



Paradise Hills Community Preschool

2023-2024 HANDBOOK



Natalie Chacon, Director/Teacher
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(505) 898-3122
www.phcp.org



TEACHING YOUNG CHILDREN SINCE 1966

Welcome

Welcome to Paradise Hills Community Preschool. PHCP 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

Welcome to Paradise Hills Community Preschool. Our school is community owned and operated by the parents of current students. 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. In 1997, Mrs. Barbara Lindsey oversaw the operation of the preschool until 2019. Our current teacher and director Ms. Natalie Chacon, has been with the preschool since 2016. 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 our Director

We believe that children are distinct and evolving individuals with budding potential and promising capacities. As learners, explorers, and creators, children define themselves step by step. We believe that children should be provided exploratory environments, multiple social settings, and developmental opportunities to establish a sure foundation for future education growth and achievement.

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

Families create the first learning environment. Without family involvement, a child's learning is stifled. Families must be given the chance to use their talents for the good of their children. Through parent boards, family dinners, community collaboration, 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. We believe that each child 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 and handouts
- Promote social regulation and communication skills with hands-on, child-directed play

PHCP Information

- General Information :
 - 5976 Avenida La Barranca, NW Albuquerque, New Mexico, 87114
 - 505-898-3122
 - Website: phcp.org
 - Facebook: <https://www.facebook.com/PHCPreschool/>
 - IG: @PHCPRESCHOOL
- Emails:
 - Director/Teachers: teachers@phcp.org
 - Financial Questions: phcpbookkeeper@gmail.com
 - Office Staff: phcp@msn.com
- Operation Hours:
 - 8:00 a.m. – 4:00 p.m. Monday – Friday
- Class schedules:
 - MWF class (4 - 5 year old students)
 - (GREEN) Morning class: 8:30 – 11:30am
 - MTWTh class (4 - 5 year old students)
 - (YELLOW) Afternoon class: 12:30 – 3:30pm
 - T- Th Classes (3-4 year old students)
 - (BLUE) Morning Class: 8:30 – 11:30am.
- Licensure/Accreditation status:
 - NM Child, Youth and Families 5 Star Licensure
 - NAEYC: Accredited
- Class Ratio:
 - Each class is licensed for up to 23 students. Our preschool's goal is to have two teachers, one assistant, and one or two parent helpers per class. Ratio is 23/3 per state regulations.. Class sizes and ratios will be adjusted as necessary to ensure the health and safety of our students.
- Services Offered:
 - Preschool classes for three and five year olds

Leadership of the School

The Board of Directors consists of parents of community members, most of whom have children who attend the preschool, who are elected to the 13 positions described in Article II Section 2 of the by-laws. Duties of the respective board positions are described in Article III of the by-laws. The Director and teachers are responsible for governing the ongoing, day-to-day activities and curriculum of the school. In conjunction with the director(s)/teacher(s), the board has the responsibility of finances, maintenance, publicity, future planning, advertising, 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. Agendas will be posted at the preschool a minimum of 7 days prior to board meetings.

Director/Teacher:

Ms. Natalie is the Lead Teacher and Director. This will be Ms. Natalie's ninth 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. Ms. Natalie taught at the school in 2006-2007, then left the state for nine years. During her time in Eugene, OR, Ms. Natalie worked at a university based child care center working with children from six weeks old to school age. Ms. Natalie then traveled with her family to Baltimore, MD where she worked to develop and implement early childhood programs for children and their families through the Baltimore County Public Library System. Upon her return in 2016, she was given another opportunity to return to the preschool. In 2019, Ms. Natalie began her role as Program Director. Ms. Natalie has two wonderful sons. Ms. Natalie loves working with fellow staff, the wonderful preschool, and the parent board members to create an enriching curriculum and environment for our students to grow and learn. Ms. 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. Bruch began at PHCP as a Teacher Assistant in the spring of 2021. This year she is taking on the role of Lead Teacher at the school. She's happy to be with all the wonderful students at the preschool. Her niece and nephew attended our school 20 years ago, and her daughter was a student here a few years ago. She then decided to shift gears to teaching after 20 years in the medical field, with the goal of working here at PHCP. She is currently in school for her teaching degree. She has an awesome husband, two wonderful kids of her own and two wonderful step-daughters. "I love my job so far and am hoping to expand my knowledge this upcoming year. I love to help in any way I can with the students. I enjoy reading to them, playing with them and hopefully teaching them a thing or two as well!"

