possible resources in order to encourage children and their families to remain in the program with children of differing abilities. To maintain an inclusive environment, if a child presents behavior or other special needs that may require intervention, after careful consultation with staff, family and collaborating support services, an intervention plan will be created. The plan will be created in collaboration with the ACG Staff, the Director, the parents/guardians and the social worker. If, after the aforementioned plan has been implemented, complied with, reviewed and evaluated, the Director and staff feel that ACG is not the best placement for the enrolled child, regardless of ability, the administration reserves the right to dis-enroll.

Program Information

National Accreditation: ACG is accredited by National Association for the Education for Young Children (NAEYC) which accredits high quality early childhood programs. Maintaining the accreditation calls for a high level of program planning as well as family participation. During the years that the accreditation renewal process is scheduled, family input is especially valuable. The next accreditation year will be 2023. As we proceed with a continuous self-evaluation, we appreciate and respect the objectivity of families at ACG.

The Board: This is the policy-making body of ACG. It is composed of members of the community, FPC, as well as family members of children who are currently enrolled and who have shown an interest in making this kind of commitment to the operation of the school. The board meets monthly during the school year to take care of the business of the school, ordinarily on the third Wednesday of each month, from 11:30-1:00. Board members have responsibility for anticipating and planning for the financial needs of the school. Much of the work of the board is carried out by its committees (ie Family Involvement Committee, Scholarship Committee, etc.) who report at the monthly meeting of the full board. Board meetings are open to the public with the exception of times when personnel matters are discussed. The preschool is indebted to the expertise and time commitment of these people who insure that the preschool is equipped and maintains the high standards of a quality program.

Family Education: The preschool offers opportunities for participation in classes on various aspects of child rearing by either offering workshops on site or by referral. Some topics in the past have included: separation, sibling rivalry, and nutrition education, transition to kindergarten, family stress, and dealing with the aggressive child. Offerings in the community are often found in the Garden News weekly newsletter.

Resources for Families: In addition to the workshops, etc. the preschool makes available articles and information which might be helpful to families. If there are particular topics you wish to pursue, check with teachers or the director to determine what information might be available. We also keep a referral list for special services which you might feel your family needs, and we are happy to provide these to you. Family crises can affect (and usually do) your child's preschool experience. It is very helpful if you can alert your child's teacher of events which may be creating stress in your child's life. ACG has a contract with a Licensed Independent Social Worker, who is available for support through transitions and/or crises. Please see the director if you wish to schedule a time with the social worker.

Schedules

DAILY SCHEDULE: Detailed schedule posted in individual classrooms

Sample schedule:

- Early extended care (7:30 am-9:00 am)
- Greeting/Bathroom
- Outside
- Self-selection/Bathroom
- Snack
- Circle
- Drama/Art
- Bathroom
- Lunch/pick up (1:00 pm)
- Rest
- Snack/pick-up (3:00 pm)
- After extended care (3:00-5:30pm)

STAFFING SCHEDULE: Detailed schedule posted in the office

- Early care staff begins at 7:15 A.M.
- Teachers begin at 8:30 – 3:30
- Aftercare staff stay until 5:30 P.M.

SNOW DAYS: When Albuquerque Public Schools (APS) observes a snow closing, ACG is also closed. When APS observes an “Abbreviated Day” ACG will open at 9:30 for early care and 10:00 for regular classes. APS/ACG information is available on KOB-TV, radio and the internet for weather related delays or closings.

Extended Care

Reservations: Emergency drop-in reservations may be requested by contacting the office. The Director will determine each request on a case by case basis as space is available. All other extended care reservations may be requested with minimum two business day advance notice. Forms for this service are provided below the family community board. Completed forms should be turned into the office. Any change in an extended care reservation should be made in the office at least one business day in advance of the reservation. Otherwise, the fee will remain for the scheduled reservation. Children picked up after the regular class dismissal time must have extended care reservations to avoid late charges, and more importantly, confusion about why the child has not been picked up. Extended reservation fees are due by the 10th of the following month after the reservation date. If fees are not paid, reservations will no longer be available for that family until the balance is paid. In addition, outstanding fees are subject to late fees. If your child does not stay regularly, it is important to notify the teacher in order to facilitate the transition for the child. If extended care is a regular need, we recommend that families contact the office to request for the full day. It is more cost effective for families and more efficient for bookkeeping purposes. Schedule changes may be requested by contacting the office. All schedule changes require a 30-day written notice and all necessary documents, fees and payments will be required.

Sign-Out: It is imperative that each child be signed out on the classroom sign-out sheet and that the approved adult accompanying the child initial by the time. Falsification of time to avoid extra charges is subject to review and verification by early and after care staff. If no one on the approved list is able to pick up your child, please make alternative arrangements with the director.

Early Care (7:30-8:30/7:30-9:00): Children may arrive as early as 7:30 for our early care. Early care for each age group rotate between the age group classrooms.

After Care (1:00-5:30/3:00 - 5:30/4:30-5:30): Children from extended day classes may stay until 5:30. Indoor and outdoor self-selection activities are offered. The school provides an afternoon snack after 4:00 for those scheduled for after care.

Extended care: Children who arrive prior to 8:25 or 8:55 a.m. and/or are picked up after 1:10, 3:10 or 4:40 p.m. will be noted in early care or after care and families will be charged accordingly.

Sleeping arrangements: All children enrolled for extended day schedules (after 1:00) are provided a cot for rest time. Each family is asked to supply a blanket if desired for the cot, which should be laundered weekly or when soiled. Nap supplies for each child are stored separately, and cots are placed at least three feet apart when in use.

Absences and Prompt Arrival: Please inform the school when your child will be absent. This is especially important when the class is going on a field trip. It is vital to know when you will be out for an extended period of time for illness or a trip. Make up days are not possible. Prompt arrival (if your child is due to arrive at 9:00) is important for the continuity of the program and the proper transition for your child. ACG Staff members plan for the program in each classroom to begin at 9:00. Late arrival may cause a problematic transition for the child and should be avoided to maintain the continuity of the program.

NOTE: if your child is absent for more than 2 consecutive week days and the school is NOT notified of a reason of absence prior or during the 2 days, the school will assume the child has a contagious disease and will require a doctor's note in order for the child to return. Doctor's notes should provide the child's diagnosis, if the diagnosis is a contagious illness and when the child is able to return to school. The school can be contacted by email: achildsgarden@firstpresabq.org or by phone: 505-764-2920. A voicemail must be left if no one is available to take your call.

Calendar

ACG follows a school calendar, which typically parallels the traditional Albuquerque Public School (APS) calendar for breaks and holidays. Summer session are offered in June and part of July. Interim care is offered on an as needed basis for most of the weeks that ACG is otherwise closed at an additional cost. Ordinarily interim care is not provided for individual closure days, such as Staff Development Days as part of our ongoing staff training. We do take additional days for family teacher conferences, which are held during the regular calendar year.

A CHILD'S GARDEN PRESCHOOL CALENDAR 2019-20

August 1-2,5-7	Teacher Preparation/Work days & Home visits
August 8-9	Open Classrooms, New Parent Orientation/ Staff Development
August 12	First Day of School - full schedule begins
August 24	Fall Social 3-5pm
September 2	Labor Day Holiday- No School
October 10-11	Fall Break- No School
October 26	Goblins in the Garden
November 4-5	Individual Picture Days
November 11	Veteran's Day- No School
November 26	Parent/Teacher Conferences, No School
November 27-29	Thanksgiving Holiday-No School
December 20	Last Day of School - Early Dismissal - 1:00
December 23- Jan. 3	Winter Break - No School – Interim Care Available 12/23,12/27, 12/30-31 & 1/2-1/3
January 6	Staff Development, No School
January 7	School resumes
January 13	Registration for 2020-21 school year begins
January 20	Martin Luther King Jr. Day, No School
February 17	Presidents' Day, No school
March 19-20	Grand Friend's Days
March 30-April 3	Spring Break – No School – Interim Care Available
April 8-9	Class & Spring Individual Picture Days
April 10	Vernal Holiday – No School
April 13	Staff Development – No School
April 14-17	NAEYC Week of the Young Child
April 20-24	Scholastic Book Fair
April 25	Spring Fling
May 1	Parent/Teacher Conferences, No School
May 22	Last Day of School for children and staff – Early Dismissal - 1:00
May 25	Memorial Day Holiday
May 26 – 29	Interim Care Available
June 1	Start of Summer Session

Summer schedule and registration begins in March.

SNOW DAYS: When APS observes a snow closing, ACG is also closed. When APS observes an "Abbreviated Day" ACG will open at 9:30 for early care and 10:00 for regular classes. APS/ACG information is available on KOB-TV for weather related delays or closings.

Additional calendar information is available in the Garden News, the weekly newsletter.

DAILY SCHEDULE: Posted in individual classrooms

STAFFING SCHEDULE: Posted in the office

Please note that the school does not operate every week of the year and parents will have to make alternative arrangements, if necessary, for child care during the days and weeks in which the school is closed with no interim care.

Make-Up Days: Because of staff/child ratios, make up days for children coming 2 or 3 days is not possible.

Summer Session

ACG offers a summer session in June and July, approximately seven weeks in duration. The specific schedule and information, including fees are available in early spring. The summer session is organized only for children who are enrolled during the school year at ACG. ACG's regular teachers form the core for the staffing, and the program is consistent with the goals and curriculum as stated in this handbook. Registration is held in March. Enrollment is limited and therefore, not guaranteed. Tuition cannot be pro-rated if a child does not participate for the entire session. A child's place will only be secured for summer with payment by May 20 in full.

Curriculum

The ongoing curriculum at ACG is not a prescribed teacher's manual. Curriculum is what actually happens each day in each classroom. The aim is to give visitors and parents an overall picture of the program. This framework is based on actual classroom happenings as children find out about themselves, other people and the world as they playfully investigate, explore, imitate and test, guided by teachers who understand the process. Activities and experiences change from year to year and from class to class. However, the following goals remain constant as a basis for planning. They have changed very little since the early 1970's, when the preschool was founded and "Curriculum in Action" was conceived. Over the decades the research into how young children learn and develop has proven the validity of these goals.

Goals

1. To provide for each child a warm and supportive climate where he/she is respected and trusted.
2. To foster positive feelings in the child about self, family, school and community.
3. To stimulate the child to explore and discover the world around herself/himself through concrete, manipulative experiences.
4. To encourage the child to actively participate in his/her learning by planning, decision making and solving problems.
5. To assure the child's feelings of success through mastery of his/her environment.
6. To provide the child with opportunities for interaction with a diverse population of children and families, including children with special needs.
7. To provide a self-selective, integrated learning environment that includes both indoor and outdoor activities and which incorporates early mathematics; early literacy; language acquisition and development, science; creative expression (art, music, drama, dance); social studies, health and safety, and physical development and daily living skills. Social-emotional development is inextricably linked across all areas of curriculum and development.
8. To provide opportunities for family involvement and participation in the program.
9. To include caring for and awareness of the environment within the school, in the neighborhood and community, and the broader world.

ACG's "Curriculum in Action" is not "taught" in isolated blocks of time. It is integrated throughout the day into various activities. Within the curriculum goals listed above (math, science, early literacy, social studies, etc.) several broad areas of study are particularly well suited for integrating all areas of the curriculum across time. The "Curriculum in Action" components include a description of ways some of these can be implemented. Among these are cooking, animals/pets, water play, sand play, construction, music, art and drama.

Most activities happen during the work period or self-selection (defined below) at the interest centers where one child or a small group of children can interact with each other, an adult, and/or materials, and where props are available. These centers might include: blocks and construction, art, animal/pets, books/library, science, manipulatives (puzzles, games, etc), music, dramatic play (housekeeping, post office, grocery store, and doctor's office), music/listening center.

