



**RIO RANCHO  
UNITED METHODIST CHURCH  
PRESCHOOL**

**PARENT HANDBOOK**

## **MISSION STATEMENT**

The RRUMC Preschool is dedicated to providing a nurturing environment with an educational foundation for continued success for every child.

## **PHILOSOPHY STATEMENT**

The RRUMC preschool program uses developmentally appropriate practices to provide a safe, supportive, and nurturing environment where children develop physically, socially, emotionally, and cognitively. The basic philosophy is that children learn best by doing. Their discovery is concrete and is based on experiment and discovery with hands-on materials.

## **PROGRAM INFORMATION**

The school is located at the Rio Rancho United Methodist Church at 1652 Abrazo SE, Rio Rancho, NM 87124. The State of New Mexico has certified the RRUMC preschool for children ages 2 through pre-kindergarten.

The school day begins at 8:30am and ends at 2:30pm, Mondays through Fridays, with the option of part-time or full-time attendance. The class is a blend of 2 to 5 year old children.

## **ENROLLMENT PROCEDURE**

Parents who will have their child attend RRUMC Preschool will complete the required enrollment contract, complete and return all forms that are included in the admission packet, provided immunization records, and sign the acknowledgement form that the parent handbook was received and understood.

## **TUITION**

When signing the enrollment contract, parents are agreeing to pay the monthly tuition based on the preschool schedule they registered for. The amount of tuition will not change due to sickness, vacation, or snow days. Tuition will be due the 1<sup>st</sup> school day of every month and a \$10.00 late fee will be added to the tuition amount after the 5<sup>th</sup> school day if tuition is not received. Tuition not received by the 10<sup>th</sup> school day of the month will result in cancellation of your child's enrollment. If alternative tuition payments need to be discussed please talk to the

director concerning this matter. There will be a \$50.00 registration fee due at the beginning of the school year. This covers all supplies and curriculum costs throughout the school year.

The children have an exciting and fun time while being at the Preschool but do look forward to seeing their parents and getting to go home. Please make all attempts to pick up your child from school by dismissal time. If a situation occurs that a parent will be late then please contact the Preschool staff as soon as possible to advise them of the situation. Parents who are more than 10 minutes late picking up their child are subject to the following charges: \$5.00 fee for the first 15 minutes and a \$5.00 fee for every 5 minutes in addition to that.

### **TEACHER/CHILD RATIOS**

RRUMC preschool is license through CYFD and the State of New Mexico. The state regulations on teacher/child ratios are:

- 3 years old- 1 teacher per 12 children
- 4 years old- 1 teacher per 12 children
- 5 years old- 1 teacher per 15 children
- A combination of 3 to 5 year olds- 1 teacher per 15 children

The RRUMC Preschool will follow the guidelines of having 2 teachers in the classroom with a maximum of 10 children in the class at any given time.

### **CURRICULUM**

At RRUMC preschool, our most important goal is to provide an age appropriate environment with activities encouraging children to develop self-confidence, social skills, and accomplish their developmental milestones. Each classroom will consist of a circle time area, science, manipulatives, library, dramatic play, art, writing, and music. With these seven learning areas this will allow children to learn in small groups and help in their social skills and language by working and talking with their peers.

## DAILY SCHEDULE

### Classroom 1

TIME	ACTIVITY	DESCRIPTION/SKILL FOCUS
9:30-9:50	Sensory/Center Time	Children can do a quiet activity such as play with blocks, etc. This allows children to problem solve with other children, work on developmental milestones, and use their social skills
9:45-10:00	Circle Time	Children will sing songs, participate in learning activities, group games, and practice counting and language skills
10:00-10:20	Handwriting	Children participate in a teacher-directed handwriting
10:20-10:30	Lesson of the Day	Children participate in a teacher-directed writing, language, and math or science project geared toward problem solving or deductive reasoning
10:30-10:50	Outdoor Activities	Children focus on large motor and social skills through play. The concept of "taking turns" is practiced
10:50-10:55	Wash Hands	Children will wash hands after playing outside
10:55-11:10	Snack	Children will eat a healthy snack
11:10-11:15	Wash Hands	Children are required to wash hands before and after each meal
11:15-11:25	Bible Study	Children will take part in a song, story, or other project
11:25-11:40	Art	Children can participate in the art project of the day
11:40-11:55	Music & Movement	Children gain practice of large motor skills such as coordination and balance through movement activities to a variety of music
11:55-12:15	Small Group Activity	Children participate in a teacher-directed writing, language, math or science project geared toward problem solving or deductive reasoning
12:15-12:30	Free Choice	Children may choose to do child initiated activities from various centers

