



# Paradise Hills Community Preschool

*Private Preschool*

## 2026-2027 HANDBOOK



Natalie Chacon, Director/Teacher  
5976 Avenida La Barranca NW  
Albuquerque, NM 87114  
(505) 898-3122

[www.phcp.org](http://www.phcp.org)

Hours of Operation:  
M-F 08:30 am-3:30 pm



TEACHING YOUNG CHILDREN SINCE 1966

**\*\*For the 2026-2027 school year we will be accepting the Universal Childcare Assistance\*\***

## **Welcome**

Welcome to Paradise Hills Community Preschool. PHCP is community owned and operated by the parent(s)/guardian(s) of current students. It is our hope that this handbook will help explain policies, procedures, and responsibilities assumed by parent(s)/guardian(s) when they enroll their children.

## **History**

Welcome to Paradise Hills Community Preschool. In 2026 we are celebrating 60 years of serving the community. Our school is community owned and operated by the parent(s)/guardian(s) 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 parent(s)/guardian(s), 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(s)/guardian(s) Board, 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 parent(s)/guardian(s)
- 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 :
  - Hours of Operation: 08:30 am -3:30 pm
  - 5976 Avenida La Barranca, NW Albuquerque, New Mexico, 87114
  - 505-898-3122
  - Website: [phcp.org](http://phcp.org)
  - Facebook: <https://www.facebook.com/PHCPreschool/>
  - IG: @PHCPRESCHOOL
- Emails:
  - Director(s)/Teachers: [phcp@msn.com](mailto:phcp@msn.com)
  - Financial Questions: [phcpbookkeeper@gmail.com](mailto:phcpbookkeeper@gmail.com)
  - Office Staff: [phcp@msn.com](mailto:phcp@msn.com)
- Operation Hours:
  - 08:30 am -3:30 pm Monday – Friday
- Class schedules:
  - MWF class (4 - 5 year old students)
    - (GREEN) Morning class: 8:30 – 11:30am
  - MWF 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:
  - ECECD 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(s)/guardian(s) helpers per class. Class ratio is 12:1 students/teacher per state regulations. The NAEYC ratio is 10:1 student/teacher per the nationally accreditation program ratio. Class sizes and ratios will be adjusted as necessary to ensure the health and safety of our students.
- Services Offered:
  - Part-time preschool classes for three through five year olds

### **Leadership of the School**

The Board of Directors consists of parent(s)/guardian(s) 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(s) 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 parent(s)/guardian(s) by the by-laws or the Articles of Incorporation. However, input from all parent(s)/guardian(s) is highly valued. Regular Board meetings are held monthly, with the date and time established by each new Board. Parent(s)/guardian(s) 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. Meeting minutes can be shared upon request to individuals but will also be posted at the school on completion of the meeting.

### **Director(s)/Teacher:**

**Ms. Natalie** is the Director and a Lead Teacher here at PHCP. Ms. Natalie has been with the preschool in different capacities since 2005. 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 in 2006. Ms. Natalie taught at the school for the 2006-2007 school year, then left the state for nine years. During her time in Eugene, OR, Ms. Natalie worked at a University of Oregon 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 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 Director of PHCP. Ms. Natalie has a wonderful husband, Pete, two sons named Sage and Sol, and two step-daughters, Charlotte and Tiffany, and a house full of pets. Ms. Natalie truly enjoys working with the incredible teachers, teaching staff, and office staff, along with the parent board members to create an enriching curriculum, engaging environment, and exciting learning experiences 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 for everyone.

**Ms. Erin** is one of our Lead Teachers this year. She has 3 kids who have all attended the preschool, starting back in 2017 when her daughter attended. She worked as an assistant for 4 years and is now entering her 2nd year as Lead Teacher. When Erin isn't in the classroom, you can find her and her family busy with homeschooling, Irish dancing, basketball, baseball and also loving their 4 year old golden retriever Shadow. Ms. Erin has a medical background and has a degree in EMS but has always had a love for working with children so she went back to school and is now a Licensed Teacher. "Preschoolers are my favorite age to teach, and I'm excited for another year at the school I love to help make a difference on our new generations"

### **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 accreditation and state ratio requirements.

**Ms. Catherine** is one of the Teacher Assistants and who is also our Office Manager. This will be her fourth year of being in the classroom. 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 8 years. She has had two children at PHCP. She has served on the Parent Board for 4 years as Fundraising Chair, Vice President and then as President for a few years. She is on her fifth year as staff and is excited for new things to learn and new student faces at the school.

