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 Early Childhood Education and Care Department (ECECD).

The 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 as 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 Policy:

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 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 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 (i.e., 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 ensure 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 educators 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 educator 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.
- Educators 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 educator 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 rotates 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 weekdays 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 is 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 educator conferences, which are held during the regular calendar year.

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 educators 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 full payment by May 20.

Curriculum

The ongoing curriculum at ACG is not a prescribed educator'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 educators 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

- To provide for each child a warm and supportive climate where he/she is respected and trusted.
- To foster positive feelings in the child about self, family, school, and community.
- To stimulate the child to explore and discover the world around herself/himself through concrete, manipulative experiences.
- To encourage the child to actively participate in his/her learning by planning, decision making and solving problems.
- To assure the child's feelings of success through mastery of his/her environment.
- To provide the child with opportunities for interaction with a diverse population of children and families, including children with special needs.
- To provide a self-selective, integrated learning environment that includes both indoor and outdoor activities and which incorporates early mathematics; early literacy; language acquisition, 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.
- To provide opportunities for family involvement and participation in the program.
- 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 educators 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 educator'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 educator has an opportunity to observe each child. The educator 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 educator 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. ACG 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 educator 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 educators use the "Ages and Stages Questionnaire" , the "Ages and Stages Social Emotional Questionnaire" as well as Individualized 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 may be made for developmental screening. All ACG Educators attend professional development focused on our common assessment tools and student portfolios. New Lead educators 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) and the Ages and Stages Social Emotional Questionnaire (ASQSE) are the standardized assessment tools used at A Child's Garden as a valid instrument recommended by the NMECECD. These questionnaires, along with a letter describing their purpose and informing families who to contact for clarity, are distributed to families within the first month of school and again in the spring. They are then returned to educators in order for the staff to conference with families on the progress of their children. Conferences, held in fall and spring, include educator 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 educators in planning curriculum and to individualize learning plans for children. Individualized Portfolios and Pre-K Essential Indicators are used in consultation with families and demonstrate the partnership between the staff and the families.

Educators 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 educators 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, that follows the guidelines from the Child and Adult Care Food Program, (CACFP) , included in the cost of tuition. The CACFP guidelines and standards are included in the appendix. PARENTS OF CHLDREN WHO HAVE A MEDICALLY DIAGNOSED FOOD ALLERY MUST TAKE RESPONSBILITY FOR INFORMING THE CLASSROOM EDUCATOR 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 ACG 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 educators 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 Workday 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 Workday). 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, workdays, 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 ensure 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: Educators can always use assistance in the classroom or on field trips. You will be asked to indicate ways in which you would be willing to help in the classroom or talents you may have to share with the community via the Family Involvement questionnaire. Please be aware that you are welcome to be in the classroom with preplanned notice. We value our families and are glad to reinstate consistent volunteering. The family member who can come in and be "an extra set of hands" is treasured indeed.

Open Door Policy: We have been able to reinstate our Open Door Policy as well. Families are invited into their child's classroom, at the director and educator's discretion, for special activities and/or to share lunch. 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 educators 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 educator(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 educators 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 educator/child connection. It is simply a time for the educator to begin to get to know the child in his/her home environment. The educator(s) will visit with your child in order to assist the child to feel comfortable about coming (or returning) to school. (Please do not feel that you need to engage in a flurry of housework in preparation.) Educators 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 with 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 educators 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. Educators 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 ACG staff, children have minimum difficulty adjusting.

Family-Educator Communication

- Classroom News: Some classrooms send monthly newsletters while others send weekly emails to keep families informed of classroom news and needs. Please be sure to read all correspondence in a timely fashion so you are kept up to date on important news.
- Conferences/Assessment: Educators 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 educator or director as the need arises (further Assessment information see page 8).
- Support for Families: Educators and families communicate frequently about childrearing practices in the home and at the program in order to minimize potential conflicts and confusion for children. Educators 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.*

- Daily Contact: If your child participates in extended care, educators will assume responsibility for conveying necessary information via the Procare Parent App, email, with a telephone call or a note in your child's cubby. Please check for messages daily.
- Informal Communication: Drop-off and pick-up times can be challenging, and educators must give the children full attention at this time. Although educators will want to communicate with you briefly, it is not the time for a conference.
- The "NAEYC Code of Ethical Conduct and Statement of Commitment" is the standard for ethical and professional conduct regarding confidentiality and communication. (Parent-Educator; Educator-Educator; Educator-Child). A copy of this "Code" is available in the school office.
- 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 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 educators will also communicate with you regularly through a classroom newsletter or email giving information about classroom activities.