Specific activities are not generally restricted to any one center. The centers are set up with appropriate materials and tools, but the activities very often overlap, and materials can be used in more than one center. For example, in the construction/block area children will be exposed to concepts in science and math and participate in problem solving, creativity, early literacy and language development. A variety of props and tools can be added from other centers to expand learning, which can encompass even more content areas.

ACG teachers and support staff are assigned to specific classrooms in which they remain for the entire school year (August thru May), unless there is an unforeseen circumstance. Developmentally appropriate teaching staff-child ratios within groups facilitate adult-child interaction and constructive activity among children. NAEYC recommended ratios are maintained at all times. (See ratios below*) It is the teacher's responsibility to provide a rich and stimulating environment both indoors and outdoors. When outdoor activities are prohibited by weather, gross motor activities take place in the school's atrium area and/or in the drama room. Within this environment children are free to select what they wish to do during work period or self-selection. This is an uninterrupted period of time in which children can become totally engrossed in projects and activities of their own choice. It is important to convey to children that their projects are important enough that they will not be continuously interrupted. It is during this work period or self-selection that the teacher has an opportunity to observe each child. The teacher can determine what his/her interests are by what the child chooses or rejects and evaluate the need to pick up on cues to plan for the expansion of the learning experience.

*Ratios A minimum of two Adults: 1 teacher and a teaching assistant for each group as follows:

2: 14-16	Threes & Fours
2: 12-13	Twos and Young Threes
2: 8	Toddlers
2: 6	Infants

The program is organized and staffed to minimize the number of group transitions during the day. Early and after care are arranged by age group. Teaching staff with primary responsibility for children during the majority of the day are generally also responsible for either early or after care for a particular age group.

Although each room may have similar centers, each classroom environment is unique, because each teacher plans it based on his/her observations of and reflections on:

- The needs and social level of each child
- The interest of each child
- The mode of learning of each child
- The cues from the children
- The natural rhythm of the class

- The cultural differences apparent in the classroom and the lives of the children, families and community members as well as diversity found in society, including gender, age, language and ability.
- Family differences

Each classroom should have four visible similarities:

- Show evidence at all times of children’s expression
- Exhibit variety and diversity of materials in each center for the children’s self-selection
- Be aesthetically pleasing to children and adults
- Provide access to all children regardless of ability

Assessment

ACG’s teachers use the “Ages and Stages Questionnaire” as well as “Focused Portfolios” and the “New Mexico Pre-K Essential Indicators” as assessment tools. The purpose of assessment is to identify children’s interests and needs; describe developmental progress and learning; improve curriculum and adapt teaching practices and the environment; plan program improvement and communicate with families. If during the course of assessment there is an indication that the child may benefit from intervention a referral maybe made for developmental screening. All ACG Teachers attend professional development focused on our common assessment tools and student portfolios. New Lead teachers are mentored to ensure their understanding of the assessment tools and the importance of being consistent when conducting and using child assessments for authentic curriculum implementation.

The Ages and Stages Questionnaire (ASQ) is the standardized assessment tool used at A Child’s Garden as a valid instrument recommended by the CYFD. The ASQ is distributed to families within the first month of school and again in the spring and returned to teachers in order for the staff to conference with families on the progress of their children. Conferences, held in fall and spring, include teacher observations of developmental progress and documentation of this progress in anecdotal record form. All assessments are kept in an individual file for the child and kept in a confidential space either in the classroom or in the school office.

The portfolio is reliable evidence of a child’s progress. It is based on careful observations of young children in the context of their daily participation in the program. Observations include documentation of progress in all areas of development including cognitive skills, language, social-emotional development, approaches to learning, health and physical development. It involves a collection of forms which are used in combination with photographs, work samples, and anecdotes to document the individual child’s development throughout the year. The portfolios are also used by teachers in planning curriculum and to individualize learning plans for children. Focused Portfolios and Pre-K Essential Indicators are used in consultation with families, and demonstrate the partnership between the staff and the families.

Teachers and families have the opportunity to visit informally at any time, and if scheduled at a time other than during regularly scheduled conferences, accommodation is made for the teachers and family to meet in a confidential space. Many staff members communicate with individual families regularly via email as well. Communication with families about sensitive issues is delivered in a manner that shows awareness of family values, culture, home language and individual identity.

ACG is a fully inclusive program. Children with diagnosed special needs take part in all classroom activities to the extent that they are able. ACG staff members participate in meetings with support staff and contribute to children's Individualized Family Service Plan and/or Education Plans. If the staff suspects that a child has a developmental delay, the observation will be recorded. Due to the community collaboration with Alta Mira Specialized Services and APS Child Find, intervention specialists may be on site. ACG staff will NEVER request an assessment with an interventionist without written permission from a family member of the child. ACG staff will make referrals and encourage the family to seek an assessment for further intervention if, through observation over time, it is determined that the child could benefit from such intervention. ACG staff work closely with the interventionists on site, but are only permitted to discuss a child's progress with written permission from the family of the child. A sample of a release form may be found in the appendix of this document.

Meals and snacks

Nutrition: The staff is committed to providing the best possible learning environment for your child. Nutrition is an integral part of each person's overall well-being. Life-long eating habits are often established during the preschool years. Food and eating patterns also play a significant part in our social and cultural experiences. We appreciate your efforts to provide wholesome, appetizing lunches for your children. **Due to allergies unknown and known, the only food you are required to bring is your child's lunch. No other food will be accepted into the school.**

*The American Academy of Pediatrics recommends that children under the age of seven refrain from eating whole nuts as they are a choking hazard. Due to this recommendation, A Child's Garden will not serve whole nuts to children even if they are sent in their lunch boxes. Sliced or slivered nuts will be allowed for children in the Pre-K program.

Snack Program: ACG has a school-wide snack program, included in the cost of tuition. PARENTS OF CHILDREN WHO HAVE A MEDICALLY DIAGNOSED FOOD ALLERGY MUST TAKE RESPONSIBILITY FOR INFORMING THE CLASSROOM TEACHER AND THE DIRECTOR AT THE START OF THE SCHOOL YEAR, ALONG WITH ANY STEPS THEY WOULD LIKE TAKEN TO MITIGATE THESE CIRCUMSTANCES. Authorization from a physician for treatment in case of emergency is required under such conditions. ACG will provide reasonable accommodation for children with food allergies (an alternative snack) that include wheat, dairy and nuts, when so noted in the child's file. Staff will do the following each day for children of any age with special feeding needs and for all infants: document the type and quantity of food the child consumes and provide this information to the child's family. Please contact the director to discuss and implement a plan for your child who has special feeding needs.

The Home & School Connection

Family Participation: The school staff work in cooperation and collaboration with families. Much of the success of the program at ACG is a direct result of the high degree of family involvement and participation. ACG believes that parents, caregivers and teachers are role models for the children. While on the premises of ACG, parents and caregivers are expected to act accordingly, which includes appropriate attire, language, and respectful communication with other parents and staff. The Administration reserves the

right to restrict access to ACG to anyone whose conduct is deemed disrespectful of individuals and/or the property. Although we are not a parent co-operative, we count on a higher-than-average amount of support from our families for the success of our high quality early childhood program. Families are welcome to participate as they are able with no specific requirements or qualifications. The following information defines some of the ways your involvement and cooperation can help the organization.

Fund Raising: Tuition does not cover the full cost of operating our school. First Presbyterian Church does not charge rent and makes additional in-kind contributions such as providing utilities and other support services. Tuition is kept as reasonable as possible so that families with different income levels may enroll their children. Fundraisers are used to raise the additional money needed to maintain a quality program.

Success of the fund raising and other activities at ACG depends upon the involvement of ALL FAMILIES. One family might make valuable contributions on a Work Day while another family might be able to bid generously at the Spring Auction. There is an effort to provide each family the opportunity to be involved in the ways time and finances will allow.

Some of the activities are community events which are non-fund-raising ways of helping meet school goals (ex. Open House and Work Day). Other events combine a sense of community with the fund-raising component (ex. Scholastic Book Fair, Goblins in the Garden, Gala dinner option, and The Giving Campaign).

Family Involvement Committee: The Family Involvement Committee (FIC) invites all parents, guardians, any interested friends, and relatives of current enrollees at ACG to be involved. Its purpose is to coordinate activities to benefit ACG and its programs. The Family Involvement Committee meets monthly on a schedule established at the beginning of each school year. Some of the activities ordinarily sponsored by the FIC include: Goblins in the Garden; Sidewalk Sale; speakers on topics of interest, education classes, work days, family nights, parents' night out, restaurant nights and fundraisers in collaboration with the Development Committee of the board of ACG. Each class has an opportunity to be represented at Family Involvement Committee meetings by Representatives (see below); however, participation is not limited to that group. Leadership is elected to coordinate the work of the group. Since the Family Involvement Committee is a committee of the board, the President is a voting member of the board.

A Family Involvement Committee questionnaire is given to each family at the beginning of each school year. This enables the committee to identify particular talents and interests.

Classroom Representatives: These people insure that the Family Involvement Committee plans are conveyed to families in each classroom. Often two (or more) representatives may share this responsibility so that each class is represented at the monthly committee meeting.

Classroom Volunteers: Teachers can always use assistance in the classroom on a regular basis, in addition to field trips. You will be asked to indicate ways in which you would be willing to help in the classroom and in other ways on the Family Involvement questionnaire. Please be aware that you are welcome to be in the classroom anytime. It is always appropriate for you to sit in the book area and read to children, because it is sometimes a challenge to read one-on-one or in small groups. The family member who can come in and be "an extra set of hands" is valued indeed.

Open Door Policy: Parents are welcome to visit in their child's classroom at any time. We encourage as many connections between family and school as possible. It is possible to arrange for other family

members to visit also. Please be advised that during the first month of school, family members should stay for only a short period of time when dropping off to assure their children that they are confident in the program and staff. It is important that the children and teachers have an opportunity to establish relationships and routines essential to the preschool experience without family members present.

Open Classroom Days: There will be a designated time prior to the beginning of fall classes for children to spend some time in the classroom with a family member (ordinarily this is the immediate days prior to the official start of the school year). This is an opportunity to become familiar with the environment and the teacher(s). Families with children joining the class during the school year will be offered a similar opportunity.

Family Orientation All first-time families are required to attend an orientation. This introduction to A Child's Garden is scheduled early in the school year and includes discussion of curriculum, philosophy, regulations and policy. This is an excellent time for first time families to meet one another and to inquire about specific policies and philosophies of ACG. This orientation is also an excellent time for currently enrolled families to hear about new policies and procedures at ACG.

Home Visits: At the beginning of the school year the teachers will contact each family to set up a time for a brief (about one-half hour maximum) visit. Home visits are not mandatory but are beneficial for the teacher/child connection. It is simply a time for the teacher to begin to get to know the child in his/her home environment. The teacher(s) will visit with your child in order to assist the child to feel comfortable about coming (or returning) to school. (Please don't feel that you need to engage in a flurry of housework in preparation.) Teachers may ask for a family snapshot that can be displayed in the classroom. Home visits are limited to 30 minutes and should not involve extended visits other adults.

Transitions: Families may expect separation difficulties at the beginning of the school year, especially if this is the child's first school experience. The teachers are experienced and competent in helping your child make this transition. It is important to note that as the child goes through further stages of development, it is not unusual for the child to express some separation anxiety later in the year. Teachers can be very supportive if families have concerns or questions about adjustment periods. Generally, if the adults in the life of the child are comfortable with the ACG environment and have confidence in the teaching staff, the children have a minimum of difficulty adjusting.