Teaching Assistants:

We love our teaching assistants at the preschool. TA's help with the daily running of the preschool. Our teaching assistants meet all state requirements to fulfill this role. They are crucial in helping us to meet our student/staff federal and state ratio requirements.

Miss Randi is one of our Lead Teachers/Teacher Assistant. She holds a degree in Elementary Education and has been working with children in various different environments for the last decade. Her son attended the preschool and she had the opportunity to serve on the Parent Board for the 2020-2021 school year.. "I am looking forward to returning for my third year at PHCP and I am excited to see your students thrive and grow throughout the school year!"

Ms. Ginette is our Teacher Assistant. She is a wife and mother of two, and this is her third year with Paradise Hills Community Preschool! The preschool was recommended by a friend to check out the school and she loved the atmosphere and family feeling that she saw on her first tour. She was motivated early on and joined the Parent Board to get to know the school, staff and parents better, but when she found out there was an opening for a TA position she really wanted to help. She has a training and management background, but has always had a passion to work with children. "I appreciate the opportunity to work with all these wonderful students, partner with Mrs. Bruch and Ms. Randi, and to learn and grow under Ms. Natalie."

Support Staff:

Office Manager:

Mrs. Catherine Smouse is our Office Manager. She holds a Masters in Electronic Engineering and was a Commissioning Engineer before becoming a mom. She has been a part of the preschool for five years. She has had two children attend PHCP. She has served on the Parent Board for four years as Fundraising Chair, Vice President and then for the last few years as President. She joined our staff in the summer of 2022 and is so excited for her second full year as a staff member at the preschool.

Bookkeeper:

Our bookkeeper helps our Parent Board with our yearly budgeting as well as handles items like payroll, monthly tuition and fees. If you ever have any questions regarding preschool payments reach out at bookkeeper@phcp.org.

Mrs. Penny Bakke is our Bookkeeper at the Preschool (phcpbookkeeper@gmail.com) After 14 years of working in the corporate world, with her second child on the way she knew she wanted to slow down and be a stay-at-home mom. "I'm extremely thankful for this part time job to help me be able to do that." She has a 3.5 year old son Grayson and a 10 month old daughter Adianna. Penny and her husband Sean love to travel, but these days they keep it to camping and lake trips! She is excited to be a part of this amazing preschool and serve in ways to help it prosper.

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 promotes discovery 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, and manipulatives. Parents will be informed of upcoming themes and invited to contribute through literature, hands-on objects, guest speakers, etc.

Daily Schedule: (The following is a list for the M-W-F and T-Th morning classes with the afternoon M-T-W-Th classes proportionally similar. (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 students, share pertinent information, students join teachers for work or outdoor play.
 - Goals: family and student bonding, welcoming

- Students are encouraged to go outdoors unless weather conditions prohibits it. Students are given the freedom to do whatever outdoor activity they might like.
- Teachers enhance play to meet the needs of all students.
- Goals: Gross motor, fine motor, social, linguistics, and problem solving.
- **9:00-9:45 Circle Time**
 - Daily lessons, stories, movement, and jobs.
 - Goals: socialization, listening skills developed; name, number and letter recognition, counting, literacy, music, problem solving, developing self- regulation skills.
- **9:45-10:00 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, literacy
- **10:00-10:30 Self Directed Play**
 - Students choose their play 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.
- **10:35-10:45 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 a small group activity.
 - Goals: cognitive organization and large motor.
- **10:45-11:05 Circle Time and Snack Preparation**
 - Student celebrations, student of the week, stories, etc.
 - Goals: self-regulation skills, language, literacy, and socialization
- **11:05-11:20 Snack**
 - Students in charge of snacks and parent helpers prepare snacks.
 - Students eat snacks in a 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.
 - Goals: self-help skills, student responsibility, socialization, conversation skills, group interaction, teacher-small group time, reinforcement of learning, and problem solving.
- **11:20-11:30 Small Group Activities/ Music and Movement**
 - Teachers direct students and activities according to needs. Activities are recognition, patterning and sequencing, motor, and writing. Large group gathering with music.
 - Goals: meeting developmental needs on an 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, patterns, and counting.
- **11:30 Parent Pickup**
 - Parents pick up students promptly. Teachers need to prepare for the next class.