**Ms. Jenn** is a Teaching Assistant. She has two boys, her youngest attended PHCP about 5 years ago. Originally from Albuquerque, she earned a BA in Criminology from UNM. Ms. Jenn and her husband lived in Oregon, where both of their children were born, before moving back to Albuquerque to be closer to family. She transitioned from the legal field after her oldest son's birth to stay home with him and then her second son as well. Ms. Jenn's love for both children and PHCP created a perfect fit for her to return to work in 2024. In her leisure time, she enjoys reading with a good cup of coffee, singing karaoke, playing golf, and cherishing moments with friends, family, and her two pit-mix rescue dogs.

**Ms. C** (Erin Cappleman) is another one of our Teacher Assistants this year. She was a Payroll Accountant before becoming a mom of two. She was first introduced to the school when her daughter, Eleanor, started in Blue Class several years ago. She volunteered on the Parent Board as Secretary while her daughter, Ellie was in Green Class. She also served as President of the Family Teacher Organization at Coyote Willow Family School where her daughter goes to elementary school. She is excited to be back for her second year at the school as a staff member.

### **Support Staff:**

*Office Manager:*

**Ms. Catherine Smouse** is our Office Manager. She is in her fifth year as Office Manager and she thoroughly enjoys this role working and creating all of the exciting things the students use and make in class, this is where she uses her engineering/computer brain.

*Bookkeeper:*

Our bookkeeper helps our Parent/Guardian 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

[phcpbookkeeper@gmail.com](mailto:phcpbookkeeper@gmail.com)

**Ms. Penny Bakke** is our Bookkeeper at the Preschool. 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 7 year old son Grayson and a 4 year old daughter Adianna. Penny loves to travel and relax by pools or beaches! She is excited to be a part of this amazing preschool and serve in ways to help it prosper. Please contact her at [phcpbookkeeper@gmail.com](mailto:phcpbookkeeper@gmail.com) if you have any questions or concerns about the financial aspects of your students' enrollment.

### **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 favorite centers are dramatic play, block area, art, STEM center, writing, woodworking, manipulatives and literacy

center. Parent(s)/Guardian(s) 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-W-F classes proportionally similar. (This is a schedule for regular days and adjustments are made as needed.)

- **8:30-9:00/12:30-1:00 Greeting and Outdoor Time**
  - Students enter preschool with parent(s)/guardian(s).
  - Parent(s)/Guardian(s) 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 prohibit it. Students are given the freedom to do whatever outdoor activity they might like while on our playground.
  - Teachers enhance play to meet the needs of all students.
  - Goals: Gross motor, fine motor, social/emotional, linguistics, and problem solving.
- **9:00-9:45/1:00-2:45 Circle Time**
  - Daily lessons, stories, movement, and jobs.
  - Goals: socialization, listening/attention skills developed; name, number and letter recognition, counting, literacy, music, problem solving, developing self-regulation skills.
- **9:45-10:00/1:45-2:00 Planning (Green/Yellow Classes)**
  - 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
- **10:00-10:35/2:00-2:30 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.
- **10:35-10:45/2:35-2:45 Clean-up, Group review**
  - Students are responsible to clean their areas of play. Students meet in a large group for movement, music and review.
  - Goals: cognitive organization and large motor.
- **10:45-11:00/2:45-3:00 Circle Time and Snack Preparation**
  - Student celebrations, student of the week, stories, etc.
  - Goals: self-regulation skills, language, literacy, and socialization
- **11:00-11:20/3:00-3:20 Snack**
  - Students in charge of snacks and parent(s)/guardian(s) helpers prepare snacks.
  - Students eat snacks in a family style fashion. Each student feeds themselves independently. Teachers join students 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.
- **11:20-11:30/3:20-3:30 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.