Family-Teacher Communication

- a. **Classroom News** Newsletters are written monthly to keep families informed of classroom news and needs. Watch the white board by your child's room for information and news of the day.
- b. **Conferences/Assessment** Teachers schedule family conferences in the fall and spring during school hours to discuss your child's progress. However, families are encouraged to schedule conferences with the teacher or director as the need arises. (further Assessment information see page 5)
- c. **Support for families** Teachers and families communicate frequently about childrearing practices in the home and at the program in order to minimize potential conflicts and confusion for children. Teachers occasionally offer specific ideas for promoting children's healthy development and learning at home. Parenting classes offered by various community organizations are often listed in the *Garden News*.
- d. **Daily Contact** If your child participates in extended care, teachers will assume responsibility for conveying necessary information via the KidReports app, email, with a telephone call or a note in your mailbox. Please check boxes daily.

- e. Informal Communication Drop-off and pick-up times can be challenging, and teachers must give the children full attention at this time. Although teachers will want to communicate with you briefly, it is not the time for a conference.
- f. The “NAEYC Code of Ethical Conduct and Statement of Commitment” is the standard for ethical and professional conduct regarding confidentiality and communication. (Parent-Teacher; Teacher-Teacher; Teacher-Child). A copy of this “Code” is available in the school office.
- g. Children are assigned to a particular classroom group beginning in August (or as openings occur, at the time of enrollment) and remain in that group throughout the school year (through May) unless circumstances and developmental information warrant otherwise. If a child is enrolled for the summer and the classroom teaching team remains the same, that child will normally remain with the same group through the summer. The teaching team will take responsibility for assisting the child with the transition for the next school year.

Newsletters The best way to keep in touch with what is going on and how you can help is through the weekly school newsletter, *Garden News*. This is delivered electronically each week. Copies are available in the atrium and in your child’s classroom, if you do not have access to electronic mail. We are always happy to place announcements and information of interest to our preschool community in the newsletter. Your child’s teachers will also communicate with you regularly through a classroom newsletter giving information about classroom activities. The newsletter for First Presbyterian Church, *The Messenger*, is made available to all families to keep you informed about the programs and activities of the church.

Program Evaluation: Families are asked to evaluate the program twice a year. The first evaluation also asks to include for input for planning for this year. This feedback is very important in helping us know how we are doing and what we can do to make the program more effective.

Transitions in the Garden from one year to the next: Teachers provide consistency during transitions from one year to the next. Receiving staff will learn about those children entering a particular class from the sending teacher. This information is shared in a confidential manner and only in the best interest of the child. Sometimes it is possible for children to be with the same teacher more than one year. We consider this a positive experience for everyone.

Leaving “the Garden”: Families and teachers work together when it is time for children to move on to Kindergarten. Your child has been in a place where he/she has been trusted to be in charge of his/her own learning in a setting where this had been supported by teachers and an environment designed to facilitate this. These confident, competent, self-directed children have made great strides in their journey of learning about their world and the people in it. We hope that wherever they are “after the Garden” they are continually celebrated for their creativity and insights. ACG hopes that families have learned to be the child’s ally, helping educators along the way to appreciate the way your child learns and to match that in practice. When possible, ACG Pre-K staff will arrange for visits to the elementary schools where the majority of children will be attending. Open house invitations for the transition are distributed when received. ACG also hosts a “transition to kindergarten” evening for adults, led by a former kindergarten teacher.

Donations: The school is always delighted to get donations, and we are happy to give a receipt for tax purposes. Check the “Garden News” (the weekly newsletter) during the year for specific requests. ACG encourages families to participate in our Annual Giving Campaign each year to help to bridge the gap in funding. Donations are used for tuition assistance, family support programs, enrichment activities,

continuing education for faculty and staff, facility maintenance and upgrades, NAEYC accreditation requirements, and administrative costs.

ACG also qualifies for designated gifts through United Way. If your place of employment participates in the United Way campaign, you may secure a form to designate a portion of that to the preschool. These donations are generally placed in the fund for financial assistance to enrollees, unless otherwise indicated.

Books for the Library First Presbyterian Church and ACG share the use of the Children's Library, and the preschool makes donations of books to this library. You may donate books to the library in honor of your child, a teacher or other special person. Appropriate credit is given in the front of the book. The Children's Library is located to the left of the top of the stairs by the entrance to ACG. Books may be checked out of the library by signing your name on the card in the front of the book. Please leave the card on the desk in the library. Donations to the ACG professional library are also appreciated.

Work Days Throughout the year the school sets aside an occasional day when families come to help make repairs in the classrooms and on the playgrounds. We try to be good stewards of the space which is generously provided for us by First Presbyterian Church.

Appropriate Dress: Please dress your child appropriately for preschool activities and the weather. Preschool can (and usually is) a very messy place by adult standards. It is therefore important that the child not feel pressured to keep clothes clean. It is preferable that the children not wear special outfits which should not be soiled. The children play outside every day. Even on cold days it is healthy for them to be outside briefly. Please dress your child accordingly. Mittens, hats or hoods and boots are needed especially on cold, rainy or snowy days. During warm weather, water and sand are an everyday part of the outdoor play. It is always helpful to have extra weather appropriate, labeled clothing (which you would not regret losing if misplaced) in your child's cubby. Children must wear close-toed shoes on the playground to insure safety on riding toys. Hats for sun protection are also encouraged.

Toilet Training: This transition includes family, staff and the child. Teachers are happy to participate when you feel your child is ready to come to school in underwear. Cooperation is key to reducing stress during this important stage of development. The teacher approaches this in a matter-of-fact, reassuring manner. To avoid contamination, soiled clothing will be tied securely in a plastic bag for the family to take at the end of the day. **Every child should have a change of clothing in the cubby.** While children are in diapers, staff members are only permitted to use commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use. In such cases, a note from the medical provider is required.

Toys: Precious possessions which your child would regret losing (and might not want to share) should NOT be brought to school unless arrangements are made with the child's teacher for "show and tell." IT IS NEVER APPROPRIATE TO BRING TOY WEAPONS TO SCHOOL.

Celebrations

Family Events: The school always wants to share in important events which occur in your family. If your family celebrates special occasions (conventional or unconventional) which are appropriate to share at school, let your child's teacher know about this. There can be tangible representations of events or foods

or stories which are appropriate to share with young children. We try to address holidays in ways that are meaningful to young children and that represent authentic ways of learning about them in the family.

Birthdays: A Child's Garden specifically emphasizes the successful development of each child's social and emotional competency. When a child is at school for his/her birthday, we want to make it a special day for the child. We do this by encouraging families to make an "All about..." poster for the child to share at school. We will not accept birthday treats or additional activities at the school. If you are scheduling a separate birthday party away from school, please do not use cubbies to distribute invitations unless you are inviting every child in the classroom.

ACG Collectibles

Be aware that your castoffs and disposables may be valuable to ACG. Check the "Beautiful Junk" list before you throw anything away. Teachers often include current requests in their classroom newsletters.

ACG accepts beautiful junk for creativity projects. Items such as Styrofoam trays, decorative paper plates, napkins, paper tubes (no toilet paper rolls please), wrapping paper, squeeze bottles, seeds, plastic containers, margarine tubs, wood scraps, corks, stoppers, catalogues, yarn, bottle caps, magazines, fabric scraps, beads, shells, sewing notions, costume jewelry, cardboard, lace, ribbon, buttons, or other treasures and recyclables.

Prop Boxes

ACG maintains a collection of prop boxes which are used in dramatic play centers and which enhance the children's creativity. When your child's class is using one of these prop boxes, the teacher might request items needed. Some of the prop boxes for which you might be able to make contributions include:

Business – envelopes, receipt books, stamp pads, stamps

Medical – any doctor/dentist supplies to which you have access

Beauty/Barber Shop – make-up, no-cord clippers, hair curlers, brushes, combs, mirrors, bladeless razors

Space – control panels, helmets

Camping -- tent, sleeping bag, back pack, flashlight, camping accessories

Shoe Store -- all kinds of shoes, receipt books, play money

Grocery Store -- cash register, cart or basket, coupons, empty grocery containers

Fireman -- pieces of hose, fire hats, boots

Wish List The school maintains a wish list which is printed periodically in the newsletter. Sometimes you may already have things we need and you don't want.

Policies and Procedures

Enrollment Procedures

Registration is held early in the new calendar year on a schedule announced by the Board each year. The schedule is printed in an issue of the school newsletter within the month prior to registration. Every effort is made to place your child in a classroom that will best fit your child. The director consults with the staff to make a placement decision in the best interest and for the development of the child.

All Registration materials (see Appendix) must be returned by the deadline given in registration information for the child's assigned priority to be in effect (see below). The following is required for each child's registration:

- ◆ Registration information form
- ◆ A completed Family Agreement Form Part I
- ◆ A completed Family Agreement Form Part II, which schedule and monthly tuition
- ◆ An official copy of the Health forms A & B including current immunization records, and Health Form B signed by a physician
- ◆ Supporting documentation from a physician if a child is under immunized or a waiver from the NM Department of Health for exemption
- ◆ Payment of registration fees (non-refundable)
- ◆ Payment of deposit
- ◆ Tuition paid up-to-date for currently enrolled children

Priority for enrollment is generally determined as follows, although exceptions may be made consistent with ACG's goal of promoting socio-economic and cultural diversity.

- Children currently enrolled at ACG
- Siblings of children currently enrolled or previously enrolled
- Waiting list

Visitation/Observation: If you are considering ACG, it is important to schedule a visit to the pre-school. Please make an appointment with the office to ensure that someone is available to give a tour/information and to answer questions. You may bring your child.

Placement: New families will be notified by email or waiting list placement by March following the beginning of new family waitlist for the school year.

NOTE: TWO DAY CLASSES ARE TUESDAY AND THURSDAY; THREE DAY CLASSES ARE MONDAY, WEDNESDAY, AND FRIDAY.

Waiting List When there is no space in the age grouping, a child can be placed on a waiting list upon return of the registration information, or a waiting list form (found on the website at achildsgardenabq.org). The date this form is returned primarily determines priority on the waiting list for the current school year. The registration schedule will be available to all families on the waiting list, and it is the responsibility of each family still interested in a space for the following school year to participate in the registration process.

Otherwise, priority is forfeited. **Waiting lists are not automatically carried over from one year to the next.**

Changes of schedule: Sometimes life circumstances require a change of schedule. If you find that a change for your child is necessary, this request must be submitted in writing. If the schedule change request is approved by the director, a fee of \$50 is charged and necessary documents will need to be completed. In addition, the deposit was be adapted to fit the new schedule. The fee will increase per change made within the year. The administrative staff works closely with the teaching staff to provide the best possible placements for your children. Most circumstances will be accommodated whenever possible, but personal preference vs. life circumstance will be considered. It will be necessary to discuss changes with the director. Teaching staff do not make these decisions. Any changes in schedule will require 30-days advance written notice to the office.

Withdrawals The school office must be notified in writing 30-days prior to the withdrawal date. Families are responsible for tuition for 30-days after notification (see prepaid tuition).

Financial Information

Registration Fee: The fee is non-refundable. It is applied to the administrative costs of organizing and setting up for each school year.

Prepaid Tuition: One month's prepaid tuition is due by May 10 for the next school year. Reminders will be sent prior to this date, and the child's space is forfeited when this amount is not remitted. This amount will be applied to the child's last month of attendance, if a 30-day notice of withdrawal is given, or in most cases to the May tuition. If a child is withdrawn after April 1, the amount is automatically forfeited or applied to an outstanding balance.