Extras: Some of the extra things that make our preschool special are: weekly Star Student, the At-home Reading Program, Community Service Projects, parent-teacher conferences, programs, and the art show.

- **Star Student:** Every week, a 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. These items, as well as an "All About Me" Poster, will be shared with the class during a special Star Student

sharing time. 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, 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.
- **Community Service Projects:** Some of the workshops that have been done previously are: "Science Night" hosted here at the preschool by Explora, donation collection for UNM Children's Hospital, and other Community Care projects.
- **Parent Conferences:** After observing and assessing students in the fall, teachers offer parent conferences for students in the green and yellow classes. The fall conference focuses on developmental areas that a child begins with as they start the school year at 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, parents in all classes are offered a conference to give 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.

*****PENDING CURRENT COVID SAFETY GUIDELINES*****

Daily Items

Sign-In/Sign-Out: Parents are required to sign-in when dropping off and sign-out when picking up their student using a four digit PIN number. If a parent is not present, the person picking up the child must be authorized in the system with a four digit PIN. 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 student is released, they are the release person's responsibility and the teachers have no more responsibility for the student. In the event that a student 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. Our clock in/out system documents the time a student is dropped off or picked up. **For every 15 minutes a student is picked up late, a \$15 late fee will be automatically billed to your account.**

Meals and Snacks: Each day a student from each class will be assigned to provide a snack for their class, given the food guidelines defined by the State. Requirements are nutritional and healthy snacks, along with 100% fruit juice, milk, or water. Students who have food allergies will be accommodated for in class and/or 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 students who have allergies.

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 Bylaws, policy and procedures, State regulations, fire inspections, health inspections, and other mandated materials are available to parents upon request.

Insurance: The preschool has insurance and your student 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 notify CYFD of any reportable accidents or incidents as is required by law.

Allergies/Medication: Students needing medication will be provided forms for administration. Medication and administration forms will be kept on hand in a locked cabinet for the administration by teachers upon instructions. Parents are responsible for keeping medication up-to-date at preschool. Parents should notify teachers on enrollment paperwork AND verbally of any allergies/medical conditions their child has. A form should also be filled out by your child's pediatrician. Extra precautions will be taken with allergies of all kinds. **A doctor-signed Asthma Action Plan/Allergy Action Plan and all necessary/prescribed medication MUST be on site before your child may begin school at PHCP.**

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" or diapers of any kind 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. However, it is preferable that parents leave a change of clothes in their child's backpack. If a student is dropped off in a pull-up or diaper, parents will be contacted to bring underwear to their child.

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 directors as they feel there is a need. Background check clearance is required to drop-in or volunteer in the classroom.

*****PENDING CURRENT COVID SAFETY GUIDELINES*****

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. Take a break/sit out of the group
4. If the above steps are ineffective, a conference with the parent(s) will be requested by the directors. Each parent is asked to sign the Discipline Policy Form attached to the enrollment form.

Confidentiality: The directors, board members, teachers, and staff are responsible to keep events, personal information and interactions with parents with the utmost confidentiality. Board members and directors are asked to keep information, not noted on minutes, and discussed during board meetings as confidential. Discussion of confidential information will result in a 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 late April/early May. Each parent is responsible to send a representative with birth certificate verification. All registration forms, immunization forms, and payment method will be input online before this meeting. The non-refundable registration fee is due June 1, and will be processed automatically. This meeting is also for the election of new officers to the Board of Directors, teacher introduction and instructions, and to answer questions about the preschool. The second parent meeting in August is more open house style by class. This meeting will include the introduction of new board members, introduction of families, and exploration of the preschool.

Registration: A **non-refundable** registration fee is payable June 1 or within 2 days of enrollment if enrolling after June 1. This non-refundable fee is \$170.00 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, enrollment forms are confirmed, 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 \$90. 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 class (Blue Class) is \$190 per month.
- Tuition for M/W/F class (Green Class) is \$225 per month.
- Tuition for M/T/W/Th class (Yellow Class) is \$300 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 four day grace period is allotted and tuition will be considered past due if received after the 4th day of each month (see "Overdue Invoice Policy" for details).