- **11:30/3:30 Parent(s)/Guardian(s) Pickup**

- Parent(s)/guardian(s) 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(s)/guardian(s)-teacher conferences, class celebrations/parties, 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 parent(s)/guardian(s) 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: Kinder Readiness & Science Night hosted here at the preschool by Explora, donation collection for UNM Children's Hospital, creating care packages for local assisted living facilities and other Community Care projects.
- **Parent(s)/Guardian(s)Conferences:** After observing and assessing students in the fall, teachers offer parent(s)/guardian(s)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 parent(s)/guardian(s) and teachers would like the child to be at the end of the school year. In the early spring, parent(s)/guardian(s) 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 onto Kindergarten will be given an information sheet that explains their best learning environment, learning styles, strengths, and needs. Other conferences will be offered as needed or requested.
- **Class Parties:** We host a Halloween and Valentines Class party each year for each class.
- **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.
- **Developmental Screenings:** Developmental screenings may be provided at the recommendation and discretion of our staff. Developmental screenings are brief assessments used to monitor a child's progress in various areas like vision, speech, language, motor skills, cognitive abilities, and social interaction. The goal of the screening is to identify potential delays early on that may need further evaluation to determine if additional support and interventions might be beneficial. The Program Director will communicate the results and recommendations of the screenings to families. Questions and concerns should be discussed with the Program Director.

## **Daily Items**

**Sign-In/Sign-Out:** Parent(s)/guardian(s) 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/guardian 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.**

PHCP uses a system called ProCare, there is an app that can be downloaded to parent(s)/guardian(s) cell phones. Procare is the main way staff will communicate with the parent(s)/guardian(s) of the students.

## **Guidelines for drop off/Pick up**

- Please use the preschool iPad/QR code with your smartphone for signing in/out your student.
- If you have a person pick up your student who is not a guardian/parent, then please inform them of their personal pin number to use. As a guardian/parent you can view all your approved pick-up personnel pin codes through your app. Please note that each individual has a unique pin assigned to them.
- Please DO NOT share PIN codes between individuals. Each individual must use their own designated PIN.
- If your approved pick-up person forgets their code and we are not familiar with this person, the staff at the school can access all the pin codes, but we will ask for that person's ID and what student they are collecting to ensure they match.
- If there is a change to your student's pick up/drop off person from the regular routine, or if on various days a different person will be collecting your student, we ask that you let the school know via email or in person so we can also become accustomed to your routine.
- If you would like a family member/pick up person other than the parent(s)/guardian(s) to have access to the app then they must be listed in your profile as a guardian, then they will be sent an access code to link them to your student. However, they will have access to all the emails/messages/billing info that you also see on your app.

**Snack time:** Each day a student from each class will be assigned to provide a snack for their class, given the food guidelines defined by the NMECECD. 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 NMECECD guidelines that are specified in the NMECECD requirements. Alternative snacks can be offered to students who have allergies based on communication with family and acquiring the required documentation from physicians.

**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.

**Personal Housekeeping:** Due to allergies, asthma and health sensitivities among young children, in order to support a healthy learning environment, PHCP students are

- NOT to enter school smelling of cigarette smoke
- NOT to wear (excessive) perfume or cologne.

## **Policies and Procedures**

**General Information:** The preschool is currently licensed by the state of New Mexico through NMECECD, with a 5 star rating. The Bernalillo 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, NMECECD regulations, fire inspections, NAEYC certification and standards and other mandated materials are available to parent(s)/guardian(s) upon request.

**Anti-discrimination Policy:** The preschool strives to promote the equal access of services for all children and families and prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age (40 or older).

**Insurance:** The preschool has insurance and your student will be covered while at the preschool. The policy is available for parent(s)/guardian(s) 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 NM ECECD of any reportable accidents or incidents as is required by law.

**Allergies/Medication:** Students needing medication will be provided required forms for administration. Medication and administration forms will be kept on hand and in a locked cabinet for the administration by teachers upon instructions. Parent(s)/guardian(s) are responsible for keeping medication up-to-date at preschool. Parent(s)/guardian(s) 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 licensure 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 parent(s)/guardian(s) leave a change of clothes in their child's backpack. If a student is dropped off in a pull-up or diaper, parent(s)/guardian(s) will be contacted to bring underwear to their child.