Tuition:

- Tuition is due in advance on the first day of the month. Extended care charges are due during the first week of the following month services were provided. Example: September tuition due September 1; September extended care due prior to October 10.
- An early drop off fee of **\$20** is charged if your child is dropped off prior to 8:25 or 8:55 and early care is not part of your child's registered schedule. A late pick up is charged at a rate of **\$40.00 after 1:10,3:10,4:40**. The early/late pickup fee will increase by double per occurrence.
- A Late pickup fee of \$50 plus \$5 per minute will be charged after 5:35 p.m.
- If your child is not picked up by 5:40 and no one contacts the school then the emergency contacts will be contacted.
- **CYFD/law enforcement will be contacted if your child is not picked up by 6 pm.**
- Tuition and extended care charges that are paid after the tenth of the month in which they are due are subject to a \$30 late fee. If tuition is not paid by the last school day of the month, the late fee will increase to \$50. If tuition is paid late a second time, the late fee is increased to \$50 and becomes \$100 if tuition is not paid by the end of the month. If tuition is late a third time, the late fee automatically becomes \$100. The late fee is assessed once per month and added to your bill on the 11th day.
- Statements for outstanding charges are distributed on the 11th day of the month and will include tuition, extended care charges, and late fees.

- If payment is made by credit card any refund will be made to card used for the original transaction.

Calendar of Payments for School Year*

May 10	10% of tuition prepaid
August 12	10% of tuition due
September 1*	10% of tuition due Annual - less prepaid amount from May; August Semi Annual-Less prepaid amount from May; August
September 11*	Late Fees in effect for September
January	Registration Fees due upon registration. Non-refundable. Current accounts prerequisite for registration.
May 10	10% OF TUITION FOR MAY OF NEXT SCHOOL YEAR

Notes: The total tuition is divided into tenths. It does not correspond to the number of days in a given month.

It is not possible to adjust tuition for missed days.

Summer fee schedules are published in March.

Monthly billing/statements mailed by request only

Past Due Accounts: When accounts are past due, the office will send a reminder notice at the end of the month. When accounts are 30 days past due, your child may be dis-enrolled for non-payment.

Failed Transactions: \$30 fee for returned checks or failed payment transactions.

Tuition Assistance Program

ACG Philosophy: ACG believes that a diverse student body enriches the life experiences of all children. The Tuition Assistance Program provides both a means of removing financial barriers that limit children's opportunities and of enriching the community that benefits all children.

Sources of Funding for ACG Tuition Assistance Include:

Susan K. Smith Tuition Assistance Fund, which includes: allocations from the ACG annual operating budget, ACG fund raising activities, Giving Campaign designations, donations from individuals, businesses and community organizations, and United Way designated donations

Dr. Nancy Copeland Halbgewachs Scholarship Endowment

Grace Copeland and Lola Halbgewachs Grandparents' Scholarship Endowment Fund

Types of Tuition Assistance: Assistance is provided only for tuition during the academic year, August through May. The remaining tuition amount is to be paid by the family on a regular basis. The Tuition Assistance Committee of the Board of ACG notifies families of the amount of the allocation. ACG will

consider requests for emergency tuition assistance in exceptional cases. Tuition assistance is not generally available for the summer program.

Duration of Tuition Assistance: Tuition assistance is awarded for up to one school year at a time. A new application must be submitted each year. There is no guarantee that tuition assistance will be available in subsequent years following an initial award.

Schedule Changes and Withdrawals: Should your child withdraw from the school before the end of the school year, any remaining funds are automatically forfeited. Any changes in schedule should be reported in writing and may result in an adjustment to the allocation.

How Tuition Assistance is applied: Tuition assistance is provided to cover a portion of the regular tuition. It is applied to the tuition on a monthly basis and may not be used in a lump sum.

Emergencies: ACG will consider emergency tuition assistance requests from families, based on financial hardship during the school year. The availability of emergency tuition assistance depends on the awards already made for the year, and ACG makes no guarantees or representations about whether any funds will be available for such requests. The Tuition Assistance Committee of the Board works in consultation with the Administration to award such funds.

The Application Process: In January of each year, information required for registration for the next school year is communicated through the newsletter and on the website. Information regarding tuition assistance is provided to families, as requested, at the time of registration. Registration fee and deadline are the same as stated on the registration calendar. Deadlines for the application process is as follows:

January/February	Applications are available at the front desk
April 15	Deadline for submission of completed application for next school year Tuition Assistance Committee reviews all applications: Incomplete applications cannot be processed.
May	Notices of assistance will be mailed.

The Decision Process: The Tuition Assistance Committee evaluates all applications on the basis of financial need, household income, particular family circumstances, and promotion of diversity at the school. All applications are confidential and will be reviewed only by members of the Tuition Assistance Committee of the ACG Board. Please note that an application will be denied if all requested information is not provided by the deadline. Applications denied as incomplete will be reconsidered upon submission of completed information.

Questions: If you would like more information about the ACG Tuition Assistance Program, please call the office at 764-2920.

Field Trips Policies

Field trips are an integral part of the program at ACG. Each field trip must be preapproved by the Director, developmentally appropriate and aligned with the early learning guidelines. Field trips allow the children to broaden their understanding of the world through experiences which the teacher cannot provide in the classroom. Teachers depend upon the willingness of family members to drive and help supervise these

outings. This involvement in your child's education is very important. Family members accompanying the children can contribute to the learning experience on these outings. Families sometimes have access to certain locations, events and occupations which provide very appropriate field trips. Families are encouraged to help plan such field trips in consultation with teachers.

Planning for and follow-up activities are as important as the trip itself. It is often the focus of classroom activity over an extended period of time. Teachers will give families at least one-month prior notice so that families may participate if possible. If it is not possible for a family member to accompany a child on the field trip, the parent or guardian of that child must install the child's car seat into the driving adult's car. The family agreement details the requirements regarding liability insurance, driver's license, child safety restraints, cell phone usage, first aid supplies and alternative transportation in case of emergency. (A signed Field Trip Permission Form is required for each field trip other than walking trips in the neighborhood unless specified at time of enrollment. See example in Appendix) Teaching staff are responsible for maintaining appropriate adult: child ratio and verifying the attendance of children present BEFORE, DURING and AFTER transport.

Children with special needs are included on field trips (see ACG Inclusion Policy on page 1) and accommodated to the best of the ability of the staff. Emergency medication is carried by responsible staff person when a child with special needs is included on the field trip. Safety of all children is a priority.

Program's Wellness Policies

When a child attends any type of group play, child care or school for the first time, it is not unusual for him or her to develop more illnesses than in the past. A Child's Garden Preschool strives to maintain a healthy learning environment for all of our staff and students. Please help us protect the teachers and other children from unnecessary exposure by keeping sick children home. The first line of defense is hand washing, which is the most effective deterrent to the spread of illness. Adults who accompany children to school are requested to take the children to wash their hands before they enter the classroom and upon leaving the school each day.

If you are debating whether your child is well enough for school, please remember that adults and children are in close contact daily. Your child is most contagious prior to full-blown symptoms. It is also imperative that children who have been ill are not sent back to school until they are fully recuperated. Low resistance jeopardizes your child's health. If your child is not ready to fully participate in the class activities, including outdoor play, do not send your child to school. In addition to the minimal New Mexico State Regulations stated below, A Child's Garden staff reserves the right to use their discretion in requiring parents to pick up a child who is clearly not able to function at school without 1:1 attention and care.

According to New Mexico State Licensing Regulations, you must keep your child home if he or she:

- Has fever over 101 degrees or exhibits a behavior change that may be an indicator, or any other signs of illness. Children may return to school once they have been fever free (any temperature above 98.6 constitutes a temperature) for at least 24 hours without the use of fever reducing medication.
- Has vomiting or diarrhea two or more times in the prior 24 hours. Children must be symptom free from diarrhea and have not vomited for at least 24 hours before returning to school. If your

child has one loose bowel movement or vomits on their first day back to school, they will be sent home.

- Has symptoms of Conjunctivitis (pink eye) Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school, all children will need a written evaluation and diagnosis from their doctor. If the diagnosis is Bacterial Conjunctivitis, children must receive at least 24 hours of treatment before returning to school. If the diagnosis is Viral Conjunctivitis, children may return to school as long as there is no discharge.
- Has mouth sores with drooling
- Has a rash with fever or change in behavior – Any rash other than common diaper rash or skin irritation will require the child to be sent home. Before returning to school all children will need a written evaluation and diagnosis from their doctor stating what exactly is causing the rash and whether or not the rash is contagious.
- Has been on antibiotics for Strep throat or impetigo for less than 24 hours
Your child will be sent home if a teacher observes any of the above signs or symptoms in your child.

A Child's Garden Preschool also reserves the right to send your child home if they exhibit any of the following symptoms:

- Under immunized child who seems to show symptoms of a disease that is vaccine preventable and puts other children in the program at risk.
- Thick white, green or yellow discharge: This is often indicative of an infection and he or she must stay home the next day for observation. Before returning to school all children will need a written evaluation and diagnosis from their doctor stating the cause of the discharge and whether or not it is contagious. If it is contagious, the child must have received treatment for 24 hours before returning to school.
- Persistent hacking cough: This is often indicative of an infection and he or she must stay home the next day for observation. Before returning to school all children will need a written evaluation and diagnosis from their doctor stating the cause of the cough and whether or not it is contagious. If the child needs treatment, they may return to school after 24 hours of prescribed treatment. If the child does not need treatment they may return to school with the written evaluation.

Lice or Scabies: Children will not be readmitted to school until 24 hours after treatment and it is guaranteed that the child is symptom free. The Director or designee will make an evaluation and determine if the child is ready to return to school.

The Common Cold: Children suffering from the common cold will be assessed on an individual basis. Factors of consideration include the age and the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the spread of germs down. (Ex: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing)

If your child becomes ill during the day, you will be notified and asked to pick up the child. Any child who seems unable to participate in our program for any reason will be sent home to ensure the wellness of everyone in the "Garden". We are not equipped to keep ill children at school. The child will be kept comfortable in the office until such time as an authorized adult arrives. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, if you are unreachable, or cannot come within a half hour of being called, we will call your emergency contacts to come and pick up your child. You will also receive a note informing you of your child's symptoms and letting you know when your child may return to school. We do take into consideration your physician's recommendations, nevertheless, if your child is determined to be too ill to be at school upon arrival, you will be asked to take him/her home. The Director of ACG or her designee is the final authority on whether a child may remain at, or return to, school. Thank you for adhering to this policy. Please see sample note at the end of this section.

ACG consults with a pediatrician and a nutritionist to ensure that children are protected to the best of our ability regarding physical health issues. ACG staff members are all currently certified in CPR and Pediatric First Aid. ACG also consults with a Licensed Independent Social Worker who serves to support staff, children and their families on potential mental health issues. ACG also works with community organizations on early intervention for children with special needs.

All children, family members and visitors must follow the proper hand washing procedures when entering the building. See appendix for these details.

Immunizations: **New Mexico Immunization Exemption Law (24-5-3)** requires us to have on file an up-to-date copy of each child's immunizations. (See Appendix for Immunization Schedule.) We cannot allow a child to attend class without a current immunization record on file or a New Mexico Immunization Exemption Certificate. Parents are responsible for providing the office with updated records as the child has additional immunizations.