A processing fee of \$1.50 will be added to all tuition paid with a Debit Card.

A processing fee of 3% will be added for tuition paid with a Credit Card.

A processing fee of \$3 will be added to all Debit Card and Credit Card charges for the following supply fee, registration fee, field trips, fundraising and silent auction charges.

You can opt to pay in full the year's tuition by September 1st. If you choose to do this, your family's minimum fundraising requirement (see below) will be removed. Please let the Bookkeeper know if you intend to do this before September 1st at phcpbookkeeper@gmail.com.

Pay in full amounts:

Green - \$225 x 9 months = \$2,025

Yellow - \$300 x 9 months = \$2,700

Blue - \$190 x 9 months = \$1,710

Families with siblings will be offered a 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 September 1. The other eight tuition payments will be due the first of each month (October-May). 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 and a \$1.50 fee will be added for tuition paid for with a Debit Card) Also, we currently do not accept American Express). If other arrangements need to be made for payment, please contact our Treasurer/Bookkeeper.

Birth Certificate: 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. **Without this birth certificate verification by one of our staff members, your child may NOT begin school at PHCP.**

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. 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 (APS) District and Rio Rancho Public School (RRPS) District 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 an online registration packet along with a registration fee, copy of an immunization record, and proof of birth certificate. Students with special needs or food allergies are noted. If enrollment of a student occurs mid-month, tuition is prorated. If a parent wants to disenroll, they must notify the directors 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 New Mexico Notifiable Diseases or Conditions List in the handbook. Please call the school if your student is going to be absent.

Absences: If your student is going to be absent, please call or email the preschool. If your student shows any signs of illness as described on the attached New Mexico Notifiable Diseases or Conditions 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.

If your family has a planned absence due to travel or other circumstances please let the teachers know so they can plan accordingly.

Snow Days: There are a few instances during the school year that snow/ice may occur. APS/RRPS will usually 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/RRPS, preschool will also be canceled. If there is a 2 hour delay, there will be no preschool A.M. classes. You will be notified via email and phone, as well as a post on Facebook/IG.

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 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 Chair 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 measures regarding students at 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” of information for the purpose of using Parent Board members to disseminate pertinent information in the case of an emergency. PHCP is a gun-free zone.

Lockdown Policy (Safety Drill): 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 student 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 a weather emergency may create unnecessary risks to yourself and/or your student.

Teachers are trained with lockdown (Safety Drill) 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 students 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.)

Late Pick-Up Policy: Our clock in/out system documents the time a student is dropped off or picked up. For every 15 minutes a student is picked up late, a \$15 late fee will be billed to your account (15 minutes late=\$15, 30 minutes late=\$30, etc.). If this is an ongoing occurrence (happening more than 3 times), a meeting will be arranged to devise a plan for appropriate action.

Overdue Invoice Policy: Please contact our bookkeeper to make arrangements regarding financial business with the preschool. If arrangements are not made, the invoice will be considered overdue. Any invoice that is overdue will be subject to late charges. These may include, but are not limited to: tuition, late fees, field trip payments, supply fees, etc. The following late fees are also applicable to insufficient funds, that we must process again. By the 5th late charge, it will be considered NO PAYMENT and the family of the student will forfeit his/her placement at the preschool.

TUITION: Late fee of \$25 will be applied on the 5th day that payment is late/declined Every 5 days after will

assume a \$10 late fee (i.e. tuition not paid by the 5th will have a \$25 late fee, followed by a late fee of \$10 on the 10th, 15th, 20th, etc).

ALL OTHER INVOICES: Late fee of \$10 will be applied on the 5th day that payment is late/declined. Every 5 days after will assume a \$10 late fee.