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: Educators provide consistency during transitions from one year to the next. Receiving staff will learn about those children entering a particular class from the sending educator. 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 educator more than one year. We call this Continuity of Care and we consider this a positive experience for everyone.

Leaving "the Garden": Families and educators 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 educators 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 an elementary school giving children a Kindergarten experience. ACG also hosts a "Kindergarten Open House" where several schools are represented and available to answer questions.

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 educator 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.

Workdays: 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 do 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 ensure safety on riding toys. Hats for sun protection are also encouraged.

Toilet Training: This transition includes family, staff, and the child. Educators 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 educator 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.**

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 educator 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 educator 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. Each classroom does this in conjunction with families by providing special experiences or all about me posters 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 "Loose Parts" list before you throw anything away. Educators often include current requests in their classroom newsletters. ACG uses Loose Parts for creative play and 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 which enhance the children's creativity. When your child's class is using one of these prop boxes, the educator 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, backpack, 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 do not 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 Supplement Form
- 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 of 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.

Wait List: When there is no space in the age grouping, a child can be placed on a Wait List upon return of the registration information, or a Wait 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 Wait 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. **Wait 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 must be adapted to fit the new schedule. The fee will increase by $50 with each subsequent 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. ACG 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 no later than the first day of the month of the student's last month of attendance. Families are responsible for the Full Final month's tuition (see prepaid tuition), and will forfeit their deposit if the required written notice is not received.

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. A separate Registration Fee is charged for students enrolled in Summer Session and/or Interim Care.

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:

- Placement and tuition of a child is based on the age of the child on August 31st of the current school year.
- Tuition payments may be made using cash, check, ACH payments (one time and reoccurring), and credit cards. A charge of 3% will be assessed when using credit cards.
- ACG encourages families to create an account on the Procare Parent App for classroom communication and tuition payments. The app is available for iOS and Android devices. Instructions will be emailed to families prior to the child's first day of school.
- 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 updated in Procare Parent Account* 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 1*-August 10*	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
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. Procare Parent account allows for access to billing information and statements.
	*Late fees are applied on the 11th of each month. See above for late fee description.

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:

- Susan K. Smith Tuition Assistance Fund, which include 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.
- Other funds include the Dr. Nancy Copeland Halbgewachs Scholarship Endowment Fund, the Grace Copeland and the Lola Halbgewachs Grandparents' Scholarship Endowment Fund, and the Eric Youngberg Memorial Fund.

Types of Tuition Assistance:

New Mexico Early Childhood Education and Care Department Child Care Assistance Program
The Child Care Assistance Program subsidizes the cost of childcare for families at or below 400% of the federal poverty level that are working, in school, or searching for employment**.** We encourage families who meet this requirement to apply for assistance at https://www.nmececd.org/child-care-assistance/#about. Please note that the qualification requirements for this financial assistance is subject to change per the NMECECD.

A Child's Garden Tuition Assistance Program: Assistance is provided only for tuition during the academic year, August through May and/or the Summer Session. 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 info 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 educator cannot provide in the classroom. Educators 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 educators.

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. Educators will give families at least one-month prior notice so that families may participate if possible. Classroom children and staff will ride a school bus or travel in their family member's car. 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) Educators 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 3) 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, childcare, 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 our staff and students. Please help us protect the educators 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:

- State Licensing does require that each child completes a daily Health and Wellness Check.
- One educator from the classroom will greet families and children at the classroom door and conduct the Health Screening/Wellness Check before the child enters the facility.
- If a staff member or a student is exhibiting three or more symptoms that are consistent with Covid-19 or other serious illness, (a temperature of 100.4 or higher, fever or the chills, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea) the student or staff member will be excluded for the day. A student or staff member who has experienced two or more episodes of vomiting or diarrhea in the last 24 hours must be excluded as well.
- *NMECECD still mandates that childcare programs with a positive Covid-19 case file a report and follow CDC Guidelines. Therefore, in the best interest of everyone at ACG, and in alignment with the ECECD recommendations, the ACG Board of Directors strongly encourage you to vaccinate your child and to keep your family up to date with any available boosters. During the 2024-2025 school year we will watch the community levels of Covid-19 and when the levels are high, we reserve the right to add additional layered prevention strategies including, but not limited to, reinstating a mask mandate for those two years of age and older, cohorting our classrooms, limiting our hours, and asking for proof of negative tests or quarantining after travel outside of the state. You can help our community stay safe and healthy by having your family voluntarily mask and/or test after being in situations that are high risk for Covid-19 transmission, such as travel during busy times, large gatherings and suspected exposures.
- ACG will not close classrooms completely after a Covid exposure. Children and staff who are exposed will follow CDC Guidelines.
- ACG must exclude any staff member or child who is exhibiting three or more symptoms consistent with Covid-19 or other serious illness and/or tests positive, including those who are fully vaccinated/up to date. These include:
    - 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 medical provider. 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.
    - Mouth sores with drooling.
    - 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 medical provider stating what exactly is causing the rash and whether the rash is contagious.
    - Receiving antibiotics for Strep throat or impetigo for less than 24 hours.
- Your child will be sent home if an educator observes any of the above signs or symptoms in your child.
- ACG Staff and Students will wash their hands upon entering the building and several times throughout the day.
- ACG Staff will clean, sanitize, and disinfect regularly touched surfaces throughout the day.
- Please remember to keep your child at home when sick or symptomatic.

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 medical provider stating the cause of the discharge and whether 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 medical provider stating the cause of the cough and whether 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 medical provider'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 medical provider'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 (COVID 19, strep, chicken pox, pink eye, etc.). For the safety and wellbeing of all children and staff, parents will be informed of such illnesses in the child's classroom and sibling's 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 medical provider's note stating that the child is no longer contagious before returning to school. **NOTE: Please see Absences and Prompt Arrival Section on Page 5 regarding required communication for absences due to illness.**

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 scanning the QR code provided. 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 designated location.
- Do not leave vehicles idling and or children unattended.
- Never arrive at school/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. Family members who need to enter the building may ring the bell for entry. Administrative staff or an educator 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. At times, all family members, staff, children over two and visitors may be required to wear a face mask.
- Anyone (including parents/caregivers) 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.

<u>Supervision of Children</u>: NAEYC recommended ratios are maintained at all times. (See ratios below*)
ACG 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.

*Ratios A minimum of two Adults: 1 educator 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

<u>Supervision of Infants and Toddlers/Twos:</u> ACG 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.
- Educators 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 younger then twelve months, unless otherwise ordered by a medical provider, 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.

<u>Supervision of Preschoolers:</u> ACG staff supervise preschool children primarily by sight. Supervision for short intervals by sound is permissible, as long as educators 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.

<u>Child Found Missing:</u> 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 educator 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 Early Education and Care Licensing Department (505-841-7401) and to the Albuquerque Police Department (505-768-1986).

<u>Emergency Procedures & Safety Policies:</u> 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.

<u>Emergency Evacuation Procedures:</u> 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 9:30 for Ealy Care and the regular program will begin at 10:00. APS information is available on KOB TV and radio on snow days.

Confidentiality:

- Information and concerns about children will only be discussed by persons with a need to know about the issue or with the Director.
- Incident reports do not name children involved in incidents other than the child in whose file the report will be filed.
- 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)
- Employment references and/or employment verification of employees can be released only with a written release from the employee.
- 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 educators 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 educators, 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 Policy:

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.

Educators 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 & recognition
- Encouraging children to be positive members of the community at A Child's Garden and the community at large

Educators 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.

Definitions/Examples

- **Examples of Physical Punishment:** shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.
- **Examples of Psychological Abuse:** shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion.
- **Examples of Coercion:** rough handling (shoving, pulling, pushing, grasping any body part); physical restraint (forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).
- **Mechanical Restraint:** "the use of devices as a means of restricting a student's freedom of movement." (H.R. 7124)
- **Physical Escort:** "the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location." (H.R. 7124, 2018)
- **Physical Restraint:** "a personal restriction that immobilizes or reduces the ability of an individual to move the individual's arms, legs, torso, or head freely, except that such term does not include a physical escort, mechanical restraint, or chemical restraint." (H.R. 7124, 2018)
- **Seclusion:** "the involuntary confinement of a student alone in a room or area which the student is physically prevented from leaving, except that such term does not include a time out." (H.R. 7124, 2018)