**Open Door Policy:** Our preschool has an open door policy that allows parent(s)/guardian(s) 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. Parent(s)/guardian(s) are also encouraged to talk openly with teachers and the Director(s) as they feel there is a need. Background check clearance is required to drop-in or volunteer in the classroom.

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

1. Redirection, with limits and expectations 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)/guardian(s) will be requested by the Director(s).

#### Expulsion:

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

#### **WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM**

- Staff will try to redirect the child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- The child will be given verbal warnings.
- The child will be given time to regain control.
- The child's disruptive behavior will be documented and maintained in confidentiality.
- Parent(s)/guardian(s) will be notified verbally.
- Parent(s)/guardian(s) will be given written copies of the disruptive behaviors that might lead to expulsion.
- The Director(s), classroom staff and parent(s)/guardian(s) will have a conference(s) to discuss how to promote positive behaviors.
- The parent(s)/guardian(s) will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.

#### **SCHEDULE OF EXPULSION**

If after the remedial actions above have not worked, the child's parent(s)/guardian(s) will be advised verbally and in writing about the child's or parent(s)/guardian(s) behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent(s)/guardian(s) may work on the child's behavior or to come to an agreement with the school. The parent(s)/guardian(s) will be informed regarding the length of the expulsion policy. The parent(s)/guardian(s) will be informed about the expected behavioral changes required in order for the child or parent(s)/guardian(s) to return to the school.

#### **PARENT(S)/GUARDIANS(S) ACTIONS FOR CHILD'S EXPULSION**

- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parent(s)/guardian(s) threaten physical or intimidating actions toward staff members.

#### **CHILD'S ACTIONS FOR EXPULSION**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing verbal/ physical abuse to staff or other children.

Confidentiality: The Director(s), Board members, teachers, and staff are responsible to keep events, personal information and interactions with parent(s)/guardian(s) with the utmost confidentiality. Board members and Director(s) 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(s)/guardian(s) Meetings: Parent(s)/guardian(s) is asked to attend two mandatory parent/guardian meetings during the school year. The first parent/guardian meeting is held during late April/early May. Each

parent/guardian is responsible to send a representative with birth certificate verification. All registration forms, immunization records, and payment methods 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/guardian 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 within 3 business days from the mandatory parent/guardian meeting. If enrolling after the mandatory parent/guardian meeting then registration fee will be taken within 48hrs of notice of a place in the school. **This non-refundable fee is \$180.00 for all classes.** If your child is placed in a class, you will be notified of a mandatory parent/guardian meeting in which complete enrollment takes place. During the parent/guardian meeting, new Board members are elected, enrollment forms are confirmed, birth certificates and immunizations are documented, and questions parent(s)/guardian(s) may have are answered. Students enrolled after January 1st of the current school session will pay \$100. Registration fees are used for administrative costs and school set-up for the following year and to reserve a position in the class.

**\*\* For the 2026-2027 school year we are accepting the Universal Childcare Assistance\*\***

\*\*See Amendment 1 pg 16

Supply Fees for Private Pay option: **Each family is required to pay \$110.25 in supply fees (12.25/month). This fee will be collected monthly along with each tuition invoice.**

Tuition Policy for Private Pay option:

- Tuition for the T/Th class (Blue Class) is **\$245 per month**. Monthly supply fee (12.25) will be added for a total of \$257.25
- Tuition for the MWF AM class (Green Class) is **\$290 per month**. Monthly supply fee (12.25) will be added for a total of \$302.25
- Tuition for the MWF PM class (Yellow Class) is **\$260 per month**. Monthly supply fee (12.25) will be added for a total of \$272.25

All families set up automatic payment for tuition through our online (secure) Parent Portal. Tuition is due on the 3rd of each month, however a four-day grace period is allotted and tuition will be considered past due if received after the 7th day of each month (see "Overdue Invoice Policy" for details). If a student is enrolled after the start date for that school year, tuition will be charged as follows: start date before the 15th of the month, full monthly tuition will be charged; start date after the 15th of the month, 50% will be charged.

A processing fee of \$2.25 will be added to all tuition invoices paid with an ACH direct debit.

A processing fee of 3.5% will be added for tuition invoices paid with a Debit/Credit Card.

