



Paradise Hills Community Preschool

2018-2019 HANDBOOK

Barbara Lindsey, Director
5976 Avenida La Barranta NW
Albuquerque, NM 87114
(505) 898-3122



TEACHING YOUNG CHILDREN SINCE 1966

Welcome

Welcome to Paradise Hills Community Preschool. Our School is community owned and operated by the parents of current students. It is our hope that this handbook will help explain policies, procedures, and responsibilities assumed by parents when they enroll their children.

History

This preschool has been in this community since 1966. It was originally a kindergarten before APS incorporated kindergartens into their system. At that time, it was made into a community preschool. The original teacher moved after a few years, and the preschool was left in the capable hands of Marlene Lacy who continued as the director. She retired after her nineteenth year. Our current director, Mrs. Barbara Lindsey has been overseeing the operation of the preschool since 1997. If you have had any previous experience with the preschool, you may notice changes. Some of these are reflected in tuition changes, others in the equipment and environment. We believe that both changes and long standing traditions are for the good of the children and the community. We are proud of the fine reputation that has been established throughout the years the school has been in operation. With the support of concerned and involved parents, the high quality of education will continue.

Philosophy Statement from the Director

Barbara Lindsey

I believe that children are distinct and evolving individuals with budding potential and scientific capacities. As learners, explores, and creators, children define themselves step by step. I believe that children can be provided exploratory environments, multiple social settings, and developmental areas that establish a sure foundation for future education growth and achievement.

I believe through different methods of teaching, we can help children reach their potential. Using Howard Gardner's *Theory of Multiple Intelligences*, I discover children's various learning styles to enhance their capacities. Lev Vygotsky's theories have shown me how to create social settings enhancing children's cognitive development. Using examples from Reggio Emilia, I support children's play and enhance their learning with projects. Technical methods and graduated practices of Maria Montessori help me provide steps of physical and cognitive development that guide children's strengths. Finally with the examples of Perry/High Scope preschools, schedulers are formed to enhance the greatest amount of learning for each child.

Families create the first learning environment. Without family involvement, children's learning is stifled. Families must be given the chance to use their talents for the good of their children. With parent boards, family dinners, workshops, and programs, families have the opportunity to grow with their children and have vested interest in their experience.

Cultures as well as backgrounds are as important to children as their talents. Cultures and traditions weave strengths and identity throughout life. Children who have the opportunity to exemplify, discuss, integrate, and discover cultures are given a richer view of life and all it has to offer.

With support and integration of community, family, culture, experience, and education, each child will be able to find their strengths and build on them, and become masters of their own learning. I believe that each student should have the opportunity to reach his full potential. Children are the future, they are the hope, and they are the reason for good in the world.

Mission and Curriculum Statements from the Teaching Team

Mission Statement

- To involve family and community in children's education
- Service children between three and five years old
- Guide children to successful learning
- Help children to achieve independence and develop problem solving skills
- Provide a setting for social learning and acceptable behavior
- Encourage scientific exploration and a continued quest for knowledge

Curriculum Statement

- To immerse children in thematic unit learning involving hands-on exploration, choices, and play
- Integrate foundational knowledge of reading, math, science, music, and literature
- Encourage responsibility through the care of plants and pets, and maintaining preschool order and personal care
- Reinforce thematic learning with field trips and guest speakers using community resources and parents
- Integrate learned skills and encourage them at home with reading programs, literacy bags, and handouts
- Promote social regulation and communication skills with hands-on, child directed play

General Information

- Location :
 - 5976 Avenida La Barranta, NW Albuquerque, New Mexico, 87114
 - 505-898-3122
- Operation Hours:
 - 8:00 a.m. – 4:00 p.m. Monday – Friday
- Class schedules:
 - MWF classes (4 and 5 year old students)
 - Morning class: 8:30 – 11:30
 - Afternoon class: 12:30 – 3:30
 - T- Th Classes (3, 4, and some 5 year olds)
 - Morning Class: 9:00 – 11:30.
 - Afternoon Class: 1:00 – 3:30
- Licensure/Accreditation status:
 - NM Child, Youth and Families 5 Star Licensure
 - NAEYC: Accredited
- Class Ratio:
 - Each class is licensed for up to 24 students. Our preschool's goal is to have two teachers, one assistant, and one parent per class. Ratio is 24/4.
- Services Offered:
 - Preschool classes for 3-5 year olds

Leadership of the School

The board of directors consists of parents of currently enrolled students who are elected to the 18 positions described in Article 1 Section 2 of the by-laws. Duties of the respective board positions are described in Article III Sections 4 through 18. The teachers are responsible for governing the ongoing, day-to-day activities and curriculum of the school. In conjunction with the director and teachers, the board has the responsibility of finances, maintenance, publicity, future planning, advertising, enrollment and fundraising. The board has the power to make all final decisions on business matters, except where assigned to all parents by the by-laws or the Articles of Incorporation. However, input from all parents is highly valued. Regular board meetings are held monthly, with the date and time established by each new board. Parents are invited and encouraged to attend all board meetings and can request a place on the agenda.