- **A Child's Garden Exclusion and Expulsion Policy** A Child's Garden's goal is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. However**,** understanding that challenging behavior is a form of communication, when staff has worked to identify environmental factors that might be contributing to the challenging behaviors, and has implemented the redirection strategies listed above, a conference with the director, the educators, the social worker and the child's family will be requested to seek input and assistance. When necessary, if the home language is other than English, an interpreter will be available to assist with communication. At times, the above-mentioned team may determine that exclusionary measures are necessary. These may include a period of time where a child stays home or reduces the amount of time in their schedule. When following these steps, if the staff and administration does not feel confident that the child is being effectively redirected; a referral for further assistance may be made. ACG understands that early intervention is a valuable tool in helping young children who are struggling to be successful and thrive. Therefore, the staff and administration will make every effort to work with a support team to help the child continue at A Child's Garden. 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. The administration will aid the family in finding a more supportive and appropriate setting for the child.
    - **Please note that this policy is in compliance with Federal and State Civil Rights laws and policies and is in compliance with Title 8 of the New Mexico Administrative Code (8.16.2.6).**

This policy is communicated in writing to families via our Family Handbook and to staff via the Personnel Policies. It is also explained orally during our New Family and Staff Orientations.

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Waitlist Application Form for New Families

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 _____

Address_____

Name(s)/Email Address _____

Name/Phone #_____

Name/Cell # _____

Siblings (ages) _____

Comments:_____

_____

_____

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

5 Day: M-F _____ 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

Revised 12/2023

2024-2025 Registration Form

Office Use Only ☐ Returning ☐ New
Registration Fee _____ Supply Fee _____ Date/Time Received _____
Date Enrolled _____ Date Disenrolled _____
Age Group Assigned _____ Class Educator_____

Please complete ALL sections on this page. It is required to comply with NAEYC Accreditation Standards.

Child's Name _____ Prefers to be called _____

Child's Birth Date _____Child's Age _____ Sex ☐ Female ☐ Male ☐ Other

Siblings (ages)_____

Parent/Guardian #1 Name _____

Home Address_____

City _____ State _____Zip _____Cell #_____

Email Address _____

Occupation_____

Place of Employment _____ Business Phone_____

Business Address_____

Parent/Guardian #2 Name _____ ☐ Same Address as Above

Home Address_____

City _____ State _____Zip _____Cell #_____

Email Address _____

Occupation_____

Place of Employment _____ Business Phone_____

Business Address_____

Please Select Registered Schedule Below

Day Schedule: ☐ 5 Day M-F ☐ 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.

Authorized Drop Off/Pick Up

Other than Parent(s)/Guardian(s) listed, my child can be released to (Name, Relationship & Phone #):

Name_____ Rel_____ Ph# _____

Name_____ Rel_____ Ph# _____

Name_____ Rel_____ Ph# _____

Name_____ Rel_____ Ph# _____

Name_____ Rel_____ Ph# _____

Continued on Next Page

Revised 12/2023

Payee Information

Is there a third-party payer responsible for all financial obligations? ☐ Yes ☐ No

Name _____ Relationship_____

Email _____ Phone _____

Classroom Placement ☐ Yes ☐ No

Are there any health, safety, or special needs we should be aware of to help us best place your child?

_____

_____

_____

Please submit the completed form along with the $150.00 non-refundable Registration Fee. This can be paid with cash or check, or if you currently have an automatic payment setup you may authorize ACG to charge your account on file by initialing here. _____

If you have a current ECECD contract, you may attach it to this form and your Registration Fee will be waived.

I, _____ verify that all above information is correct and will notify the office promptly if it changes.

_____

Parent/Guardian Signature **Date**

Revised 01/2024

2024-2025 Family Agreement Part 1

The information on these pages 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 THE FORM ENTIRELY.

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.), it is my responsibility to give a written update to 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 New Family Orientation as scheduled by the Director.

_____ 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 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, current vehicle registration, and to maintain liability insurance on the motor vehicle as required by New Mexico law. **I will provide A Child's Garden with all necessary documents if my family transports 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.

_____ I understand that A Child's Garden has a contract with a Licensed Independent Social Worker who becomes part of the classroom team when onsite and is available to support children, families, and staff.

_____ I understand that information regarding my child's progress, development or other issues will not be released to outside authorities, other than as required by law, without my written consent.

_____ I acknowledge that I have read and understand the ACG Guidance Policy, and Exclusion and Expulsion Policy, as printed in the Family Handbook and posted in the front office. I understand the school reserves the right to disenroll my child if, in the sole discretion of ACG, it is determined the placement is not a good fit for the child.