## MONTHLY THEMES FOR SCHOOL YEAR

<p>August Introduction to Preschool and getting to meet new friends, teachers, and environment</p>	<p>September Community Helpers My Emotions All About My Family Letters- P, D, F, A Color- red, blue</p>	<p>October About the Seasons Letters- C, J, K, Q, W Numbers- 1, 2, 3, 4, 5 Color- brown, black, orange, yellow Shapes- circle, triangle</p>	<p>November Harvest Time: Thanksgiving Letters- E, N Numbers- 6, 7, 8, 9, 10 Color- green Shapes- square, circle, rectangle, triangle</p>
<p>December Holiday Celebrations Around the World Letters- O, U Shape- square, circle Color- purple</p>	<p>January Snowy Days; Right or Left; More or Less Letters- X, Y, M, S Numbers- 1, 2, 3, 4, 5 Shape- triangle, rectangle</p>	<p>February Inventions; Postman; Valentine's Day; In- Out; Open-Close; Money Letters- H, V Numbers- 6, 7, 8, 9, 10 Color-red, blue, white</p>	<p>March Spring; St. Patrick's Day; Up-Down; Fun with Kites Letters- L, T Shape- diamond, rectangle Color- green, brown, yellow, pink</p>
<p>April Insects; Easter; Earth Awareness Day; On- off Letters- R, B, I, G Numbers- 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Shape- Oval Color- colors in the rainbow</p>	<p>May City Life; Country Life; Children's Day; Mother's Day; Transportation Letters-Z Color- red, pink, black, purple</p>		

## EXPECTATION FOR PARENTAL INVOLVEMENT

Parents are encouraged to be involved in their child's class. The school has an open door policy which allows parents to enter the classroom at any time to volunteer or observe their child. Due to state regulations and ratios, children who are not registered with school cannot enter the classroom unless during dropping off or picking up students.

## PARENT CONFIDENTIALITY

All information submitted to the preschool regarding the children and their families is strictly confidential. No personal information will be given to any other individual under any circumstance, unless it involves a safety concern of the child.

## **WEATHER DAYS**

If the Rio Rancho Public School system either closes or delays classes for that day due to weather then the RRUMC preschool will be closed. Please listen to your local radio or TV station to be updated on weather.

## **HOLIDAYS AND INSERVICE DAYS**

RRUMC preschool will follow the Rio Rancho Elementary Schools schedule. We will be in session the same days that the elementary school children are in session. A copy of the Elementary School schedule will be supplied to the parents at the time of enrollment.

Holidays and birthdays are a fun and important time for children. Holidays that are celebrated within the church, such as Christmas, Easter, etc., will also be celebrated in the classroom. Birthdays may be celebrated by parents providing cupcakes or another type of treat to all children in the classroom during snack time. Parents are required to give the teacher two weeks' notice of this so that the snack schedule may be changed accordingly and parents can be notified. Class time and structure is important in each child's development and so with these birthday parties will not be permitted during preschool hours.

## **ATTENDANCE**

When arriving at the preschool parents need to sign their child as present on the attendance forms. This will also need to be completed at the time of pick-up and the parent will receive a daily summary form explaining the happenings of their child's day.

In the event that a child will need to be absent from the preschool, the teacher will need to be given verbal (by phone or in person) or written notice of the absence. If there are numerous absences, the director will contact the child's parent(s) to discuss the absence and provide any services that may need to be required.

### **DISENROLLMENT OF CHILD**

RRUMC would like to be informed as far in advance as possible if the child is to be withdrawn. Although this is not always an option as situations can occur at any moment, a minimum of two weeks' notice will be required if you decide to withdraw your child from RRUMC preschool.

### **ILLNESS**

In the event that your child has any of the following symptoms currently or within the last 24 hours, please keep your child home. This will allow your child to be more comfortable while feeling ill and prevent the other children in the class from also becoming ill. Such symptoms are: fever over 100 degrees, rash, vomiting, diarrhea, sore throat, persistent cough, discolored nasal discharge, or any other symptoms of a contagious illness.

A list of contagious illnesses and notifiable diseases will be on the Parent Board by the director's office. If your child has any of these symptoms then the parent will be contacted to come and pick up the child. Please make sure that your child is free of any of these symptoms for at least 24 hours before returning back to school. If your child has been diagnosed with a notifiable disease, a signed physician's statement must be received by the Director in order for your child to return to school.