Preschool Car Seat Policy for Field Trips: As per New Mexico State Law, Paradise Hills Community Preschool requires all students 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 Seat Use**
 - The law in New Mexico requires all children up to their 7th birthday, regardless of weight, and all children less than 60 pounds, regardless of age, to ride in a child safety seat. All children must remain rear facing until they are at least 1 year of age and 20 pounds. However, ALL children should stay rear facing as long as possible, until the child weighs about 35 pounds.
 - Children should ride in a forward-facing child safety seat with a harness until they reach the height or weight limits of the seat – most models can be used up to 40 pounds, but some go to 60 pounds or more.
 - Children should ride in booster seats until the vehicle seat belt fits correctly. Booster seats must be used with both lap and shoulder belts. Booster seats cannot be used with a lap belt alone.

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 of the street, directly in front of the preschool, parking for expectant moms and parents with newborns. Please refrain from idling vehicles at the curb outside of the preschool.

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 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" in the classroom does count towards one of the required participation events. Volunteers may also be needed for cutting, laminating, and other take-home projects that will be counted as a participation event. All parents/guardians who wish to volunteer in the classroom must have a completed background check. This is \$19 and you can find the link on our website (phcp.org). The background check is good for 2 school years. Volunteers do not work alone with students. Volunteers must always be with and supervised by regularly scheduled teaching staff at all times.

*****PENDING CURRENT COVID SAFETY GUIDELINES*****

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. The minimum fundraising amount due for one student is \$75.00 and \$50.00 for each additional sibling(s) that attends PHCP (unless tuition was paid in full then it is removed). 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 fundraisers, they may "opt out" of participating and pay the \$75.00 / \$50.00 fees, payable within the first month's tuition. *Families enrolled after January 1st are subject to a \$35 fundraising amount.*

Participation Events: Each family is required to participate in 3 events during the school year. Some examples would be to help with the set-up or take-down of units, parties, art show, or programs, and parent helping in the classroom. If any family has not fulfilled their commitment, there is a \$45.00 per event fee for any non-completed event at the end of the school year. All incurred fees will be billed and payable by May 31 of the current school year. Exceptions to this requirement are board positions or special helpers/jobs for the teachers (listed on page 14). Volunteering as a “Parent Helper” will count as the participation of 1 event. Board members are exempt from participation events.

*****PENDING CURRENT COVID SAFETY GUIDELINES*****

Mandatory Fall/Winter/Spring Cleaning: Each family (or a representative) is required to attend the Fall, Winter or 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 by May 31 of the current school year. Board members are exempt from cleanings.

Refreshments: Parents receive a monthly calendar with snack assignments for their students' class. Each student will be on a rotation and assigned a day to bring snacks. We love birthdays and encourage celebrating them. Our state license requires that snacks consist of healthy foods.

Parties/Special Events: The preschool usually schedules special events for Halloween and Valentine's Day. The school also hosts a winter program, an art show and an end of year celebration. The preschool 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 the Director; 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. Parents should plan to drive their student, and possibly other students, for at least one field trip during the year. Your car must be insured and state law mandates that all preschoolers must be restrained in a car seat. Per New Mexico state law, parents 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. Drivers transporting students other than their own, must have a background check. Parents who cannot drive their own students will make arrangements with the directors.

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 \$12.00 each.

Supply Fees: Each family is required to pay a \$40.00 supply fee twice per year. The first supply fee will be collected with your first tuition payment. The second, during the month of January.

Preschool Accomplishments

- NAEYC accredited
- 5 star rating – NM CYFD
- NMAEYC Conferences presenters and attendees since 2004
- NAC Certified Directors and Consultant
- PHCP Day, September 26th by Mayor Chavez

- Voted WINNER of Top Preschool in *Albuquerque The Magazine* in 2019
- Voted Top 5 Preschools in *Albuquerque The Magazine* in 2017, 2018, and 2020
- 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
- Voted WINNER of Top Preschool in *Albuquerque The Magazine* in 2021
- Voted WINNER of Top Preschool in *Albuquerque The Magazine* in 2022