_____ I understand that if I request a change in schedule after completing the registration form, that I will be assessed an administrative fee for the change and the change will only be considered upon written request and is subject to availability.

Continued the Next Page

_____ I understand that drop-off time is 7:30, 8:30, or 9:00 unless my child is enrolled for early care and pick-up times are 1:00, 3:00, 4:30 and no later than 5:30. I understand that I will be charged for early drop-off (before 8:25 or 8:55) at the rate of $20 per morning and late pick-up beginning 10 minutes following the scheduled 1:00, 3:00 or 4:30 pick up time at the rate of $40. Immediately following 5:35 a fee of $50 will be charged in addition to the rate of $5 per minute. If I continue to drop off early or pick-up late without a reservation, the **fee will double each time**. I understand that **CYFD will be contacted if my child is not picked up by 6 pm.** I understand that drop in extended early care and after care cannot be provided on a regular basis and is limited to 1-2 emergencies a year upon approval of the Director.

_____ I understand that ACG staff use technology resources for educational purposes and to communicate with families, and that the use of such is for the purpose of expanding the curriculum and supporting family participation in the program. The use of these resources is limited as defined in the ACG Personnel Policies and in accordance with the limitations defined in Section 110 of the Copyright Act.

_____ I agree to have my contact information shared with the Family Involvement Committee (FIC) for information regarding classroom events and communication. **If you do not want to share your contact information with the FIC, please indicate "No" rather than initial acknowledgement.**

_____ I understand that A Child's Garden is an outreach ministry of First Presbyterian Church. Although no "religious" activities associated with the church will be imposed, from time to time, family activities offered by the church will be promoted through flyers or mailings. **If you do not want to receive these, please indicate "No" rather than initial acknowledgement.**

_____ 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 agree to have my contact information published in the School Directory (student name, parent/guardian name(s), email address(es), phone number(s)). **If you do not want to share your contact information with the FIC please indicate "No" rather than initial acknowledgement.**

_____ If my child has more than one household, I agree to provide a court stamped copy of my Parenting Plan and Custody Order (if one is in place). **If this does not apply, please indicate with "NA".**

_____ I understand that this is Part 1 of an agreement for 2024-2025. Part 2 includes confirmation of the schedule, tuition rate, and schedule of payments.

_____ I understand that if, in the determination of school or government leaders, the needs of our students and/or the greater community are best served by temporarily ceasing operations (in the case of a medical quarantine, act of terrorism, etc.) ACG will pro-rate the tuition owed based on the number of days/weeks of closure.

_____ I understand that ACG has taken enhanced health and safety measures due to the Covid-19 pandemic and that my family must follow all written health and safety guidelines and protocols.

_____ I understand that an inherent risk of exposure to Covid-19 exists in any preschool/childcare setting and that by having my child attend ACG, I voluntarily assume all risks related to exposure to Covid-19.

_____ I understand the ACG calendar is subject to change if the NMECECD mandates closures and/or if illness effects the availability of staff. School hours are also subject to change due to the above circumstances.

_____

Responsible Family Member: **Printed Name** **Signature** **Date**

_____

ACG Acknowledgement of Receipt Date Reviewed

Revised 1/2024

2024-2025 Child Health Information Record

Form A: To Be Completed by Guardian

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 forms.

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: _____

List specific diagnosed food allergies, if applicable, and course of treatment (please provide relevant health documentation):

_____

_____

Emergency Local (within thirty miles) Contact Information (other than household members)

Unless otherwise specified, emergency contacts may have access to the child's health records.

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: _____ Relationship to Child: _____
   Phone: _____ City/State _____

_____ **I give permission for ACG staff to apply sunscreen, insect repellent, and/or diaper cream for my child (which I will supply).**

_____ **I give permission for ACG staff and other authorized personnel to have access to these health records, and to treat and/or transport my child in case of medical emergency.**

_____

Parent/Guardian: Print Name **Signature** **Date**

A Child's Garden
Growing and Learning since 1970

Updated 01/2024

2024-2025 Child Health Information Record
Form B: To Be Completed by Physician

215 Locust St. NE
Albuquerque, NM 87102
505-764-2920
Fax 505-764-2925

The information on this page is required to be on record for all children attending ACG 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	☐ Yes	☐ No
Abnormal result on a hearing test	☐ Yes	☐ No
Abnormal result on a vision test	☐ Yes	☐ No
Recurring chronic illness/health problems	☐ Yes	☐ No
Disabilities (such as cerebral palsy, seizure disorder, developmental delay)	☐ Yes	☐ No