Medication: A Child's Garden cannot administer any medication (including vitamins, over the counter drugs) without written permission from a parent or guardian and a plan or prescription from a licensed health provider. "Request for administration of medication" forms (the form) are available in the office. The form requires the name of the child, the medication, the dosage, date and the hours the medication is to be given. Medications brought to us must be in the original container and left with the office. They must be labeled with the first and last name of the child, the date that the prescription was filled or the recommendation obtained from the health provider, the name of the licensed health provider, the expiration date of the medication or the time frame for its use, the original label that details the name and strength of the medication and instructions on how to administer and store it. ACG will not keep or administer general pain killers (examples: Tylenol/ibuprofen) based on request by families unless a doctor's note is provided. Medications are kept in a locked cabinet. They must not be kept in the child's lunch box or cubby. The office refrigerator shall be used to store medication which requires refrigeration. We reserve the right to refuse to give medication. Medications are always inaccessible to children.

Medication shall be given only by the administrative assistant or director or by a person designated by one of them, and a written record is kept for six months. Parents must sign the form for every day ACG is requested to administer the medication and acknowledge that the proper dosage was given when picking up the child.

Sunscreen: Due to the intensity of the New Mexico sun, ACG promotes the use of sunscreen on a regular basis. Please put sunscreen on your child, especially in the summer months, prior to arrival at ACG. Staff members may only reapply the sunscreen with written permission found in Family Agreement I. Sunscreen must be marked with the child's name. Application is treated as "medication".

Insect Repellent: When public health authorities recommend use of insect repellent due to a high risk of insect-borne disease, the school recommends repellents which contain no more than 30% DEET be applied on children over two months of age, no more than once a day. With parent permission the school staff will follow the stated guidelines. Parents/Guardians are responsible to provide the insect repellent. If families choose not use insect repellent with DEET they will need to apply the repellent of their choice prior to arriving at ACG. If no insect repellent is applied prior or provided at school, the child will not be allowed to play outside during the public health warning.

Contagious Diseases: The school should be informed when a child has a contagious disease (strep, chicken pox, pink eye, etc.). For the safety and well-being of all children and staff, parents will be informed in the child's classroom and siblings' classroom if applicable. (See appendix for Public Health listing of contagious diseases). We request that you report your child's illness within the first twelve hours of diagnosis or when symptoms are recognized in order to help us protect other students and staff. A child who has been diagnosed with a contagious disease must have a doctor's note stating that the child is no longer contagious before returning to school. **NOTE: Please see Absences and Prompt Arrival section on Page 6 regarding required communication for absences due to illness.**

Sick Note Home

Child's Name: _____ Date: _____

Dear Family,

I wanted to let you know your child has signs of a contagious disease or serious illness:

*had a fever of _____ *had diarrhea _____ *vomited _____
*injured _____ *has a rash _____
*other _____

This is what we did:

*applied ice pack _____ *applied a bandage _____ *called _____
*TLC _____ *other _____

Called @ _____ Sent home @ _____

*New Mexico State Licensing Regulations mandate the school send your child home when he or she exhibits any signs of contagious disease and or severe illness. In addition, **your child must remain home for 24 hours after illness subsides.***

Examples of potential illness listed below:

- *Has fever of 101 degrees*
- *Observable signs of illness or behavior changes that may be an indicator*
- *Has vomiting or diarrhea two or more times in the prior 24 hours*
- *Has symptoms of Conjunctivitis (pink eye)*
- *Has mouth sores with drooling*
- *Has an undiagnosed, concerning rash*
- *Has been on antibiotics for Strep throat or impetigo for less than 24 hours*
- *prolonged cough or respiratory symptoms that limit participation*

Date child may return to school _____

Please note any notifiable illness (listed on page 53 in the Family Handbook) requires a doctor's note be presented to administration in order for your child to return to school.

Teacher Signature:

Office Signature: _____

Parent Signature: _____

Safety policies & Emergency Procedures

Regulations: ACG operates under the provisions of New Mexico Children, Youth & Families Department Licensed Child Care Center Regulations. A copy of these regulations is available in the office.

Sign in and out: State regulations mandate that the adult (not an older child in the carpool) who brings a child must sign the child in and out on a daily basis, indicating the time and acknowledging by initialing on the forms provided outside each classroom. This is important not only for documentation but for the safety of the children, since this is the record of attendance. Please be certain that a staff member has acknowledged your child's arrival or departure. Please refrain from cellphone use at this time. Pick-up and drop-off time can be hectic. Be certain that only the child(ren) you pick up leave(s) the classroom with you.

Under special circumstances, if an individual who is not on the authorized pick-up list needs to pick up a child, authorization may be given by phone or email by the parent or guardian.

Arrival & Departure Safety:

- PLEASE DRIVE VERY SLOWLY THROUGH THE PARKING LOT and park only in designated spaces.
- PLEASE DO NOT PARK ON THE SIDEWALK OR IN THE DRIVEWAY.
- Children must be accompanied to and picked up from their rooms. It is necessary to park and come inside the building.
- Do not leave vehicles idling and or children unattended.
- Never arrive at school or leave school without having your child properly fastened into seat belts or child restraints.
- In order to keep the building secure, the entry door is locked. An assigned 5-digit code will be distributed to each family at ACG. In such case when an authorized pick up person does not have a code, the individual may ring the bell for entry. Administrative staff or a teacher will unlock the door.
- Visitors will also gain entry by ringing the bell. All visitors must report to the office, sign in and out, and wear a visitor badge.
- Anyone (including parents) who stays longer than 10 minutes must sign in and out and wear a visitor badge.

Playground safety guidelines

- Children will wear close toed shoes to ride wheeled vehicles.
- Children will wear helmets to ride wheeled vehicles.
- Children will ride vehicles on pathways and only move in clockwise direction.
- Children will park vehicles before returning inside.
- Children will respect one another, the adults on the playground and the equipment.
- Children will be accompanied by an adult when leaving the playground.

Supervision of Children: Teaching staff supervise children by positioning themselves to see as many children as possible, both in the classroom and on the playground, especially near specific equipment where injury could occur.

Supervision of infants and toddlers/twos teaching staff supervise infants and toddlers/twos by sight and sound at all times.

When infants and/or toddlers/twos are sleeping, mirrors, video or sound monitors may be used to augment supervision in sleeping areas, but such monitors may not be relied on in lieu of direct visual and auditory supervision.

- Sides of cribs are checked to ensure they are up and locked.
- Teachers are aware of, and positioned so they can hear and see any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.

To reduce the risk of Sudden Infant Death Syndrome (SIDS):

- Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission.
- If infants arrive to the program asleep, or fall asleep, in equipment not specifically designed for sleeping, the infant is removed and placed in an appropriate equipment for infants to sleep in.
- Pillows, quilts, comforters, sheepskins, stuffed toys and other soft items are not allowed in cribs or rest equipment for infants younger than eight months.
- If a blanket is used, the infant is placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- The infant's head remains uncovered during sleep.

After being placed down for sleep on their backs, infants may be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

Supervision of Preschoolers:

Teaching staff supervise preschool children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers are aware of where children are at all times and for no longer than one minute.

Teaching staff supervise all children when assigned to specific areas that are near equipment where injury could occur.

Child Found Missing: Children under age two must be supervised at all times by sight and sound. Children over age two may be out of sight but within sound for short periods of time, such as independent toileting, as long as the teacher checks frequently. If a child is found to be missing from the facility after a thorough search, the parent will be advised immediately, the president of the Board will be informed, and a report will be made to the Department of Children, Youth and Families (841-7401) and to the Albuquerque Police Department (768-1986).

Emergency Procedures & Safety Policies: The staff at ACG makes every effort to provide a safe environment. There is always a person with a current Pediatric First Aid & CPR certificate present with each group of children. Accidents, however, do occur occasionally. First aid, if necessary, will be administered by the Administrative Assistant or other staff member whenever a child is injured.

Emergency procedures are posted beside the telephone and in the classrooms, and the staff is updated on these each school year. An Emergency Evacuation Plan is available for review in the office.

Emergency Evacuation Procedures: In the event that the ACG building must be evacuated (due to fire or other environmental emergency), staff and children will be escorted to the parking lot to the west side of Elm Street. If the FPC Church Administrator determines that the church building is safe, staff and children will take shelter in the Fellowship Hall of FPC. If the entire building is unsafe, and children and staff must seek shelter, staff and children will be escorted to Eye Associates to the north of the building. Accommodation will be made for children with special needs taking into account the special need and safety of all children. Staff members always take family emergency contact information with them during such times, in the event that contacts must be made. All children participate in Fire Drills monthly. Emergency evacuation procedures are reviewed twice each year in each classroom.

Emergency Numbers and Change of Address: It is critical that all contact information in your child's file be current. **All changes to information must be conveyed to the office immediately.** If sitters or car pools change, the name of the authorized persons picking up your child must appear in the file. Persons new to ACG to pick up a child will be requested to provide a valid ID to verify identity. In the event that an emergency arises and a person other than one authorized on the registration form must pick up the child, the office will verify with an authorized person who will sign verification as soon as possible.

Snow Days: When APS observes a snow closing, ACG is also closed. When APS observes an "abbreviated day," ACG will open at 9:45 and the regular program will begin at 10:00. APS information is available on KOB radio on snow days.

Confidentiality:

- 1) Information and concerns about children will only be discussed by persons with a need to know about the issue or with the Director.
- 2) Incident reports do not name children involved in incidents other than the child in whose file the report will be filed.
- 3) No information is released to any agency or authority without written permission from a parent/guardian, with the exception of written requests from regulatory authorities. A release of information form must be signed by the parent/guardian AND the ACG director in order for information about a child to be released or exchanged. (See Appendix)
- 4) Employment references and/or employment verification of employees can be released only with a written release from the employee.
- 5) Access to personal information about families of ACG or employees is restricted to authorized persons for specific purposes. All files will be locked at the close of each business day.

The protection of confidential files and information is vital to the interests and success of ACG. Such confidential information includes, but is not limited to:

- ❖ Private information regarding children
- ❖ Private information regarding families
- ❖ Salaries
- ❖ Private information regarding other employees
- ❖ Financial information regarding A Child's Garden

Assurance to families: Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, whether or not they benefit from the disclosed information.

Grievances: Parents are urged to communicate directly with individual teachers if they have any joys or concerns to share. ACG staff is committed to providing the BEST preschool experience for each child. If a parent/guardian feels that concerns are unresolved with the teachers, the next step is to contact the Director. If the Director has not provided an adequate forum or action, concerns can be addressed to the President of the Board.

Suspected Child Abuse and Neglect: ACG staff members are mandated reporters according to New Mexico state law and shall observe children under their care for any changes in behavior or physical evidence which might indicate child abuse or neglect. If the staff member has reasonable suspicion of an abused or neglected child, the involved staff member will immediately report the suspected abuse or neglect to the division of Protective Services in the Department of Children, Youth and Families. The involved staff member will also report the suspected abuse or neglect to the director. Complete documentation of the suspected child abuse or neglect will be the responsibility of the staff member.

If an employee is suspected/accused of child abuse or neglect, the Director must be informed immediately. The Director will take an immediate oral report followed by a written report as soon as possible. The individual reporting the suspicion and/or the Director will report this information to CYFD. The employee will be placed on unpaid Administrative Leave pending an investigation. If the investigation proves false, the employee may return to work and retroactive pay may be awarded at the discretion of the Director. If the investigation proves true, the employee will be terminated immediately.

Guidance Model: At A Child's Garden, we strive to develop the social and emotional growth of the children by providing them with challenging, engaging, and rich experiences. Our guidance policy promotes independence, cooperation, compassion and respect for all. We encourage open communication between the children as well as with adults, promoting positive relationships. These relationships create a welcoming, safe, and nurturing environment meeting the individual needs of each child.