### **EMERGENCY DISASTER & EVACUATION PLAN**

As per state licensing requirements, RRUMC preschool has an emergency/disaster plan which can be located by the director's office. If such an instance occurs and the preschool would need to be evacuated then the children will be taken to Our Lady Queen of Angels Catholic Church located at 1701 Tulip Road, Rio Rancho. Parents will be contacted and be able to pick up their child at that location. Each teacher will be trained and updated on the evacuation plan on a quarterly basis. Accommodations will be made for children with Special Needs.

## **DISCIPLINE & SAFETY POLICY**

Any discipline required by our staff will evolve around positive direction. Children will be redirected from the negative behavior they are involved in while also helping them to understand their thoughts and feelings. It will be explained to the child what they are doing wrong, why it is wrong, and then given the time to re-direct themselves so they are able to play positively again. Repetition is important and will eventually allow each child to become self-disciplined.

Staff will be aware of all surroundings within the classroom to provide a safe environment for the children. If a safety issue arises, such as a hurt child, staff will advise the director immediately and parents will be notified in writing. All injuries and safety concerns will be documented and kept in the student's file.

## **ACCIDENTS OR EMERGENCIES**

Staff will take all precautions to prevent a child from having an accident. However, in the event a situation does arise, staff will pursue with the following policy.

If a minor accident happens to your child, staff will administer First Aid and also complete an incident report. A copy of the incident will be provided to the parent and another copy kept in the child's file.

If a serious accident arises, staff will assess the situation, call 911 if necessary, transport the child to the closest emergency room, or contact the parent to pick up the child. An incident report will also be completed for both the parent and the child's file. A copy of the incident report will also be faxed to Child Care Licensing for review.

## **ABUSE & NEGLECT REPORTING**

Per state regulations, all personnel working in the education field are required to report to Child Protective Services any suspicion or incident of child abuse and neglect. Documentation shall be made and kept in the child's file. Incidents of child abuse & neglect made against any child care setting must be reported to Child Care Licensing.



## **DOCUMENTATION OF LEGAL STATUS**

If there are extenuating circumstances concerning legal issues with parents, it must be documented and given to the director. These circumstances may include restraining orders, guardianship, power of attorney, and court orders. A copy of these documents must be given to the director at the time of registration. These documents must be clear as to who is or is not permitted to remove the child from RRUMC preschool in order for us to enforce such requests.

## **COMPLAINTS**

If a parent has a complaint concerning an issue with the preschool, the parent can either speak with the child's teacher to resolve the issue or speak to the director. If the parent and director or teachers are unable to resolve the issue then the director will take the issue to the Preschool Board for resolution. Any issues discussed with teachers, the director, or the Board will be strictly confidential.

## **MEDICATIONS**

RRUMC will only administer medications that the director/teacher has received written authorization from the child's physician and parents if you feel that your child needs other medications such as Tylenol for fever, etc., then it would probably make your child more comfortable to stay home and feel better. Medications that are brought to the preschool with written authorization will be kept in a lock box in the director's office.

## **SNACKS**

Parents will be asked to provide snack for the class about once every two weeks. Snacks will need to consist of two of the food groups and juice will be 100% fruit juice. Such snacks can be cheese crackers & milk; popcorn & juice, muffins & juice, fruit & milk, etc. Because of possible allergies, we have decided to have no peanut butter products at the preschool. If your child has a food allergy, please be sure to note that on the enrollment contact.

## **CLOTHING**

Please send your child to preschool in comfortable, easy to move around in, clothing. A change of clothes, labeled with your child's name should also be sent daily in the event that an incident occurs and their clothing needs to be changed.

### **FIELD TRIPS**

Due to an active classroom schedule and the limited amount of class time, field trips will not occur at the preschool. We do encourage parents to take their child on a family trip of their own to continue the focus of the monthly classroom topic such as a trip to the zoo, library, park, etc.

### **TEACHER QUALIFICATIONS**

Per state requirements, staff members working with our preschool children will complete a 45-hour entry level course or other approved 3 credit hour early care and education course. Each additional year staff must complete 12 hours of continuing education in Early Childhood Education as well as maintain their CPR and First Aid certification. RRUMC Preschool will also require all staff to attend annual Safe Sanctuary Training which involves all areas of safety within the church environment.

### **DIRECTOR'S INFORMATION**

The director of RRUMC preschool is Barbara Brech. She has a Bachelor of Science in Human Development and Family Relations from the University of New Mexico. Barbara has worked in the preschool/daycare field for several years as well as experience in Child Protective Services. The director can be reached at the preschool between the church office hours of 9:00am-2:00pm Monday - Thursday at the church office number: (505) 892-0404, or directly at the number provided by the director.