Director

Mrs. Barbara Lindsey

Mrs. Lindsey is the teacher/director of our preschool. She has a BA in Early Childhood Multicultural Education, a teaching certificate for children from birth to 3rd grade, a CDA, and an administrative credential from NAC. Mrs. Lindsey has been teaching young children since 1992 and has been with Paradise Hills Community Preschool since 1996. Her four children have all attended the preschool. She loves teaching preschoolers and helping them reach their full potential and develop life skills that will help them be competent adults.

Teachers and Support Staff:

Mrs. Tina Good

Mrs. Good is one of our co-teachers. She was born and raised in the Midwest. She worked for almost 20 years in the human service field advocating on various levels for adults with disabilities. She then came to New Mexico and worked in healthcare regulation and compliance. Her love for the preschool began in 2009 when her children started attending. She was so impressed with the preschool's teaching philosophies, family-like environment, and sense of community, that she changed careers and began teaching here. Along with teaching, her role is to assist in keeping the preschool in compliance with NM Children, Youth & Families State Licensure requirements, as well as our accreditation through the NAEYC. She looks forward to maintaining the legacy of the preschool for years to come!

Mrs. Natalie Chacon

Mrs. Natalie is also a co-teacher. This will be Mrs. Natalie's fourth cumulative year teaching at the preschool. Her origins as a teacher are rooted here at the preschool, as she was a practicum student and student teacher here while attending UNM, eventually earning a B.S. in Early Childhood Multicultural Education. Mrs. Natalie taught at the school in 2006-2007, then left the state for nine years. Upon her return in 2016, she was given another opportunity to return to the preschool. Mrs. Natalie has two sons, 8 and 13, and a loving husband that's also an educator. Mrs. Natalie loves working with the director Mrs. Lindsey, amazing fellow co-teacher Mrs. Good, the teaching assistants, wonderful office staff, and the parent board members to create an enriching curriculum and environment for our students to grow and learn. Mrs. Natalie strives to connect with every student and their family to build a strong network of support for a rich and fulfilling school year.

Mrs. Erin Frasier

Mrs. Frasier is a teacher's assistant. She has two children, Lilly (4yrs) and Logan (20months). Their family discovered this preschool when Lilly attended last year and fell in love with it. She's a former Paramedic with a Bachelor's degree in EMS but has been lucky enough to be a stay at home mom since her daughter was born. While she's loved her time at home, she looks forward to this new adventure and working with the amazing staff and children at PHCP.

Mrs. Chris Tinney

Mrs. Tinney is a teacher's assistant. She's been married to her husband Matt for five years and they have two daughters, Orchid (4yrs) and Coral (2 yrs). She discovered PHCP when looking for a preschool for her daughter, and instantly fell in love with the learning environment and teachers. She watched her daughter thrive everyday under the direction of some of the most amazing teachers she'd ever met. She knew immediately that she wanted to be a part of the amazing teaching team and is so excited about the upcoming school year.

Mrs. Honey Breen

Mrs. Breen is our office manager. This is her second year working at the preschool. She has a Bachelor's of Science from Western New Mexico University. Her family has been part of PHCP for the past five years. Three of her four children have attended and graduated from PHCP and she's excited to continue her time at the preschool as our office manager. She loves helping the parents and teachers and being a part of the magic that happens at PHCP!

Curriculum

Our curriculum is a combination of many tried and tested theories. The main methods we integrate are Reggio Emilia, Perry High Scope Preschool, and Montessori. From these three methods, we combine a long period of self-directed play, planning and reviewing, small group activities, and teacher observations.

Themes: Surrounding children with an interesting theme helps them discover and entices them to learn. Thematic units teach children in these important developmental areas: Social/emotional, physical, cognitive, creative, language/communication, literacy and health/safety. Each center in the preschool parallels the current area of study such as bugs, dinosaurs, family, space, New Mexico, etc. There are a variety of centers for your child to explore. Some of the favorite centers are dramatic play, blocks, art, science, writing, woodworking, manipulative and computer. Parents will be informed of upcoming themes and invited to contribute with literature, hands-on objects, guest speakers, etc.

Daily Schedule: (The following is a list for the M-W-F morning class with the afternoon classes proportionally similar. (T-Th morning class runs from 9:00 until 11:30 which changes the times slightly. This is a schedule for regular days and adjustments are made as needed.)