If 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: _____
_____
_____

_____
Physician Printed Name **Signature** **Date**

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ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____

Cardholder Signature _____ Date _____

SECTION B (Bank Account)

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ ☐ Checking ☐ Savings

Authorized Signature _____ Date _____

FOR OFFICIAL USE ONLY

_____
Date Received

_____
Employee Signature

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

Release of Information Form

Date _____

Name of Child _____ Date of Birth_____

Name of Person Authorizing Release of Information _____

Relationship to Child _____

Phone Number _____ Email _____

Name of Agency _____

Phone Number _____ Email _____

Initial Below:

_____ I authorize A Child's Garden Preschool to release information about my child's progress to the named program.

_____ 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**

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

Sick Note Home

Child's Name: _____ Date: _____

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

Diarrhea	Vomiting	Muscle Aches/Pains
Extreme Fatigue	Shortness of Breath	Difficulty Breathing
Has a Rash	Headache	
Has a Fever of:	Injured:	Other:

This is what we did:

Applied an Ice Pack	Applied a Bandage	TLC
Called:	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 or is accompanied by a doctor's note the child is able to return to school.*** *Examples of potential illness listed below:*

- *Has fever of 100.4 degrees*
- *Observable signs of illness or behavior changes that may be an indicator*
- *Has vomited or experienced 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 – if your child has severe seasonal allergies, please bring a medical provider's note letting us know of his/her condition*

Date child may return to school: _____

Please note that at this time, parents must monitor their child at home for 24 hours. If symptoms subside and no additional symptoms develop in 24 hours, then the child may return to school. If symptoms worsen or new symptoms appear, the child may not return to school without proof of a negative Covid-19 test or a medical provider note stating that a Covid-19 test was not recommend and that the child is clear to return to school.

Educator Signature: _____

Office Signature: _____

Parent Signature: _____

Updated 08.01.24

Appendix

New Family Orientation Overview

Welcome and tour of facility, including safety & security, building access
Introduction to Administrative Staff, Teaching Staff, and Resource Persons

Review and highlight Family Handbook:

- Program Philosophy
- Curriculum Goals & Objectives
- Inclusion of children with differing abilities and from different backgrounds
- Open Door Policy
- Guidance Policy/Suspension/Expulsion/Exclusionary Measures
- Family & Staff Partnership
    - 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
    - Cleaning, Sanitation, Disinfection Routines and Eco-friendly Practices
- 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 with 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.

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	The program follows these practices regarding hand washing: • 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	Children and adults wash their hands: • 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	Adults also wash their hands: • 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	Proper hand washing procedures are followed by adults and children and include: • 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	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. • 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	The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and childcare 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.
Nutrition	
Food Preparation, Serving, & Storage Guidelines	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.
Food Safety	Staff take steps to ensure the safety of food brought from home: • 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. • Staff make sure that food requiring refrigeration stays cold until served. • Staff discard food with expired dates.
Whole Fruits & Packaged Foods	Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.
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	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. The program complies with the following guidelines for bottle feeding: • 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 form propped bottles at any time. • Toddler/twos do not carry bottles, sippy cups or regular cups with them while crawling or walking. ACG staff offer children fluids from a cup as soon as the families and educators decide together that a child is developmentally ready to use a cup.

Breastfeeding	The program supports breastfeeding by: • 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. • 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	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. Bottle feedings do not contain solid foods unless a child's health care provider supplies written instructions and a medical reason for this practice. 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.
Solid Foods and Juices	ACG 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	ACG 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	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. 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.
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 and Lunch Guidelines	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. Educators sit with children during snack and mealtimes, 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 educators 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.

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

Food Components	*Ages 1-2*	*Ages 3-5*	*Ages 6-12*[1]
1 Milk[2] 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/Bread[4] bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/2 cup 1/2 cup 1/2 cup	1/2 slice 1/2 serving 1/2 cup 1/2 cup 1/2cup	1 slice 1 serving 1 cup 1 cup 1 cup
1 Meat/Meat Alternate meat or poultry or fish[5] or alternate protein product or cheese or egg[6] or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt[7]	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1 oz. 1 oz. 1 oz. 1 1/4 cup 2 Tbsp. 1 oz. 4 oz.

[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.

[2] Milk served must be low-fat (1%) or non-fat (skim) for children ages 2 years and older and adults.