A processing fee of \$3 will be added to all other invoice charges for the following, registration fee, field trips, fundraising and silent auction charges, regardless of payment type.

You can opt to pay in full the year's tuition by September 3rd. Please let the Bookkeeper know if you intend to do this before September 1st at [phcpbookkeeper@gmail.com](mailto:phcpbookkeeper@gmail.com).

Pay in full amounts:

Green - \$290 x 9 months = \$2,610

Yellow - \$260 x 9 months = \$2,340

Blue - \$245 x 9 months = \$2,205

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 3rd. The other eight tuition payments will be due the third of each month (October-May). A tuition invoice will be emailed on the 1st of the month prior to processing tuition payments on the 3rd. If other arrangements need to be made for payment, please contact our Treasurer/Bookkeeper for review and approval by the Board of Directors.

**Birth Certificate:** A student must be at least 3 years old 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 regulations, 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 in September 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/RRPS 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 verification of birth certificate by school staff. Students with special needs or food allergies are noted. If enrollment of a student occurs mid-month, tuition is prorated-see above Tuition Policy. If a parent(s)/guardian(s) wants to disenroll, they must notify the Director(s) and bookkeeper by the 1<sup>st</sup> of the month to avoid a tuition charge for the next month. If notified after the 1<sup>st</sup> of the month, tuition will be due for the month regardless of attendance. This is so that the position may be filled by another student as soon as possible. A written request can be made for extenuating circumstances for Board approval. A disenrollment form will be completed by the family and Office Manager.

**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. It is advised to stay home if fever, vomiting or diarrhea have occurred within 24hrs before the school day.

**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/guardian body.

If your family has a planned absence due to travel or other circumstances please let the teachers know so they can plan accordingly. Preschool staff will reach out to families if a student isn't present at school and an absence has not

been communicated by families.

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. The preschool may also refer to advice given by Bernalillo County/Albuquerque city agencies as well. You will be notified via ProCare messaging 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/guardians 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 Baseball Fields and meet in the North West corner
    - Groups meet at a 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 check 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 pickup fees, field trip payments, supply fees, etc. The following late fees are also applicable to insufficient funds, that we must process again. By the 2nd late charge, it will be considered NO PAYMENT and the family of the student will forfeit his/her placement at the preschool.

**Tuition:** A Late fee of \$25 will be applied by the 15th that a payment is late/declined. If payment is not made by the 25th, an additional \$10 will be charged. If no payment is made by the end of the month, the family of the student will forfeit his/her placement at the preschool.

**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 an additional \$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/guardians with newborns. Please refrain from idling vehicles at the curb outside of the preschool.

### **Parent/Guardian Responsibilities**

**Volunteering:** One of the main reasons this preschool is such a wonderful place for our students is because of the time and effort parent(s)/guardian(s) give to volunteer. The preschool has occasional needs for volunteers to do things such as repairs around the school, help in the classroom, etc. parent(s)/guardian(s) may volunteer in the classroom as often as they wish. parent(s)/guardian(s) 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 parent(s)/guardian(s) 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 ([www.phcp.org](http://www.phcp.org)). We cannot source background information from other agencies. 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. Additional safety training will be shared with Parent Volunteers.

**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 goal for one student is \$125.00 and \$62.50 for each additional sibling(s) that attends PHCP.** This may be raised by participating in one or more of the fundraisers offered by the Parent Board. All families have a fundraising goal. Private pay families must meet this goal by the end of the year, if not met then the remaining balance will be owed. If a family does not want to participate in fundraisers, they may “opt out” of participating and pay the \$125.00 / \$62.50 fees, payable within the first month’s tuition. *Families enrolled after January 1st are subject to a \$60 fundraising amount.*

Due to the nature of the Fundraising chairs and the fundraising events, if a family or parent that is not a board member or employee has a fundraising idea, they may present the idea or proposal for board approval.

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, or parent/guardian 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 15). Volunteering as a “Parent Helper” will count as the participation of 1 event. Board members are exempt from participation events.