- **8:30-9:00 Greeting and Outdoor Time**
 - Students enter preschool with parents.
 - Parents sign in student, share information, students join teacher with work or outdoor play.
 - Goals: family and student bonding, welcoming
 - Students are encouraged to go outdoors unless weather conditions prohibit. Students are given freedom to do whatever outdoor activity they might like.
 - Teacher enhances play to meet the needs of all students.
 - Goals: Gross motor, fine motor, social, and linguistic.
- **9:00-9:15 Circle Time**
 - Teacher directed activities. Introduction of items for study, new theme, stories, games, calendars, and jobs.
 - Goals: socialization, listening skills developed; name, number and letter recognition; counting; literacy; poetry; music; problem solving; develop self- regulation skills.
- **9:15-9:25 Planning**
 - Teacher direction with small groups. Each student will be given the opportunity to plan where they want to work and what they want to do in that area. Students' input will be recorded.
 - Goals: mind organization, play with a purpose, decision making, problem solving, socialization
- **9:25-10:25 Self Directed Play**
 - Students choose their work areas and freely move around the preschool. Teachers observe play and watch for opportunities to enhance play or possible problem intervention. Notes are made on all observations.
 - Goals: choices, socialization, peer interactions, problem solving, physical development, language development, learning styles observed, conflict management, play enhancement.
- **10:25-10:35 Clean-up, Group review**
 - Students are responsible to clean their areas of play. Students meet in a large group for movement, music and review. Teacher directed small group activity.
 - Goals: cognitive organization and large motor.
- **10:35-10:45 Circle Time**
 - Large group sharing time, student of the week, reading, literacy, calendar, etc.
 - Goals: self-regulation skills, language, literacy, and socialization
- **10:45-11:05 Snack Preparation**
 - Students in charge of snack and parent helper prepare snack. Students finished with large group activity, wash hands and meet at the snack tables.
 - Students eat snack in family style fashion. Each student serves and pours independently. Teachers join group and participate in discussions. Each student is able to clean up after snack and go to the playground or circle time as directed by the teachers.
 - Goals: self-help skills, student responsibility, socialization, conversation skills, group interaction, teacher-small group time, reinforcement of learning, and problem solving.
- **11:05-11:25 Small Group Activities/ Music and Movement**
 - Teachers direct students and activities according to needs. Activities addressed in this small group setting are recognition, patterning and sequencing, matching, comparison, motor, and writing. Large group gathering with music and instruments.
 - Goals: meeting developmental needs on individual basis, social, linguistic, fine motor, and cognitive development or literature, patterning, sequencing or matching.
 - Teachers use music and movement to help physical development, rhythm, and fun.
 - Goals: large motor, rhythm, and patterns.
- **11:30 Parent Pickup**
 - Parents pick up children promptly. Teachers need to prepare for the next class.

Extras: Some of the extra things that make our preschool special are: Star Student, the at-home reading program, literacy bags, parent workshops, parent-teacher conferences, programs, and the art show.

- **Star Student:** Each student will be chosen once during the school year to be the Star Student. He/she will take home a special bag with instructions for parents to help him/her gather things about him/ herself. During the week he/she will have a chance to talk about him/herself and his/her family. The student will be given the opportunity to be a line leader as well as other special assignments.
- **At-home Reading Program:** This program is designed to encourage reading at home. Each student will be given a list to record titles of books that are read each night. At the end of the week, the record sheet is returned and posted on a bulletin board in the preschool library. At the end of each unit of study, the students have a celebration of their excellent reading and receive a small token of encouragement. Themes for the reading program will follow the unit theme.
- **Literacy bag:** A few times a year, each student will receive a Literacy Bag to take home over the weekend. The literacy bag contains a book, some hands-on equipment to go with the story, an activity card, and a record book. The purpose of the literacy bag is to give students a chance to read, interact, and record the experience of a story with their parents. The bags are returned on the following school day.
- **Parent Workshops:** We offer several evening parent workshops during the year, which focus on parent's needs, suggestions, and interests. Professionals are invited to visit the preschool to address specific subjects that are parent driven. Some of the workshops that have been done previously are: "Science Night" at the Science/Nature center, Preparation for Kindergarten, Nutrition, and Reading Readiness, and discussing parenting skills.
- **Parent Conferences:** After observing and assessing each student in the fall, teachers offer parents conferences. The fall conference focuses on developmental areas that a child begins with as they come into the preschool, and where the parents and teachers would like the child to be at the end of the school year. In the early spring, a second conference is offered to give parents an overview of the year, as well as a current assessment and goals for the upcoming school year. Students moving on to Kindergarten will be given a detailed information sheet that explains their best learning environment, learning styles, strengths, and needs. Other conferences will be offered as needed or requested.
- **Programs:** Twice a year, students participate in a performance designed to enhance curriculum.
- **Art Show:** Annually, we culminate our students' achievement by displaying various forms of art for friends and family to enjoy.