[3] Fruit or vegetable juice must be full-strength.

[4] Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

[5] A serving consists of the edible portion of cooked lean meat or poultry or fish.

[6] One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

[7] Yogurt may be plain or flavored, unsweetened, or sweetened.

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. 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) 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

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

Student Name _____ Date of Birth _____ Age _____
School Year _____ Educator(s) _____
Effective Date _____ Plan Review Date _____
Previous Plan on File? ☐ Yes ☐ No
Documentation of Need/Disability _____
_____ Attached? ☐ Yes ☐ No

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

Notes:

_____
_____
_____
_____

ACG Statement

The Educators 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 Educators 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

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

Team Members

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

Notes:

_____

_____

ACG Statement

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NMDOH
NEW MEXICO DEPARTMENT OF HEALTH

New Mexico Childcare/Pre-School/School Entry Immunization Requirements: 2022-23 school year

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

	Minimum # of vaccine doses by childcare and pre-school age levels							Vaccine doses by school grade level													Notes
Vaccine	By 4 Mo.	By 6 Mo.	By 12 Mo.	By 15 Mo.	16-47 Mo.	48-59 Mo.	≥ 60 Mo.	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Diphtheria/Tetanus/ Pertussis (DTaP/DT/Td)*	1	2	3	3	3	4	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	5 (4)	One dose required on/after 4th birthday. Four doses are sufficient **if last dose given on/after 4th birthday**, with at least 6 months between the last two doses. Five doses are preferred for optimal protection.
Tetanus/Diphtheria/ Pertussis (Tdap)															1	1	1	1	1	1	One dose Tdap required for entry into 7th - 12th grade.
Polio (IPV)* (OPV‡)	1	2	2	2	3	4 (3)	4(3)	4	4	4	4	4	4	4	4	4	4	4	4	4	Students in K-11th grades final dose required on or after 4th birthday. Three doses sufficient if CDC's catch-up schedule used AND last dose was given on/after 4th birthday with at least 6 months between the last two doses.
Measles/Mumps/ Rubella (MMR)				1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Min. age for valid 1st dose is 12 months. Live vaccines (MMR, Varicella) must be given on the same day; if not, they must be administered a min. of 28 days apart.
Haemophilus Influenzae type B (Hib)*	1	2	2	2	3/2/1	3/2/1	3/2/1														
Hepatitis B (HepB)	1	2	3	3	3	3	3	3	3	3	3	3	3	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	Two doses adult Recombivax HB is also valid if administered at ages 11-15 years and if dose 2 received no sooner than 16 weeks after dose 1.
Pneumococcal (PCV)*	2	3	3	4/3/2/1	4/3/2/1	4/3/2/1	4/3/2/1/0														
Varicella (VAR)				1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Min. age for 1st dose is 12 mos. Dose 2 should ideally be given at age>= 4, see note below. Live vaccines (MMR, Varicella) must be given on the same day; if not, they must be administered a minimum of 28 days apart.
Hepatitis A (HepA)				1	1	2	2	2	2												Hep A Vaccine is recommended for catch up in grades 2-12.
Meningococcal Men ACWY															1	1	1	1			1 dose required for 7th - 10th grade entry. Booster dose recommended at age 16-18. Men ACWY strongly recommended for catch up for grades 11-12.

Diphtheria/Tetanus/Pertussis: If child (4 months-6 years) is behind schedule, follow the CDC's catch-up schedule.

Tetanus/Diphtheria/Pertussis: 7th-12th graders require proof of 1 dose of Tdap regardless of when the last Td-containing vaccine was given.

Catch-up: Children 7-18 years who are not fully immunized with the childhood DTaP series should be vaccinated according to the CDC's catch-up schedule, with Tdap as the 1st dose followed by Td if needed. A 3-dose series is sufficient if initiated after age 7, in which one dose must be Tdap, followed by 2 doses of Td. Children age 7-10 who receive 1 dose Tdap as part of the catch-up series require 1 additional dose at 11-12 for 7th grade entry.

Polio: A minimum of 4 weeks between doses required with 6 months between last two doses. ‡OPV: Only trivalent OPV counts as valid. Monovalent or bivalent OPV are not valid. All doses given after 4/1/16 are assumed to be mono or bivalent.

MMR: Required 2nd dose should be given on/after 4th birthday. However, dose 2 may be given earlier with at least 4 weeks between dose 1 and 2.