Mandatory Cleaning: Each family (or a representative) is required to attend a clean-up event at the preschool, or other scheduled clean up; families are given a choice of which one they attend. Clean-ups will be held on a designated Saturday morning. During clean-ups, families will help to thoroughly clean the preschool inside and out and do any maintenance that is needed. Parent(s)/Guardian(s) 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: Parent(s)/guardian(s) receive a monthly calendar with snack assignments for their students' class. Each student will be on a rotation and assigned a day to bring snack to their class.. 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 parent(s)/guardian(s) 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(s); 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(s)/guardian(s) drivers. Parent(s)/guardian(s) should plan to drive their student, and possibly other students, for field trips 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, parent(s)/guardian(s) 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. Parent(s)/guardian(s) who cannot drive their own students will make arrangements with the Director(s).

Often, siblings will be invited to attend a field trip with the school. When siblings are invited, parent(s)/guardian(s) must inform the preschool on the permission slip how many siblings will be attending. Siblings are the responsibility of their parent(s)/guardian(s) 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 \$15.00 each.**

## Amendment 1: Universal Child Care Assistance (UCA)

### Applying for the UCA

Information about who is eligible and to apply for Universal Child Care can be found at [www.nmececd.org](http://www.nmececd.org). Click on the "Apply for Universal Child Care" tab <https://www.nmececd.org/apply-for-services/> and begin your online application by clicking "Apply for Services" or the "Online Application" link

<https://eligibility.ececd.nm.gov/eligibility/public/application/applicationInfo.page?dswid=-9380>.

You will select the "Child Care Assistance" link option, <https://www.nmececd.org/child-care-assistance/>, **NOT PRE-K or FAMILIES FIRST** to apply you can **Call 1-800-832-1321** or reach them via email at [Child.care@state.nm.us](mailto:Child.care@state.nm.us) or visit a field office.

In your application or interview they will ask for an attendance schedule to the school. It is **very important** that you notify the State that your child will **ONLY be attending September - May, and for XX number of days per week**. (Blue Class – 2 days/week, Green and Yellow Classes-3 days/week).

In order to start an application, you will need to create an account by registering using a valid email address. Once you start an application you can save it and continue the process at a later time. After the application is submitted, it will then be reviewed and you will be contacted by our staff for next steps. With your account you will also be able to check the status of your application(s) online.

We recommend applying for this in the month of June before you plan to start school with us in the Fall. This application could take a few weeks or a few months to be approved. However, it is only valid for one year at a time so if you apply for it before the school year finishes you are likely to have to apply again in the same school year in order to have the assistance cover the final month of school.

If you have applied for the UCA and you have not received approval before the start of the school year then PHCP requires families to pay regular tuition until approval from the State has been given. Once the approval has gone through you will move from private pay tuition to the UCA program. Pending state reimbursement to Paradise Hills Community Preschool you will receive a refund of **tuition** for the months that you private paid, not including the supply fee, processing fees, etc. The amount is subject to the months the state back pays the school.

If your UCA contract expires during the school year it is your responsibility to re-apply in a timely manner so that no period of time lapses without the UCA contract. Should a lapse of coverage occur you will move to private pay tuition until you have your UCA contract renewed. Pending state reimbursement to Paradise Hills Community Preschool you will receive a refund of **tuition** for the months that you private paid, not including the supply fee, processing fees, etc. The amount is subject to what the State back pays to the school.

Should you wish to hold a spot in a class until your child turns of age to join that class you will have to private pay the months you are wishing to hold that spot. For example: your child turns 3 on October 6<sup>th</sup>, you want to join the Blue Class in October, you would have to private pay for the month of September in order to hold that spot for you. Once you joined our school in person and providing you have a valid UCA contract you will move to UCA. The month of private pay to hold your spot **will not be refunded**.

Paradise Hills Community Preschool is required to report attendance to the state in order to receive the payments for tuition. In the case that a student is absent for 14 class days in succession the state will pause tuition payments to the school. Should a family wish to still hold their students' spot in the school they will be required to start paying private tuition until their student returns to preschool and the state resumes paying tuition (these two events might not occur at the same time). Pending state reimbursement to Paradise Hills Community Preschool you will receive a refund of **tuition** for the months that you private paid, not including the supply fee, processing fees, etc. The amount is subject to what the State back pays to the school.