Daily Items

Sign-In/Sign-Out: Parents are required to sign-in when dropping off and sign-out when picking up their child using a four digit PIN number.. If a parent is not present, the person picking up the child must provide written permission and have the child's sign in/out PIN number, for an alternate release person who is at least 18 years old. An authorized adult must sign a student out before he/she can be dismissed; this is a safety measure for the school and a NM state law. After the child is released, they are the release person's responsibility and the teachers have no more responsibility for the child. The bikes, scooters and wagons are off limits to the children after/before school hours. They must be supervised by a teacher. In the event that a child is not picked up, teachers have emergency numbers on hand for each student with a reserve of numbers of approved pick-up people. Students that are not picked-up promptly will stay under the teachers care in the preschool until someone has come.

Meals and Snacks: Each day a student will be assigned a snack to bring from home given the food guidelines defined by the state. Requirements are nutritional and healthy snack, along with 100% fruit juice, milk, or water. Children who have food allergies will have food brought from home that will enable them to enjoy snacks. Food will be handled according to the state guidelines that are specified in the state requirements. Alternative snacks can be offered to children who have allergies if there is none provided specifically from home.

Appropriate Dress: Students are able to wear their own selection of clothing, but are encouraged to wear warm clothing during cold weather for outdoor play. Students who are not warm enough are given warm clothing that is on reserve at the preschool. Please remember that students will almost always go outside.

Policies and Procedures

General Information: The preschool is currently licensed by the state of New Mexico under the Child Youth and Families Department, with a 5 star rating. The Health and Fire Department must also give its approval for the preschool to keep its license. Above and beyond that, the preschool holds NAEYC accreditation. Current Bi-laws, policy and procedures, state regulations, fire inspections, health inspections, and other mandated materials are available to the parents upon request.

Insurance: The preschool has insurance, and your child will be covered while at the preschool. The policy is available for parents to view upon request.

Child Abuse/Incident Reporting Policy: The teachers are required by law to report any signs of child abuse or neglect to the authorities. Teachers are trained in accordance with local and national abuse and neglect regulations. They will also record any accident or incident that happens at school.

Medication: Students needing special medication will be provided forms for administration. Medication and administration forms will be kept on hand in a locked cabinet for the administration of teachers upon instructions. Parents are responsible to keep medication up-to-date at preschool.

Prayer and Pledges: The students recite a non-denominational prayer of thanks at snack. Arrangements will be made for those students whose family beliefs differ from this activity.

Toilet Training: Students who enroll in the preschool must be toilet trained. No "pull-ups" are allowed. We do not have facilities for diapers/pull-up changing. The teachers are not permitted to assist students with toilet hygiene; your child must be able to care for him/herself in the bathroom. The preschool has extra clothing on hand for toilet accidents.

Open Door Policy: Our preschool has an open door policy that allows parents to join our classes when they are available. Teachers ask that they notify the preschool if they are going to attend so that the teachers are aware at entry and exit times, and prepare. Parents are also encouraged to talk openly with teachers and the director as they feel there is a need.

Guidance: When a student misbehaves, the following steps may be taken:

1. Redirection, with limits explained.
2. Emphasize use of language to solve problems.
3. Time out.
4. If the above are ineffective, a conference with the parent(s) will be requested by the director. Each parent is asked to sign the Discipline Policy Form attached to the enrollment form.

Confidentiality: The director, board members, teachers, and staff are responsible to keep events, personal information and interactions with parents with the utmost confidentiality. Board members and director are asked to keep information ,not noted on minutes, discussed during board meetings as confidential. Discussion of confidential information will result in penalty of reprimand or dismissal.

Mandatory Parent Meetings: Each parent is asked to attend two mandatory parent meetings during the school year. The first parent meeting is held during the month of May. Each parent is responsible to send a representative with enrollment form, registration fee, immunization copy, and birth certificate verification. This meeting is also for elections of new officers, teacher introduction and instructions, and question and answer about the preschool. The second parent meeting is held as a pot-luck dinner during the month of August for each class. The events of this meeting include introduction of new board members, introduction of friends and families, and exploration of the preschool.

Registration: A **non-refundable** registration fee is payable at the time of enrollment. The non-refundable fee is \$160.00 for all classes. If your child is placed in a class, you will be notified of a Mandatory Parent Meeting in which complete enrollment takes place. During the parent meeting, new board members are elected, all registration fees are paid, enrollment forms are completed, birth certificates and immunizations are documented, and questions parents may have are answered. Students enrolled after January 1st of the current school session will pay half of registration fee. Registration fees are used for administrative costs and school set-up for the following year and to reserve a position in the class.

Tuition Policy

- Tuition for T/TH classes is \$160 per month.
- Tuition for M/W/F classes is \$195 per month.