Teachers use positive guidance to encourage successful interactions by;

- Encouraging children to develop their own solutions to problems and conflicts
- Redirecting children away from the conflict
- Encouraging children to understand their views and allow them to understand another person's point of view
- Supporting children in developing self-regulation skills
- Encouraging children to develop positive self-esteem by providing positive reinforcement and recognition
- Encouraging children to be positive members of the community at A Child's Garden and the community at large

Teachers at A Child's Garden will follow the disciplinary practices set forth by the New Mexico Licensed Child Care Center Regulations. The following will NEVER be used;

- Physical punishment of any type including shaking, biting, hitting, or putting anything in a child's mouth.
- Withholding of food, rest, bathroom access, or outdoor activities.

Abusive or profane language including yelling, or any other form of public or private humiliation. This includes threats of physical punishment.
Unsupervised separation of the child
Any other type of punishment that is hazardous to the physical or mental health of the child.

A Child's Garden Expulsion Policy:

When staff has implemented the redirection strategies listed above, a conference with parent(s) or guardian will be requested to seek input and assistance. When necessary, if the home language is other than English, an interventionist will be available to assist with communication. When following these steps, if the staff does not feel confident that the child is being effectively redirected; a referral for further assistance may be made. The staff will make every effort to work with a support team to help the child be successful. When all possibilities have been explored and the child cannot be successfully included in the group experience, the administration of A Child's Garden reserves the right to dis-enroll the child from the program.

ACG staff know that children of all abilities learn from each other in a mutually beneficial experience. ACG believes that all children deserve an opportunity to develop, learn and grow with their peers. Staff members utilize all possible resources in order to encourage children and their families to remain in the program with children of differing abilities. If, after careful consultation with staff, family and collaborating support services, the staff feels that ACG is not the best placement for an enrolled child, regardless of ability, the administration reserves the right to dis-enroll.

Appendix

1. Enrollment Documents	Pages 33-40
2. Credit Card Authorization	Page 41
3. ACH/Electronic Check Authorization	Page 42
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5. New Family Orientation	Page 44
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7. Notifiable Diseases or Conditions in New Mexico	Page 53-56
8. ACG Request for Accommodations or Service Agreement	Page 57-58
9. ACG Behavior Intervention Plan	Page 59-60

Application form for New Families 2019-20

Office use only

Application Fee _____ Date/Time Received _____

Date accepted _____ Date enrolled _____

Date _____

Child's Name _____ Prefers to be called _____

Child's Birth Date _____ Child's Age _____ Sex _____

Address _____

Name(s)/Email Address _____

Name/Phone # _____

Name/Cell # _____

Siblings (ages) _____

Comments: _____

Preferred Schedule: Please number schedule preferences from 1-3.

5 Day _____ 3 Day M, W, F _____ 2 Day T, TH _____

Time options: 9:00-1:00 _____ 9:00-3:00 _____ 8:30-4:30 _____ 7:30-5:30 _____

There will be no exceptions to the schedules due to curriculum expectations.

Signature Date

**A Child's Garden Preschool
Family Agreement, Part 1**

The information on these pages is required to be on record for all children attending ACG in order to comply with NAEYC Accreditation Standards. Please respond to each question with accurate, up-to-date information. All information will be maintained in a confidential file and released only to persons on a "need to know" basis. PLEASE BE SURE TO COMPLETE ALL FORMS.

Please initial items below and complete both sides

- _____ Anytime there is a change in information on the registration form (home address or phone number, place of employment, work phone number, emergency names and phone numbers, child release information, physician, etc). I will inform the office.
- _____ It is my responsibility to provide the school with current immunization records and a current health form, signed by my child's physician. I understand that my child cannot be admitted to the class without this record on file.
- _____ I understand that Registration Fees are due at the time of registration and are non-refundable.
- _____ If I am enrolling a child at A Child's Garden for the first time, I will attend a "new family orientation" as scheduled by the director.
- _____ I understand and agree that photographs or video recordings, which may include my child, may be made at A Child's Garden 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 of A Child's Garden including posting on the ACG website. **If you do not want to agree to this, please indicate "No" rather than initial acknowledgement.**
- _____ I understand that ACG provides a school newsletter, called **Garden News**. The newsletter is provided electronically. I will receive a copy of the school newsletter each week as a means of keeping up to date on important school news.
I prefer to receive a hard copy of the newsletter in my parent mailbox. _____
- _____ I consent to my child's participation in field trips sponsored by A Child's Garden. I acknowledge that parent assistance is required on field trips and that each parent is expected to accompany the class on at least one field trip during the school year. I acknowledge that A Child's Garden expects each parent or guardian providing transportation on a field trip to have a good driving record, to hold a valid driver's license, and to maintain liability insurance on the motor vehicle as required by New Mexico law. **I will provide A Child's Garden with copies of the driver's license, registration and proof of insurance if my family will provide transportation for children other than my own on field trips.** I further acknowledge that A Child's Garden expects that all children riding in vehicles will be properly secured in a child safety restraint or seat belt as required by New Mexico law. I agree to comply with these requirements whenever I serve as a driver or authorize another person to use my motor vehicle for a field trip. If another adult is driving my child, I acknowledge that I, or a family representative, must install my child's car seat into the vehicle in which my child will be riding.
- _____ I understand that A Child's Garden is an inclusion program and that therapists from various specialized service providers such as APS Child Find, may be in the classroom and involved in activities with the class.

Appendix

ACG FAMILY AGREEMENT, Part 2 2019-20

Please initial items below

_____ I confirm the schedule for my child *CHILD'S NAME* based on registration material submitted: _____ . I understand that if that schedule changes, I will notify the office in writing with 30 days' notice. Failure to do so will result in an admission fee charged as stated in this agreement.

_____ Based on the schedule above, I agree to the following rate for the 2019-20 school year: \$_____.00/month.

_____ I understand that if I need early care or after care and it is **NOT** part of my regular schedule, I will contact the office to make the request with a minimum of 2 business days in advance and pay the additional charges as billed the following month. Early care charge is \$20 before 8:30 or 9:00 a.m. schedule. After care charge is \$40 after 1:10, 3:10 or 4:40 p.m.

_____ I understand that:

- Payments are due by the first of every month and that **late fees are incurred by the school day following the tenth of the same month.**
- Registration fees are due at the time of registration and are non-refundable.
- Tuition is charged for 30 days after notice of withdrawal or until the end of the year if withdrawal is after April 1.

Person (s) Responsible for Tuition: Name _____
Relationship _____
Address _____ City _____
State _____ Zip _____

- Preferred Method of Payment:
Monthly _____ Semi-Annual _____ Annual _____ **Credit Card _____

**Credit Card payments may be subject to an additional service fee.

_____ I understand that the information in the Family Handbook is critical. I will attend a family orientation at the beginning of the school year, at which time information in the Handbook will be reviewed.

Responsible Family Member Name (Please print)

Signature

Date

TO BE COMPLETED BY OFFICE:

_____ Date family attended orientation

_____ ACG acknowledgement of receipt

_____ Date reviewed

A Child's Garden Preschool Child Health Information Record

The information on this page is required to be on record for all children attending ACG to comply with NAEYC Accreditation Standards. Please respond to each question with accurate, up-to-date information. All information will be maintained in a confidential file and released only to persons on a "need to know" basis. **PLEASE BE SURE TO COMPLETE BOTH HEALTH FORMS.**

Form A: Parent to Complete Information

Child's Name: _____

Child's Birth Date: _____ Child's Age: _____

Health Information:

Insurance Plan: _____

Child's Primary Care Provider: _____ Phone #: _____

Preferred Hospital: _____

Child's dental provider (if applicable) _____ Phone# _____

Date of child's last dental check _____

Please list specific food allergies if applicable and course of treatment: _____

Emergency Contact Information (*other than household members*):

1) Person's Name _____
Relationship to child _____
Phone: _____

2) Person's Name _____
Relationship to child _____
Phone: _____

3) **Out of Town Emergency Contact to be used only for city/state emergency as part of Disaster Relief Plan.**
Person's Name _____ Phone: _____

Unless otherwise specified, emergency contacts may have access to the child's health records
Initial _____ ****I give permission for ACG Staff to apply sunscreen and/or diaper cream for my child
(Which I will supply) ****

I give permission for the staff of A Child's Garden and other authorized personnel to have access to these health records and to treat and/or transport my child in case of medical emergency.

Signature of Parent

Date

**A Child's Garden Preschool
Child Health Information Record
Form B: Physician to Complete Information**

The information on this page is required to be on record for all children attending ACG in order to comply with NAEYC Accreditation Standards

Child's Name: _____

Child's Birth Date: _____

Date of most recent well child check _____

Please attach a copy of most current immunization record. If record is not current, please explain below.

What, if any, significant health problems has this child had in the past? _____

Does this child have any of the following: (if yes, please describe)

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| Allergies | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Abnormal result on a hearing test | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Abnormal result on a vision test | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Recurring chronic illness/health problems | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Disabilities (such as cerebral palsy, seizure disorder, developmental delay) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

If you answered "yes," to any of the above, please explain and provide any follow-up measures or appointments: _____

What medications does this child take regularly? _____

If this child has any special health care or food needs, please describe the individualized care plan or any special instructions: _____

Please Print Name

Signature of Physician

Date

Last edited 1/2018

Last edited 1/2019



Dear ACG Families,

As the staff of ACG begins to put class lists together, we would like feedback that might help us place your child in the best possible circumstance. Thank you for taking the time to complete this form.

Name of child _____ Name of person completing this form _____

The following questions are meant to help us determine the best placement for your child for the next school year. Responses will be confidential and released only to persons with a “need to know”. If you wish to refrain from answering any of these, that is your privilege. Not all questions are applicable to your child.

1. Please share pertinent information about family culture, traditions, religious beliefs, home language, family structure that would assist the staff to be respectful of your expectations.

Is your child a dual language learner?

Have there been any major stressors in your child’s life such as illness, death, moving, divorce, new baby?

2. How does your child handle transitions?
3. What guidance techniques are successful in your home?

Are there any behaviors that your child has exhibited that are challenging for you as parent(s)?

4. For returning families, if your child had the option to “loop up” (continue) with their current teacher, would you be interested?
5. Are there any particular issues that would be helpful for the staff to know regarding your child’s toileting habits? At what stage of independent toileting is your child?

Does your child have food allergies?

Is your child a napper?

6. For newly enrolling children: Has your child been in an early childhood setting previously? How much interaction has your child had with other children? Siblings? Family?
7. What are your goals for your child this coming year at ACG?

8. Is there anything else you would like us to know to best place your child for the next school year

Appendix



A Community Outreach of First Presbyterian Church
215 Locust NE
Albuquerque, NM 87102
www.achildsgardenabq.org

Credit Card Authorization Form

I, _____ wish to authorize A Child's Garden to charge for
invoice: _____ to charge
\$ _____ (**plus 2% transaction fee**), from my credit card, to fulfill my
obligations to A Child's Garden for (child's name)

Date to charge card: _____

Name on card: _____

Billing Address: _____

Name/Phone#: _____

Name/Email to send receipt: _____

Credit Card #: _____

CCV: _____

Expiration Date: _____

Name

Signature

Date

ACH Authorization Form

I, _____ wish to authorize A Child's Garden to deduct
 \$_____, from my bank account listed below.

Invoice to be paid: _____

Date bank account will be charged: _____

Name on Account:	
Routing/ABA Number:	
Account Number:	

Account Type (select one): Personal
 Business

Entry Method (select one): Prearranged Payment/Deposit (PPD)
 (Personal account)
 Corporate Cash Disbursement (CCD)
 (business account)

Billing Address:	
City:	
State:	
Zip/Postal Code:	
Phone Number:	
Email:	
Child Name(s):	
Amount to be charged	\$

 Name

 Signature

 Date

Appendix

Release of Information Form

Date _____

Name of child _____ Date of birth _____

Name of person authorizing release of information _____

Relationship to child _____

Contact information _____

I, _____, authorize A Child's Garden to release
(Print name)

information about my child's progress to _____.
(Name of agency)

I also authorize the named program to exchange information in order to plan for the best possible experience for the child.