Families on a UCA contract are still responsible for the following:

- UCA families will still pay a registration fee (as detailed in the handbook) however it will be refunded to them at the completion of the school year, however families could present to the Board for special circumstances to be refunded in the case that the school year is not completed. Should the family choose to not move forward with our school after the registration fee has been paid or leave during the school year then this registration fee will not be refunded.
  - Purchasing a field trip shirt
  - Paying the cost of any field trips that their student attends
  - Participation requirements (as detailed in the handbook)
  - Cleaning requirements (as detailed in the handbook)
  - Providing snack for their class on their assigned day
  - Providing a party snack on either the Halloween Party or the Valentines Party (which ever they are assigned to)
  - Paying for a background check for themselves should they wish to be a parent helper in the classroom
  - ACH/Bank/Credit card fee on any additional invoices.
- A fundraising goal for enrolled families is established for each school year to help meet budget goals. This goal will be shared with all PHCP families in hopes that all families will participate in fundraising events and to support the financial goals of the school.

## **Preschool Accomplishments**

- NAEYC accredited
- 5 star rating – NM ECECD
- NMAEYC Conferences presenters, volunteers and attendees since 2004
- 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, 2020 and 2024
- 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/guardian 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/guardian 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 parent(s)/guardian(s) 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.

Employees and Board Members must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee or board members' personal interest in a transaction, or an obligation s/he owes to someone else, comes into conflict with the employee/board member's obligation to Paradise Hills Community Preschool or its clients.

If an employee or board member is confronted with a conflict of interest, s/he must disclose the conflict to one of the following: Director, Board President or Vice President. She/he must describe the facts giving rise to the conflict, and excuse her/himself from any deliberation or decision with respect to the transaction. All employees and board members will need to sign off on a Conflict of Interest Statement annually.

## **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(s)/guardian(s) support and help. The teachers would like to offer some jobs to the parent(s)/guardian(s) that will extend throughout the preschool year. Parent(s)/guardian(s) 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/guardian volunteer who can oversee the process. (3 Volunteers)

**Animal Keeper:** The preschool has many animals that need attention and occasional maintenance. The parent/guardian volunteer is asked to help maintain animals monthly and on school breaks. All supplies will be provided by the preschool. ( 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 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. (1-2 Volunteers)

# Emergency Evacuation and Disaster Preparedness Plan

**Name:** Paradise Hills Community Preschool

**Phone Number:** (505) 898-3122

**Address:** 5976 Avenida La Barranca 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
- Danielle Benavidez, President: (505) 553-2763
- Kyra Torres, Vice-President: (505) 340-4789
- Nicole Stuhler, Treasurer: (505) 252-5296
- Andrew Medina, Safety Chairperson: (505) 373 -7797

**Fire/ Paramedics:**

- Emergency 911
- Non-Emergency: (505) 833-7396

**Police/Sheriff:**

- Emergency 911
- Non-Emergency: (505) 798-7000

**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 (Fire Drill):**

1. Assess the situation
2. Teachers: take an emergency binder which includes: Class lists and parent contact information. Also, take an emergency kit which includes any medications students have and a first aid kit.
3. **FRONT** door exit- exit children through the front door and meet in front of the house to the east of the school.
4. **BACK** door exit- exit children 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 children into the Library area, call 911 and follow Police/First Responder directions.
3. Lock all doors and windows. Close Blinds.
4. Have an emergency folder with you and take attendance.
5. Everyone is quiet. Place cell phones on vibrate. Room is 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 children indoors. Call 911 if needed and follow Police/First Responder directions.
3. Lock all doors and windows. Close Blinds.
4. Have an emergency folder 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 an emergency kit and medications with you into the room.

**\*\*\*\*Pending Dept. of Health guidelines\*\*\*\***

**COVID-19 Safety Plan**

**Required Practices**

- Licensed providers may operate at group sizes and ratios according to their licensed Star level
- Training on health and safety practices is required for all staff, including cooks and transportation staff.
- Good hygiene practices are required, including frequent hand washing/sanitizing
- Frequently touched surfaces should be cleaned often throughout the day and disinfected at the end of each day.