We ask that all families set up automatic debit for tuition through our online (secure) Parent Portal. Tuition is due on the first of each month, however a five day grace period is allotted and tuition will be considered past due if received after the 5th of each month. A late fee of \$10 will be added to your child's account if received after the 5th of each month. Families with siblings will be offered 20% discount on the lesser tuition amount for siblings concurrently enrolled.

Tuition is an annual fee that is broken up into nine (9) equal monthly installments. The first tuition payment will be due August 1. This payment will cover May tuition, the last month of school. The other eight tuition payments will be due at the beginning of each month (September-April) and due on the first of the month. A tuition invoice will

be emailed 5-7 days prior to the processing of tuition payments. We prefer direct debit using a Checking Account or Credit Card (a 3% processing fee will be added for credit card payments.). Cash and money orders may be used as payments if arrangements have been made through our Treasurer.

If you choose to pay in full, it MUST be done on or before August 31 and your fundraising fee will be waived.

- T/TH classes total will be \$1440
- M/W/F classes total will be \$1755

If you withdraw your child from PHCP before the end of the year, you will be refunded your May payment **as long as the school is able to fill your child's spot**. If you withdraw your child mid-month, there will be no prorated refunds. We require a 30 day notice to withdraw your child.

Birth Certificate: Since a student must be at least 3 years old by September 1st of the school year to be enrolled, the student's age must be verified with a birth certificate at the time of enrollment.

Immunizations: In accordance with New Mexico law, children must be up to date on their immunizations. This includes: 4 DTaP (1 additional DTaP after the age of 4), 3 polio (1 additional polio after the age of 4), 3 HIB, 2 hepatitis A, 3 hepatitis B, 1 MMR (1 additional MMR between ages 4-6), 4 Pneumococcal Conjugate, and 1 Varicella (1 additional after the age of 4). If your child has already had Chickenpox, a signed waiver must be attached to his/her immunizations. The waiver is available upon request from the teachers.

A copy of the child's immunization record must be on file with the preschool upon enrollment. Failure to provide an updated copy of your child's immunization record will result in your child being disenrolled. It is the guardians' responsibility to provide a copy of students immunization records upon enrollment and upon any changes to records, including required immunizations received at 4th year well child exam. Upon the date of students 4th birthday the enrollment chair will send a letter home requesting a copy of updated shot record, if not already received. Updated shot records are due within 2 weeks of birth date.

School Year: Paradise Hills Community Preschool follows a schedule similar to the Albuquerque Public School System unless otherwise stated. However, our school year begins the week after Labor Day and ends in May. It is important to contact the preschool if your child will be absent on the first day of school. A "no-show" may put your child's position on the waiting list. The preschool may not follow APS in-service days regulated by local school clusters.

Enrollment/Disenrollment: Each student who is enrolled is required to complete a registration packet and return it to preschool along with a registration fee and a copy of an immunization record. Students with special needs or food allergies are noted. If enrollment of a student occurs mid-month, tuition is pro-rated. If a parent wants to disenroll, they must notify the director of their decision so that the position may be filled by another student as soon as possible.

Sickness Policy: Students should stay home from school if they are sick. Refer to the Preschool Illness Exclusion List in the handbook. Please call the school if your child is going to be absent.

Absences: If your child is going to be absent, please call the preschool. If your child shows any signs of illness as described on the attached Preschool Illness Exclusion List, please call to let the teachers know he/she will not be attending. If the illness is due to a communicable disease, please inform the teachers, who will then inform the preschool parent body.

Snow Days: There are a few instances during the school year that snow/ice may occur. APS usually will announce in the early morning a cancellation or delay through the local media. There can be school cancellation or there may be a 2 hour delay. If there is a school cancellation for APS, preschool will also be cancelled. If there is a 2 hour delay, there will be no preschool A.M. classes. Our preschool has a phone tree in place, so expect a call from a parent or teacher.

Grievance Policy: A policy has been created so that specific issues can be addressed in a confidential manner. If you have not resolved the issue after the discussing it with the individual(s) involved, refer to this policy. Submit, in writing, the specifics of your grievance to the parent board. If the grievance cannot be addressed immediately, a sub-committee will be formed and a response will be given within ten working days. The information provided to the sub-committee will be kept strictly confidential and only shared with the necessary individuals to help resolve the issue. The sub-committee will consist of the Parent Board President, Vice President and Secretary. If one of the subcommittee members is a party in the grievance he/she will be replaced by another member of the parent board.

Safety Policy: The preschool has a safety director that looks over the safety needs of the preschool. This can include fire drills, CO2 and fire alarm checks, water temperature checks, outdoor safety checks, safety procedure checks, etc. Teachers have training in all safety measure regarding children in the preschool. A safety manual is in place at each entrance of the preschool for teachers to use in case of an emergency. Also on hand is a “calling tree” information for the purpose of using parent board members to disseminate pertinent information in the case of an emergency.