I understand that this release is effective for six months from the date stated and will be updated as appropriate.

Signature of person authorizing release

(date)

Director, A Child's Garden

(date)

Appendix

New family orientation

Welcome and tour of facility, including safety & security, building access
Introduction to Administrative Staff, Teaching Staff and Resource Persons
Review and highlight Family Handbook, which includes:

- Program philosophy

- Curriculum goals & objectives

- Inclusion of children with differing abilities and from different backgrounds

- Open door policy

- Guidance policy

- Family & staff partnership which includes conferences, home visits, communication in appropriate language

- Health, Safety and Nutrition policies and procedures

 - Exclusion policies

 - Medication administration

 - Emergency Response Plan

 - Snack & lunch, nutrition guidelines

 - Rest time

- Conflict of interest policy

- Confidentiality policy

- Grievance procedures

- Schedules including drop-off, pick-up, early & after care arrangements

- Field trip expectations

- Specialized consultants available to staff & families, Release of information form

- Payment of tuition expectations

Questions, comments, further clarifying information

Appendix

Supplemental Guide to Accreditation Health Standards Information

Dental Hygiene Personal Hygiene Nutrition

and

State of New Mexico Licensing Guidelines For Snacks & Meals

Effective August, 2009, ACG implemented a school-wide snack program. Snacks will be provided and prepared by the staff. Following government child nutrition guidelines for the amount and types of food provided. The following guidelines apply to exceptional circumstances (birthday, holiday, cultural experiences), which are welcomed but must be arranged in advance with classroom staff.

A Child's Garden is mandated by the State of New Mexico's Department of Education and the National Association for the Education of Young Children (NAEYC) Accrediting Board to follow strict hygienic and dietary regulations. Specifically, the dietary guidelines require snacks prepared other than at ACG in the licensed kitchen to be "packaged" from a retailer (with ingredients and nutritional information provided on the package). Therefore, only items that are in original packaging can be accepted. These guidelines help to protect children with food allergies and sensitivities, as well as ensure that snacks meet the nutritional guidelines set by the State and Accrediting Board.

To maintain licensing and accreditation we must have your cooperation in meeting these requirements. We are providing two sets of standards in separate tables below. The first table includes the accreditation criteria from the NAEYC. This table includes the criteria for dental hygiene, personal hygiene, and nutrition required to maintain licensure. The second table includes guidelines from the Child and Adult Care Food Program (CACFP) that are a necessary component for our licensure and accreditation.

These standards are in place for the health and safety of your children. The information in the first table (NAEYC) will help parents become familiar with the dental & personal hygiene, and nutritional guidelines. These guidelines will help you prepare, serve, and store snacks in a way that will allow ACG to maintain its high standard of care. This information also informs parents of the standards that you can expect from the staff and administration at ACG.

The information in the second table (CACFP) will help parents prepare well-rounded meals (snacks and lunches) for their children.

Together, we will continue to provide a loving, nurturing, and healthy environment for the children and families of ACG.

National Association for the Education of Young Children (NAEYC) Accreditation Criteria

	What Parents Need to Know
Dental Hygiene	
Brushing	After each feeding, infant’s teeth and gums are wiped with a disposable tissue to remove liquid that coats the teeth and gums.
	At least once daily in a program where children receive two or more meals, teaching staff provide an opportunity for tooth brushing and gum cleaning to remove food and plaque (toothpaste not required).
Personal Hygiene	
Hand Washing Practices	<p>The program follows these practices regarding hand washing:</p> <ul style="list-style-type: none"> • Staff and children who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored. • Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and others. • Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.
Hand Washing Conditions	<p>Children and adults wash their hands:</p> <ul style="list-style-type: none"> • On arrival for the day. • After diapering or using the toilet (use of wet wipes is acceptable for infants). • After handling bodily fluids (after blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit). • Before meals and snacks, before preparing or serving food, or after handling raw food that requires cooking (e.g., meat, eggs, poultry). • After playing in water that is shared by two or more people. • After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals. • When moving from one group to another (e.g., visiting) that involves contact with infants and toddlers/twos.

Adult Hand Washing Guidelines	<p>Adults also wash their hands:</p> <ul style="list-style-type: none"> • Before and after feeding a child. • Before and after administering medication. • After assisting a child with toileting. • After handling garbage or cleaning.
Hand Washing Procedures	<p>Proper hand washing procedures are followed by adults and children and include:</p> <ul style="list-style-type: none"> • Using liquid soap and running water. • Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).
Glove Use	<p>Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any required hand-washing situation listed above.</p> <ul style="list-style-type: none"> • Staff wear gloves when contamination with blood may occur. • Staff do not use hand-washing sinks for bathing children or for removing smeared fecal material. • In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.
Alcohol-based Hand Rubs	<p>The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings. If these products are used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Since the alcohol-based hand rubs are toxic and flammable, they must be stored and used according to the manufacturer’s instructions.</p>
Nutrition	
Food Preparation, Serving, & Storage Guidelines	<p>If the program provides food for snacks (whether catered or prepared on-site), the food is prepared, served, and stored in accordance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.</p>
Food Safety	<p>Staff take steps to ensure the safety of food brought from home:</p> <ul style="list-style-type: none"> • They work with families to ensure that foods brought from home meet the USDA’s CACFP guidelines. • All foods and beverages brought from home are labeled with the child’s name and date. • Food is provided to supplement food brought from home if necessary. <p>Staff make sure that food requiring refrigeration stays cold until served.</p> <ul style="list-style-type: none"> • Staff discard food with expired dates.
Whole Fruits & Packaged Foods	<p>Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.</p>

Special Feeding Needs	For all infants and children with disabilities who have special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provides families with that information.
Allergies	For each child with special health care needs or food allergies or special nutritional needs, the child’s health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child’s care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child’s food allergy and, if consent is given, then posts that information in the food preparation area and in other areas of the facility as a visual reminder to all those who interact with the child during the program day.
Drinking Water	Clean sanitary drinking water is made available to children throughout the day. (Infants who are fed only human milk do not need to be offered water).
Safety Precautions	Liquids and foods that are hotter than 110 degrees Fahrenheit are kept out of children’s reach.
Program Providing Food to Infants	<p>If the program provides food to infants, then the program staff work with families (who are informed by their child’s health care provider) to ensure that the food is based on the infants’ individual nutritional needs and developmental stage.</p> <p>The program complies with the following guidelines for bottle feeding:</p> <ul style="list-style-type: none"> • Infants who are unable to sit are held for bottle-feeding. All others sit or are held to be fed. • Infants and toddler/twos do not have bottles while in a crib or bed and do not eat from propped bottles at any time. • Toddler/twos do not carry bottles, sippy cups or regular cups with them while crawling or walking. • Teaching staff offer children fluids from a cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup.
Breastfeeding	<p>The program supports breastfeeding by:</p> <ul style="list-style-type: none"> • Accepting, storing, and serving expressed human milk for feedings; • Breast milk must be labelled with infant’s full name and the date and time that the milk was expressed. • Accepting human milk in ready-to-feed sanitary containers labeled with the infant’s name and date and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months; • Ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk; and • Providing a comfortable place for breastfeeding and coordinating feedings with the infant’s mother.

	<ul style="list-style-type: none"> Mothers of infants who exclusively breastfeed and do not successfully accept a bottle, must be available to nurse their child as needed (at least once every 3 hours).
Infant Bottle Feedings and Solid Foods	<p>Except for human milk, staff serve only formula and infant food that comes to the facility in factory-sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer’s instructions or what families send in containers labelled with each child’s name. These containers and bottles need to go home each day to be properly sanitized and refilled.</p> <p>Bottle feedings do not contain solid foods unless a child’s health care provider supplies written instructions and a medical reason for this practice.</p> <p>Staff discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated. If staff warm formula or human milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. No milk, including human milk and no other infant foods are warmed in a microwave oven.</p>
Solid Foods and Juices	Teaching staff do not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is prescribed by the child’s health care provider and approved by families. Sweetened beverages are avoided. If juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than 4 ounces per child daily.
Feeding	Teaching staff who are familiar with the infant feed him or her whenever the infant seems hungry. Feeding is not used in lieu of other forms of comfort.
Cow’s Milk	The program does not feed cow’s milk to infants younger than 12 months, and it serves only whole milk to children ages 12 months to 24 months.
Unacceptable Foods & Appropriate Food Sizes	<p>Staff do not offer children younger than 4 years these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.</p> <p>Staff cut foods into pieces no larger than ¼-inch square for infants and ½-inch square for toddlers/twos, according to each child’s chewing and swallowing capability.</p>
Meal Menus	The program prepares written menus, posts them where families can see them, and has copies available for families.

Snack and Meal Time	The program serves meals and snacks at regularly established times. Meals and snacks are at least two hours apart but not more than three hours apart.
Snack program	<p>ACG has a snack program that is school-wide. The school follows the regulations of the Child and Adult Care Food Program (CACFP) while providing a morning snack for all children as well as an afternoon snack for children who remain for late care. The snack is prepared according to the CACFP guidelines. Teachers sit with children during snack and meal times, engaging with children in conversation that includes but is not exclusively centered on healthy nutrition. Families are expected to prepare and send lunch daily for their children. ACG does not encourage warm-ups except under extenuating circumstances. The use of microwaves detracts from the interactions and time that teachers are expected to be in conversation with the children. ACG does not have individual refrigerators to store children's lunches. The staff recommends that families send lunches in an insulated bag with a small ice pack if the contents require refrigeration. Please be aware that ACG staff members will never microwave food or beverages in plastic, or polystyrene (Styrofoam) containers, plates, bags or wraps. It is the parent's responsibility to provide proper glass containers for warm-ups. The American Academy of Pediatrics recommends that children under the age of seven refrain from eating whole nuts as they are a choking hazard. Due to this recommendation, A Child's Garden will not serve whole nuts to children even if they are sent in their lunch boxes. Sliced or slivered nuts will be allowed for children in the Pre-K program.</p>

**Child and Adult Care Food Program
(CACFP) Guidelines**

	What Parents Need to Know
Snack Components	Two of the four listed below must be offered
Serving Sizes	Serving sizes of each of the categories listed below vary by age group.
Beverage Components	Milk (fluid)
Vegetables and Fruits Components	Vegetables and/or fruits; or full-strength fruit or vegetable juice or an equivalent quantity of any combination of the above
Bread and Bread Alternates Components	Bread; or cornbread, biscuits, rolls, muffins, etc.; or cold dry cereal; or cooked cereal; or cooked pasta or noodle products; or cooked cereal grains or an equivalent quantity of any combination of bread and bread alternates.
Meat and Meat Alternates Components	Cheese; or eggs; or beans or peas; or peanut butter or soy nut butter; or other nut or seed butters; or peanuts or soy nuts or tree nuts or seeds*; or yogurt, plain or sweetened and flavored; or an equivalent quantity of any combination of the above.
* Serve with caution to children under five because of the risk of choking.	