**Testing Guidance**

Home Antigen Test Guidance

1. If the test is positive, follow the guidance for people with COVID-19 (isolation): Stay home for at least 5 days. If you have no symptoms, you may end isolation after day 5. If you have had symptoms, you may end isolation if: you are fever free for 24 hours, and your symptoms are improving. If you still have a fever or other symptoms have not improved, continue isolation until they improve. Wear a mask through day 10 (except for those under the age of 2 years). If you have antigen tests, you may remove your mask sooner than day 10 with 2 sequential negative tests administered 48 hours apart.
2. Day 0 is the day of symptom onset, or the day the positive test was taken (for asymptomatic persons).
3. You DO NOT need to get an additional PCR test if you have had a positive at-home rapid test. Any positive test is considered positive.
4. To prevent the spread of COVID, tell anyone you have recently had close contact with and encourage them to get tested, monitor for symptoms, and reduce exposure to other people.

**Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.**

Notification

If a child or employee tests positive for COVID-19, file a report to the New Mexico Early Childhood Education & Care Dept. Rapid Response Intake Portal system at <https://www.nmececd.org/covid-19/>, or call ECECD **Rapid Response Hotline (1-833-866-3272)** for assistance.

Deep Cleaning & Disinfecting: A thorough cleaning and disinfecting will take place after notification of a positive COVID-19 case. Recommended procedures for further cleaning will be followed to best meet sanitation on all surfaces and cleanable materials.



# PHCP FEES CHEAT SHEET

## Registration

Non-refundable fee of **\$180**.

Registration fees are used for administrative costs, school set-up for the following year, and to reserve a position in the class.

## Participation Events

Each family must complete **3** participation events:

Examples: Parent Helper, new unit setup/takedown, take-home projects, class holiday parties, art show or programs, etc.

Fee: \$45 per non-completed event

## Cleaning Events

Each family must complete **1** cleaning event:

Events take place on a Saturday morning in the fall, winter, and spring.

Fee: \$75 for not completing a cleaning event

## Fundraising Goal

Each family must raise a **minimum of \$125** for the school year:

Examples: Participating in monthly fundraising events & purchasing or donating items to our Silent Auction.

Note: Spirit Night dinners will not count toward your goal, as we are unable to track that information.

Fee: the remaining balance under \$125 of funds raised for the school year

## Supply Fees

Monthly supply fees of \$12.25 in addition to your monthly tuition.

This goes towards necessary school purchases, such as art materials, tissues, hand sanitizer, and toilet paper.

## Late Pick-Up

For every 15 minutes a student is picked up late, a \$15 late fee will be billed to your account.

Thank you for your help and involvement! You can find more information about overdue tuition fees, tuition processing fees, requirements/fees for additional sibling(s) that attend our program, and other parent responsibilities in our Parent Handbook on our website at <https://www.phcp.org/parent-responsibilities/>.



# LATE ENROLLMENT PHCP FEES CHEAT SHEET

## Registration

Non-refundable fee of \$100 for students enrolled after January 1st of the current school year.

Registration fees are used for administrative costs, school set-up for the following year, and to reserve a position in the class.

## Participation Events

Each family must complete **3** participation events:

Examples: Parent Helper, new unit setup/takedown, take-home projects, class holiday parties, art show or programs, etc.

Fee: \$45 per non-completed event

## Cleaning Events

Each family must complete **1** cleaning event:

Events take place on a Saturday morning in the fall, winter, and spring.

Fee: \$75 for not completing a cleaning event

## Fundraising Goal

Each family must raise a **minimum** of **\$60** for the school year:

Examples: Participating in monthly fundraising events & purchasing or donating items to our Silent Auction.

Note: Spirit Night dinners will not count toward your goal, as we are unable to track that information.

Fee: the remaining balance under \$60 of funds raised for the school year

## Supply Fees

Monthly supply fees of \$12.25 in addition to your monthly tuition.

This goes towards necessary school purchases, such as art materials, tissues, hand sanitizer, and toilet paper.

## Late Pick-Up

For every 15 minutes a student is picked up late, a \$15 late fee will be billed to your account.

Thank you for your help and involvement! You can find more information about overdue tuition fees, tuition processing fees, requirements/fees for additional sibling(s) that attend our program, and other parent responsibilities in our Parent Handbook on our website at <https://www.phcp.org/parent-responsibilities/>.