Lockdown Policy: In the event of a police, fire, rescue or weather emergency, the preschool may be put on “lockdown.” A Parent Board representative will notify parents if this lockdown occurs. During a lockdown, no one is permitted to enter or leave the preschool. If your child is at the preschool during lockdown, do not come to the preschool until you are notified that it is safe to do so. Non-compliance with this policy could result in the interference of the local authorities’ ability to resolve the situation or during weather emergency may create unnecessary risks to yourself and/or child.

Teachers are trained with lockdown procedures, first aid, and CPR. In the event of a lockdown, teachers will use procedures that are available for viewing at the preschool. They are also in contact with local authorities and will contact the calling tree to disseminate pertinent information.

- Evacuation:
 - During emergency evacuation the children will be moved to:
 - Groups travel to Paradise Hills Community Center and meet in the parking lot
 - Groups travel to Paradise Hills Soccer Fields and meet in the North West corner
 - Groups meet at second cul-de-sac on the north side of the street just east of the preschool.
 - Place calls to Phone numbers/addresses for: Paradise Hills Community Center - (505) 314-0245 5901 Paradise Boulevard Northwest (Special needs students will be handled with care to meet their specific needs and will be taken to places designated above.)

Preschool Car Seat Policy for Field Trips: As per New Mexico State Law, Paradise Hills Community Preschool requires all children attending field trips be restrained in a child safety seat. Any student who does not have a car seat on the day of a field trip, will not be permitted to attend. New Mexico

- Child Restraint Laws: Relating to Motor Vehicles; Requiring Child Booster Set Use
 - Section 1. B. (2) Children one year of age through four years of age, regardless of weight, or children who weigh less than forty pounds, regardless of age, shall be properly secured in a child passenger restraint device that meets federal standards; (3) Children five years of age through six years of age, regardless of weight, or children who weigh less than sixty pounds, regardless of age, shall be properly secured in either a child booster seat or an appropriate child passenger restraint device that meets federal standards.

Parking Policy: The preschool has enacted a parking policy because we reside in a residential community. We have taken special steps to respect our neighbors' home life just as we would like to be treated in our own neighborhoods. When parking at the preschool, keep in mind that you are in someone's neighborhood. Parking is permitted on the north side of the street. South side parking is permitted directly in front of the Preschool only. Parking is prohibited in front of mailboxes, driveways, and trash bins in all areas of the street. Please reserve the south side, front of preschool parking for expectant moms and parents with newborns.

Parent Responsibilities

Volunteering: One of the main reasons this preschool is such a wonderful place for our students is because of the time and effort parents give to volunteer. The preschool has occasional needs for volunteers to do things such as, repairs around the school, help in the classroom, etc. Parents will be asked to fill out a "Time and Talent" survey to aid the Participation Chairperson and teachers in finding volunteers. Parents may volunteer in the classroom as often as they wish. Parents are encouraged to act as a "Parent Helper" during their child's class on a regular monthly basis. Volunteering as a "Parent Helper" does not count towards Participation hours. Volunteers may also be needed for cutting, laminating, and other take-home projects that will be counted as participation hours.

Fundraisers: The preschool schedules various fundraisers throughout the school year. Fundraisers help keep the preschool updated with new equipment. Each fundraiser will have a designated purpose and all the funds go directly back to the school. Each family has a \$75.00 obligation for fundraising. This may be raised by participating in one or more of the fundraisers offered by the parent board. If a family does not want to participate in the fundraisers, they may "opt out" of participating and pay the \$75.00 fee, payable with the first month's tuition. Another way to opt out of fundraisers is to pay your tuition in full by August 1.

Participation Hours: Each family is required to participate in 3 events during the school year. Some examples would be to help with the set-up or the take-down of units, parties, art show, or programs. If any family has not obtained their commitment there is a \$45 per event fee for any non-completed hour at the end of the school year. All incurred fees will be billed and payable with tuition. Exceptions to this requirement are board positions or special helpers for the teachers, such as: Class Filers (4), At-Home Reading Specialists (2), Yearbook Specialists (2) and Animal Keeper (1). Volunteering as a "Parent Helper" will count as the participation in the set-up of 2 events.

Mandatory Fall/Winter/Spring Cleaning: Each family (or a representative) is required to attend the Fall, Winter or the Spring clean-up at the preschool; families are given a choice of which one they attend. The clean-ups will be held on a designated Saturday morning. During the clean-ups, families will help to thoroughly clean the preschool inside and out and do any maintenance that is needed. Parents not attending one of the three mandatory clean-ups will be assessed a one-time \$75.00 fee. All incurred fees will be billed and payable with tuition.

Refreshments: Parents receive a monthly calendar with snack assignments. Each student will be on a rotation and assigned a day to bring snack. We love birthdays and encourage celebrating them; please contact the teachers to make arrangements. Our state licensure requires that snack consists of healthy foods.