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. This person will also be responsible for advertising on Facebook/IG and through other media, especially during registration.
- **Secretary:** This person has responsibility for all books, documents, and papers for the corporation, including alumni. This person must take minutes at 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
- **Field Trip Coordinator:** This person is responsible for arranging special events and field trips for the preschool and for sending thank you notes after the event.
- **Cleaning/Safety:** 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 businesses/persons. This person is also responsible for inspection of fire extinguishers and CO detectors. This person is responsible for keeping the emergency procedures updated and seeing that monthly fire drills are completed.
- **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.
- **Fundraising 1:** This person plans and oversees any fund-raising events of the preschool. This role has the opportunity to be creative and fun working together with the other Fundraising Chairperson. This is a year long active position raising money for the school by creating monthly events.
- **Fundraising 2:** This person plans and oversees any fund-raising events of the preschool. This role has the opportunity to be creative and fun working together with the other Fundraising Chairperson. This is a year long active position raising money for the school by creating monthly events.
- **Participation:** This person accounts for all participation events, notifies families of their participation events, and maintains the time/talent resource binder.
- **Silent Auction Chair:** This person organizes the silent auction held at the end of the school year. Coordinates food/events/silent auction items. This person will also seek out Grants/sponsorships from local and national companies. This is a year long active position of looking for ways to enquire about grants for nonprofits.
- **Art Show Chair:** This person coordinates the art show and team for the art show.

Special Jobs

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 “All 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)

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. (Volunteers)

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 and order them online. As the books come to the preschool, the orders will be prepared and returned to the preschool to be distributed. (1 Volunteer)

Library Specialists: 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. (2 Volunteers)

PHCP Preliminary Calendar Breaks

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

2023-2024 Traditional Calendar

- TBD: Potluck Dinners at the School
- September 4: Labor Day
- September 5/6: First Days of School
- October 9/10: Fall Break
- November 10: Veteran’s Day
- November 22-24: Thanksgiving Holidays
- December 25-January 5: Winter Break
- January 15: MLK Jr. Day Holiday
- February 19: President’s Day Holiday
- March 25-29: Spring Break
- April (Date TBD): Art Show Set Up (No School)
- April (Date TBD): Art Show
- March 29th & April 1st: Vernal Holiday
- May 23/24: Last Days of School

Emergency Evacuation and Disaster Preparedness Plan

Name: Paradise Hills Community Preschool

Phone Number: (505) 898-3122

Address: 5976 Avenida La Barranta NW, Albuquerque, NM 87114

Location: West of Unser, between Paradise and Irving, off of La Paz

Important Phone Numbers:

- Natalie Chacon, Director: (505) 514-6774
- Diana Wyatt, President: (801) 369-4829
- Sam Brogie Vice-President: (505) 730-4345
- Julia Jarrard-Forrester, Treasurer: (505) 730-6556
- Kaycie Sego, Safety Chairperson: (505) 215-0094

Fire/ Paramedics:

- Emergency 911
- Non-Emergency: (505) 897-8833

Police/Sheriff:

- Emergency 911
- Non-Emergency: (505) 768-4850

Ambulance:

- Emergency 911
- Rust Presbyterian Hospital: (505) 253-7878
- Lovelace Westside Hospital: (505) 727-2000

Location of First Aid Kit and Emergency Kit/Tote:

- First Aid Kit and Emergency Kit are both kept in the kitchen- to the left of the sink, easily visible.

Emergency Evacuation Plan:

1. Assess the situation
2. Teachers: take the emergency binder which includes: Class lists and parent contact information. Also, take the emergency kit which includes any medications students have and first aid kit.
3. **FRONT** door exit- exit students through the front door and meet in front of the house to the east of the school.
4. **BACK** door exit- exit students through back door and meet at the east gate

Lock-down Procedure (Indicates a threat is on campus):

1. Assess the situation
2. Move all students into the Library area, Call 911 and follow Police/First Responder directions.
3. Lock all doors and windows. Close Blinds.
4. Have the emergency binder with you and take attendance.

5. Everyone is quiet. Cell phones on vibrate. Room to appear empty.
6. Students seated on the floor and away from any doors and windows.
7. Student's use the restroom by quickly passing from the library area to the restroom.
8. Wait for "all clear" or release by police.

Shelter-In-Place Procedure (Indicates a nearby threat off campus):

1. Assess the situation
2. Move all students indoors. Call 911 if needed and follow Police/First Responder directions.
3. Lock all doors and windows. Close Blinds.
4. Have the emergency binder with you and take attendance.
5. Continue with instruction/indoor activities while locked inside.
6. Follow any directions given by first responders.
7. If needed, move students to the office/supply closet and seal off windows and doors (toxic airborne substances). Take the emergency kit and medications with you into the room.