Child Care Meal Pattern

Snack			
Select Two of the Four Components for a Reimbursable Snack			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk²			
fluid milk	1/2 cup	1/2 cup	1 cup
1 fruit/vegetable			
juice, ³ fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread⁴			
bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
1 meat/meat alternate			
meat or poultry or fish ⁵ or	1/2 oz.	1/2 oz.	1 oz.
alternate protein product or	1/2 oz.	1/2 oz.	1 oz.
cheese or	1/2 oz.	1/2 oz.	1 oz.
egg ⁶ or	1/2	1/2	1/2
cooked dry beans or peas or	1/8 cup	1/8 cup	1/4 cup
peanut or other nut or seed butters or	1 Tbsp.	1 Tbsp.	2 Tbsp.
nuts and/or seeds or	1/2 oz.	1/2 oz.	1 oz.
yogurt ⁷	2 oz.	2 oz.	4 oz.
<p>¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.</p> <p>² Milk served must be low-fat (1%) or non-fat (skim) for children ages 2 years and older and adults.</p> <p>³ Fruit or vegetable juice must be full-strength.</p> <p>⁴ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.</p> <p>⁵ A serving consists of the edible portion of cooked lean meat or poultry or fish.</p> <p>⁶ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.</p> <p>⁷ Yogurt may be plain or flavored, unsweetened or sweetened.</p>			

Appendix

Notifiable Diseases or Conditions in New Mexico

The following list is found at New Mexico Department of Health, New Mexico Administrative Code.

7.4.3.13 NOTIFIABLE DISEASES OR CONDITIONS IN NEW MEXICO:

C. Emergency reporting of diseases or conditions: The following diseases, confirmed or suspected, require **immediate reporting** by telephone to the epidemiology and response division at (505) 827-0006. If no answer, call 1-866-885-6485.

(1) Infectious diseases:

- (a) anthrax*;
- (b) avian or novel influenza*;
- (c) bordetella species*;
- (d) botulism (any type) *;
- (e) cholera*;
- (f) diphtheria*;
- (g) haemophilus influenzae invasive infections*;
- (h) measles;
- (i) meningococcal infections, invasive*;
- (j) plague*;
- (k) poliomyelitis, paralytic and non-paralytic;
- (l) rabies;
- (m) rubella (including congenital);
- (n) severe acute respiratory syndrome (SARS)*;
- (o) smallpox*;
- (p) tularemia*;
- (q) typhoid fever*;
- (r) yellow fever.

(2) Other conditions:

- (a) suspected foodborne illness in two or more unrelated persons*;
- (b) suspected waterborne illness or conditions in two or more unrelated persons*;
- (c) illnesses or conditions suspected to be caused by the intentional or accidental release of biologic or chemical agents*;
- (d) acute illnesses or conditions of any type involving large numbers of persons in the same geographic area;
- (e) severe smallpox vaccine reaction;
- (f) other illnesses or conditions of public health significance.

(3) Infectious diseases in animals:

- (a) anthrax;
- (b) plague;
- (c) rabies;
- (d) tularemia.

D. Routine reporting of diseases or conditions:

(1) Infectious diseases (report case within 24 hours to epidemiology and response division at 505-827-0006; or contact the local health office).

- (a) brucellosis;
- (b) campylobacter infections*;
- (c) clostridium difficile*;
- (d) coccidioidomycosis;
- (e) Colorado tick fever;
- (f) cryptosporidiosis;
- (g) cysticercosis;
- (h) cyclosporiasis;
- (i) dengue
- (j) E. coli 0157:H7 infections*;
- (k) E. coli, shiga-toxin producing (STEC) infections*;
- (l) encephalitis, other;
- (m) giardiasis;
- (n) Group A streptococcal invasive infections*;
- (o) Group B streptococcal invasive infections*;
- (p) hantavirus pulmonary syndrome;
- (q) hemolytic uremic syndrome;
- (r) hepatitis A, acute;
- (s) hepatitis B, acute or chronic;
- (t) hepatitis C, acute or chronic;
- (u) hepatitis E, acute;
- (v) influenza-associated pediatric death
- (w) influenza, laboratory confirmed hospitalization only;
- (x) legionnaires' disease;
- (y) leptospirosis;
- (z) listeriosis*;
- (aa) lyme disease;
- (bb) malaria;
- (cc) mumps;
- (dd) necrotizing fasciitis*;
- (ee) psittacosis;
- (ff) q fever;
- (gg) relapsing fever;
- (hh) Rocky Mountain spotted fever;
- (ii) salmonellosis*;
- (jj) shigellosis*;
- (kk) St. Louis encephalitis infections;
- (ll) streptococcus pneumoniae, invasive infections*;
- (mm) tetanus;
- (nn) trichinellosis;
- (oo) toxic shock syndrome;
- (pp) varicella;
- (qq) vibrio infections*;
- (rr) west nile virus infections;
- (ss) western equine encephalitis infections;
- (tt) yersinia infections*.

(2) Infectious diseases in animals (report case within 24 hours to epidemiology and response division at 505-827-0006; or contact the local health office).

- (a) arboviral, other;
- (b) brucellosis;
- (c) psittacosis;
- (d) west nile virus infections.

(3) Tuberculosis* or other nontuberculous mycobacterial infections (including Mycobacterium avium complex or leprosy). Report suspect or confirmed cases within 24 hours to tuberculosis program, NM Department of Health, P. O. Box 26110, Santa Fe, NM 87502-6110; or call (505-827-2471) or 505-827-2473.

(4) Sexually transmitted diseases. Report to infectious disease bureau - STD program, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110, fax 505-476-3638; or call 505-476-3636.

- (a) chancroid;
- (b) chlamydia trachomatis infections;
- (c) gonorrhea;
- (d) syphilis.

(5) HIV (human immunodeficiency virus) and AIDS (acquired immunodeficiency syndrome). Report to HIV and hepatitis epidemiology program, 1190 St. Francis Dr., N1350, Santa Fe, NM 87502, fax 505-476-3544 or call 505-476-3515.

- (a) all confirmed positive HIV antibody tests (screening test plus confirmatory test);
- (b) all tests for HIV RNA or HIV cDNA ('-viral load tests-');
- (c) all tests to detect HIV proteins;
- (d) all positive HIV cultures;
- (e) all HIV genotype tests;
- (f) all CD4 lymphocyte tests (count and percent);
- (g) opportunistic infections, cancers and any other test or condition indicative of HIV or AIDS.

(6) Occupational illness and injury. Report to epidemiology and response division, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; or call 505-827-0006.

- (a) asbestosis;
- (b) coal worker's pneumoconiosis;
- (c) hypersensitivity pneumonitis;
- (d) mesothelioma;
- (e) noise induced hearing loss;
- (f) occupational asthma;
- (g) occupational burn hospitalization;
- (h) occupational injury death;
- (i) occupational pesticide poisoning;
- (j) occupational traumatic amputation;
- (k) silicosis;
- (l) other illnesses or injuries related to occupational exposure.

(7) Health conditions related to environmental exposures and certain injuries. Report to epidemiology and response division, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; or call 505-827-0006.

- (a) Environmental exposures:
 - (i) all pesticide poisoning;

- (ii) arsenic in urine greater than 50 micrograms/liter;
 - (iii) carbon monoxide poisoning;
 - (iv) infant methemoglobinemia;
 - (v) lead (all blood levels);
 - (vi) mercury in urine greater than 3 micrograms/liter or mercury in blood greater than 5 micrograms/liter;
 - (vii) uranium in urine greater than 0.2 micrograms/liter or 0.2 micrograms/gram creatinine;
 - (viii) other suspected environmentally-induced health conditions.
- (b) Injuries:
- (i) drug overdose;
 - (ii) firearm injuries;
 - (iii) traumatic brain injuries.
- (8) Adverse vaccine reactions. Report to vaccine adverse events reporting system, <http://www.vaers.hhs.org>. Send copy of report to immunization program vaccine manager, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; fax 505-827-1741.
- (9) Healthcare-associated infections. Central line-associated bloodstream infections (CLABSI) events.
- (10) Cancer. Report to designee. Report all malignant and in situ neoplasms and all intracranial neoplasms, regardless of the tissue of origin, using the prevailing standards promulgated by the national cancer institute, the centers for disease control and prevention, the North American association of central cancer registries, and the American college of surgeons.
- (11) Human papillomavirus (HPV). Laboratories report the following tests to designee
- (a) papanicolaou test results (all results);
 - (b) cervical, vulvar and vaginal pathology results (all results);
 - (c) HPV test results (all results).
- (12) Birth defects.
- (a) Report to epidemiology and response division, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; or call 505-827-0006.
 - (b) All birth defects diagnosed by age 4 years, including:
 - (i) defects diagnosed during pregnancy;
 - (ii) defects diagnosed on fetal deaths;
 - (iii) defects found in chromosome testing on amniotic fluid, chorionic villus sampling and products of conception for Trisomy 13, Trisomy 18 and Trisomy 21.
- (13) Genetic and congenital hearing screening. Report to children's medical services, 2040 S. Pacheco, Santa Fe, NM 87505; or call 505-476-8868.
- (a) Neonatal screening for congenital hearing loss (all results).
 - (b) Suspected or confirmed congenital hearing loss in one or both ears.
 - (c) All conditions identified through statewide newborn genetic screening.

ACG Request for Accommodations or Services Agreement

Student Name: _____

Class: _____ Date of Birth: _____ Age: _____

Qualifying Need/Disability: _____ Date Plan Written _____

School Year: _____ Effective Date: _____ Plan Review Date: _____

Previous Plan on File? Yes No

Documentation of Need/ Disability _____

Attached? Yes N

Team Members			
Title	Name	Contact	Initial
Parent/Guardian 1			
Parent/Guardian 2			
Lead Teacher			
Assistant Teacher			
ACG Support Staff			
Other:			
Other:			
Other:			

Accommodations and Services			
Area of Need	Accommodation or Service	Person(s) Responsible for Implementing	Frequency of Service/Accommodation

Notes:

ACG Statement

The Teachers and Staff at A Child’s Garden (ACG) will strive to implement the requested accommodations and strategies. The parents also agree to implement any strategies listed at home or complete required paperwork for requested services. This plan will be reviewed at stated date for effectiveness and student progress. At this time, any adjustments to accommodations or strategies will be implemented. If after review of the plan, the Teachers and Staff feel that ACG does not have adequate resources to accommodate the student or it is found that the parents/guardians are not implementing their required strategies or completing requested paperwork, the student may be disenrolled from ACG.

ACG Behavior Intervention Plan

Student Name: _____	
Date of Birth: _____	Age: _____
School Year _____	Teacher(s) _____
Effective Date: _____	Plan Review Date: _____
Previous Plan on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Challenging Behaviors(s) <i>What are the inappropriate behaviors?</i>	
Target Behavior(s) <i>What is expected of the student?</i>	
Method of Teaching Target Behavior <i>How will we teach the target behavior and who will teach it?</i>	
Accommodations and Interventions <i>What can we do to help the student succeed?</i>	
Who is Responsible for implementing above interventions and accommodations?	
Method of Measuring Progress <i>What will show us what is and isn't working?</i>	
Length of Plan <i>How long before review?</i>	
Consequences for Challenging Behavior <i>What happens if the student does not reach target behavior?</i>	

Notes:

Team Members			
Title	Name	Contact	Initial
Parent/Guardian 1			
Parent/Guardian 2			
Lead Teacher			
Assistant Teacher			
ACG Support Staff			
Other:			
Other:			
Other:			

ACG Statement

The Teachers and Staff at A Child’s Garden (ACG) will strive to implement the requested accommodations and strategies. The parents also agree to implement any strategies listed at home or complete required paperwork for requested services. This plan will be reviewed at stated date for effectiveness and student progress. At this time, any adjustments to accommodations or strategies will be implemented. If after review of the plan, the Teachers and Staff feel that ACG does not have adequate resources to accommodate the student or it is found that the parents/guardians are not implementing their required strategies or completing requested paperwork, the student may be disenrolled from ACG.