Parties/Special Events: The preschool usually schedules special events for Halloween, Thanksgiving, Christmas, and Valentine's Day. The school also hosts a winter program, an art show and a graduation celebration. The refreshment chairperson will ask parents to bring a specific food or drink item to at least two of these events. If your family has any issues with holiday celebrations, please speak to Mrs. Lindsey. Modifications can be made.

Field Trips: Field trips usually accompany units of study throughout the school year. Since the school does not have a bus, it is necessary to use parent drivers. Plan to volunteer driving services for at least one field trip during the year. Field trip drivers must sign-in on the parent information board one week in advance so the teachers can arrange the driving groups. Each field trip requires five drivers with 3-5 seats without airbags. The preschool will arrange pay for the entry fees (if one is required) for each of the five needed drivers. Extra drivers can transport their own child, but will have to pay their own entry fee (if one is required). No changes will be made to the driving agenda or groups on the day of the field trip unless there is an emergency. Your car must be insured and state law mandates that all preschoolers must be restrained in a car seat. Parents who are not driving will be asked to leave their child's car seat. Parents that drive for a field trip will be asked to sign a policy sheet entitled "Use of Private Automobiles to Transport Student on Field Trips." Per New Mexico state law, parent will be required to have a fire extinguisher and first aid kit (which the Preschool will provide) in your car at all times during the field trip. Driving directions will be provided for each parent driver.

Often, siblings will be invited to attend a field trip with the school. When siblings are invited, parents must inform the preschool on the permission slip how many siblings will be attending. Siblings are the responsibility of their parents at all times. Medical insurance is not provided for siblings, and if a sibling is injured on a field trip and medical attention is required, private medical insurance must cover all costs.

All students attending field trips should wear a Paradise Hills Community Preschool T-shirt. T-shirts are for the safety of the children. Shirts can be purchased at the preschool for \$10 each.

Supply Fees: Each family is required to pay a \$25 supply fee twice a year. The first supply fee will be collected during our potluck dinners in August. The second, during the month of January.

Preschool Accomplishments

- NAEYC accredited
- 5 star rating – NMCYFD
- NMAEYC Conferences presenters since 2004
- NAC Certified Director
- PHCP Day, September 26th by Mayor Chavez
- Voted Top 5 Preschools in *Albuquerque The Magazine* in 2017
- 2017-2018 school year- 50th Year Operating as a Preschool in Albuquerque
- March 18, 2018- Recognized with an *Outstanding Citizen Award* by Paradise Hills Community Center

Brief Summary of Board Positions:

- **President:** This person presides at all meetings and represents the school in all matters. This person guides the board in setting and maintaining goals. The president must be a second-year parent and shall have held a board position previously.
- **Vice-President:** This person assists the president as needed and sets goals for the advancement of the preschool. In the absence of the President, this person will take over the responsibilities and duties of the president.
- **Secretary:** This person has responsibility of all books, documents, and papers for the corporation, including alumni. This person must take at the meetings and publish them promptly.
- **Treasurer:** This person must be a second year parent and shall have held a board position previously. He/She will create and manage the schools budget, bills, payroll, expenses, and all monetary transactions. This person will review financial statements with our board. He/She will keep track of tuition and all money coming into and out of the preschool.
- **Treasurer Assistant:** This person will reconcile all receipts and money spent with the bank account. He/she will update families on any financial issues that may arise. He/She will assist the Treasurer as needed.
- **Program:** This person is responsible for arranging special events and field trips for the preschool and for sending thank you notes after the event.
- **Publicity:** This person updates all of our social media accounts. These include: Facebook and the Remind App. This person assists with the website, if needed. This person must also advertise for pre-registration.
- **Refreshments:** This person is responsible for assigning snacks for every school day for each class. This person will also contact parents to provide refreshments at preschool parties and special events. This person is responsible for publishing the monthly calendar which informs parents of: snack assignments, field trips, parent volunteers, etc..
- **Cleaning:** This person is responsible for notifying parents of the mandatory spring, winter and fall clean-up dates, arranging for tile and carpets to be professionally cleaned, recording cleaning participation hours, and keeping cleaning supplies stocked. This person handles all correspondence with contracted cleaning business/persons.
- **Maintenance:** This person is responsible for keeping the building and grounds in good repair and making arrangements for snow and leaf removal.
- **Assistant Maintenance:** This person assists the Maintenance Chairperson.
- **Ways and Means:** This person oversees any fundraising events of the preschool.
- **Assistant Ways and Means:** This person assists the Ways and Means Chairperson.
- **Safety:** This person is responsible for inspection of fire extinguishers and CO detectors. This person is also responsible for keeping the phone tree and emergency procedures updated and seeing that monthly fire drills are completed.
- **Participation:** This person accounts for all participation hours, notifies families of their participation hours, and maintains the time/talent resource binder.
- **Art Show/Silent Auction Chair:** This person organizes the silent auction and art show held at the end of the school year. Coordinates food/events/silent auction items.
- **Art Show/Silent Auction Assistant:** This person assists the Art Show/Silent Auction Chair and helps coordinate art show construction.
- **Enrollment Chairperson:** This person is responsible for keeping enrollment paperwork, class lists and immunization records up to date.