Hib: If series started <12 months, 3 doses req'd with at least 1 dose on/after 1st Bday. Two doses req'd if dose 1 was given at 12-14 months. One dose of Hib given between 16-59 months is sufficient. Not recommended ≥60 months.

Hep B: Dose 2 a minimum of 4 weeks after dose 1; dose 3 at least 16 weeks after dose 1 and at least 8 weeks after dose 2. Infants currently receiving primary series, final dose should be administered no earlier than age 24 weeks.

PCV: Administer a series of PCV13 vaccine at ages 2, 4, 6 months with a booster at age 12-15 months. Catch-up: Administer one dose of PCV13 to all healthy children 12-59 months who are not completely vaccinated for their age; children >60 months, no doses required.

Varicella: For children aged 12 months-12 years, the minimum interval between the two doses is 3 months. However, if dose 2 was administered ≥28 days after dose 1, dose 2 is considered valid and need not be repeated. For children ≥13 years, the recommended minimum interval is 4 wks. **Required for proof of varicella immunity:**

- For K - 7th graders: Receipt of vaccine; titer or laboratory confirmed diagnosis is required as proof of prior disease.
- For 8th - 12th graders: Receipt of vaccine, written proof of immunity by a physician/health care provider or laboratory titer is required.
- For **all newly diagnosed** varicella cases: Laboratory confirmation of disease is required.

Hep A: One dose required by 15 months; 2 doses required at 48 mos. with at least 6 months between doses.

Recommended # doses for adult students 19+ in secondary school	
Vaccine	doses
Tetanus/Diphtheria/ Pertussis (Tdap)	1
Measles/Mumps/Rubella (MMR)	2
Varicella (VAR)	2

Resources

CDC Immunization Schedule has detailed footnotes and catch-up schedule
https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html

NM Immunization Protocol
https://nmhealth.org/publication/view/regulation/531/

NMSIIS
https://nmsiis.health.state.nm.us

NM School Health Manual
http://www.nmschoolhealthmanual.org

*Minimum age 6 wks. **Age-appropriate flu & COVID vaccines are recommended for all.** *Changes from last year's requirements are highlighted for ease of use.*
Note: Any vaccine administered ≤4 days prior to minimum interval or age is valid. All students enrolled in designated grades are expected to meet requirements.

Updated February 9, 2022

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

Permission to Participate in Field Trip

Child's Name: _____

The child's parent or guardian should carefully read and understand the following information before signing this permission form.

Trip Planned:

Destination: _____

Date, Time, and Place of Departure: _____

Time and Place of Return: _____

Educational Purpose of Trip: _____

Transportation: Parent Drivers _____

(Check as applicable) Other (specify) _____

Supervision: Teachers will accompany and supervise the class on the field trip. Parent assistance on the field trip is also needed. Parents will be expected to work cooperatively with the teachers to ensure the children's safety.

Ratio of Adults to Children: _____ Administrative Approval: _____

Any special needs or requirements on this field trip: _____

_____

Motor Vehicle Safety: A Child's Garden expects each parent or guardian providing transportation for this field trip to have a good driving record and to hold a valid driver's license with liability insurance as required by New Mexico State Law. A Child's Garden further expects that all children riding in a vehicle will be properly secured in a child safety restraint or seat belt as required by New Mexico State Law.

By signing this permission form:

- I certify that I will comply with each of these expectations if I serve as a driver or authorize another person to use my motor vehicle on this field trip.
- I further certify that I have provided A Child's Garden with copies of a valid driver's license and proof of insurance.
- I affirm that, if I provide transportation for this field trip, the motor vehicle that I provide will be properly insured against liability in accordance with New Mexico State Law and that my insurance will be the primary source of coverage. I understand that A Child's Gardens' liability insurance policy may or may not cover injuries or other occurrences where parent drivers provide transportation.

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

Consent and Release by Parent or Guardian:

_____ I give my consent and authorization for my child, named above, to participate in this field trip.

_____ I further consent to any emergency medical procedures or treatment in their discretion.

_____ I release and waive, and agree to indemnify, hold harmless and reimburse A Child's Garden and the First Presbyterian church, and their members, agents, employees, representatives, and trip supervisors, from and against any claim that my child or any person representing or acting on behalf of my child may have or claim to have, directly or indirectly, whether known, for losses, damages, or injuries arising out of, during, or in connection with my child's participation in the field trip or the rendering of any emergency medical procedures or treatment.

_____

Parent/Guardian Signature **Date**