Special Jobs

Description

Our preschool offers a lot of extras to make the experience of preschool great. Some of these extras are hard to do without parent support and help. The teachers would like to offer some jobs to the parents that will extend throughout the preschool year. Parents who have one of these jobs will be exempt from participation hours at the preschool. Here are the descriptions of the Special Jobs.

Filers for the "About Me Books": Each class has a file box that has a folder for each child containing a collection of photos, work, and story pages that will summarize the school year. The file box is a portable bin with hanging files that can be stored at your home. The pages for the students will be sent home to be filed periodically. At the end of the year, the contents of each file will be bound into books for each student. Each class will need a parent volunteer who can oversee the process. (4 Volunteers)

At-Home Reading Program: This job is best accomplished by two people who can work together. They can be from any class. Each unit of study has an accompanying at-home reading program that encourages families to read at home. The parents volunteering to do this job will create a bulletin board in the library to collect reading logs pertaining to the current unit of study. The volunteers will also need to make reading logs to send home to families. All the materials will be provided. The preschool teachers will assist with ideas. Each unit lasts about 6 weeks and there is a reading celebration at the end of each unit of study. (2 Volunteers)

Art Show Storage and Filer: In May, the preschool has an Art Show featuring accomplishments of students throughout the year. The parent volunteer in charge will be given a large file container. The students' art work will be sent home to be filed periodically. (1 Volunteer)

Animal Keeper: The preschool has many animals that need attention and occasional maintenance. The parent volunteer is asked to help maintain animals monthly and on school breaks. All supplies will be provided by the preschool. (1 Volunteer)

Preschool Year Book and Photo Boards: The preschool accumulates photos throughout the school year and creates a yearbook to keep on site. We also like to put the photos on display for all families to view before putting them into book form. This job requires two parent volunteers. One volunteer is needed for the photo display boards and one volunteer to create a yearbook. (2 Volunteers)

Literacy Bags: The preschool loves to encourage reading. This job is to maintain the literacy bags that are sent home on weekends for students and parents to enjoy together. There are 5 or 6 bags per class, and the parent volunteer will rotate the bags throughout the classes. (1 Volunteer)

Ink/Toner Recycling: This person would be responsible for collection, mailing, and receiving information from the ink recycling program. All the supplies are provided, but the program will need to be maintained. This job works in conjunction with the Ways and Means Director. (1 Volunteer)

Scholastic Book Club: The preschool benefits from points accumulated from books sold through this program. The person accepting this job will monthly or by-monthly send order forms, collect, and order them on-line. As the books come to the preschool, the books will be distributed. (1 Volunteer)

Library Specialist: Teachers have a busy schedule and are always ready for more information for curriculum themes. The person accepting this job will be asked to find books in the library as requested by the teachers. Also, this person will be asked to collect the books and return them upon their due date. (1 Volunteer)

Organizer: This job is designed to help the director keep areas organized and help with unit storage. (1 Volunteer)

PHCP Preliminary Calendar Breaks 2018-2019

Planned calendar breaks as determined by APS (other breaks and changes will occur during the year)

2018-2019 Traditional Calendar

- August 27-30: Potluck Dinners at the School
- September 3: Labor Day
- September 4/5: First Days of School
- October 11-12: Fall Break
- November 21-23: Thanksgiving Holidays
- December 21-January 4: Winter Break
- January 21: MLK Jr. Day Holiday
- February 18: President's Day Holiday
- April 12-13: Art Show Set Up (No School) and Art Show
- March 11-15: Spring Break
- April 19: Vernal Holiday
- May 21/22: Last Days of School

Just a reminder that during our unit take-down and set-ups we will usually take extended day field trips that take our students out of the classroom and into the community to either introduce a new unit or to complete the study of a unit. As the children are out of the classroom, the staff and parents take the time to create a new environment for the next thematic unit. Some of the extended day field trips may follow a holiday or a break. An extended day field trip give each class a time to visit a designated place to enhance the curriculum, have a special lunch, and travel time. Each class will get their own day and probably different times than usual class time. Additional information will be given for each extended day field trip. Here are preliminary dates for 2018-2019 extended day field trips:

- October 30-31
- March 5-6

Each extended time period above includes four days. Each class will take one day. Normally the field trip times will be from 9 a.m.-1 p.m. (times and days may be changes, these are just preliminary dates). These dates do not include regular field trips taken during regular class times.