



July 16, 2020

Dear Families:

Congratulations! We welcome you and your child as you join a partnership with the WNMU Early Childhood Programs for the 2020-2021 school year! You have chosen a program for your child that has been accredited for nearly 30 years by the National Association for the Education of Young Children. Our philosophy is to partner with families to promote healthy child and family development, and your contributions are important to us.

We have learned that having a good start for children, families and staff depends on how well we share program policies and information with you. Therefore, to begin the year we have scheduled **the program orientation session** to share information regarding our program

There are four steps to the process:

1. Program Orientation: Step one is a requirement of our licensing and accreditation and is an opportunity for the administrative team to share program policies and procedures with you. **Attendance is mandatory before your child attends school.**
2. Home Visit: This second step is a chance for YOU to share information about your family and child with the classroom teachers. This will be done virtually. Your child's teacher will contact you with more information on this.
3. Classroom Orientation: The third step is a scheduled visit to your child's classroom to become familiar with the environment and ask any questions you may have about the education of your child in our school setting. This will be done virtually.
4. Family Support Plan Interview: The final step is your individual session with the Family Counseling Center team and will be scheduled individually.

Please mark your calendar as your attendance at all of these orientation activities is mandatory for your continued enrollment in our programs.

STEP ONE: Program Orientation

DATE:	TIME:	PLACE:
Thursday, July 30, 2020	4:30 – 5:30 pm	https://wnmu.zoom.us/j/97440841915

The program orientation will be online due to Covid-19. I have provided the link to participate. I am also enclosing the Family Orientation Checklist for you to follow along. Please return the last page (**Family Orientation Acknowledgement**) after the orientation. You can email it or bring to the center prior to August 7, 2020.

STEP TWO: Home Visits

The teachers will be contacting you to schedule a home visit before classes begin. This visit starts the yearlong relationships for you and the classroom teachers and helps to successfully transition your child and family into the school setting. Please ensure the program has your most current contact information.

STEP THREE: Classroom Orientation

DATE	PROGRAM	TIME
Friday, August 7 th	The Child Development Center and Growing Tree Program. Teachers will contact you about classroom orientation. They will be done virtually.	4:00 – 5:00 pm

STEP FOUR: FAMILY SUPPORT PLAN INTERVIEW

These 30 minute sessions with a member of the Family Counseling Center team are a requirement of our Families as Partners Agreement and are to be completed the first few weeks of school. You can sign up individually for these interviews by calling the Family Counseling Center. Appointments are available now. Please either contact the therapist you have an established relationship with or contact the therapist associated with your assigned classroom.

Please call Angel at 575-590-1072 if your child is an infant or 4 (PreK).
Please call MariaElena at 575-342-1728 if your child is 3 (Early PreK).
Please call Katherine at 575-740-1562 if your child is 1 year old, 2 year old, or at Growing Tree.

You will receive an email notifying you of what is still needed for your child's file. NM Licensing regulations require that ALL children's files must be complete **prior** to the first day of attendance including CYFD contracts, if applicable.

There are a few updates that you need to be aware of:

- Hours of operation are 7:30 am. – 4:00 pm Monday, Tuesday, Thursday , and Friday
- Hours of operation for Wednesday 7:30 am-12:30 pm. (This will give teachers time to clean and sanitize classrooms).
- All children must be present by **8:30 am. Please bring your child by 8:15 so that your child has time for that very important transition.**

We are excited about your family's participation and look forward to a fun and rewarding year!

Sincerely,

The Administrative Team

- ❖ Things may change according to the State of New Mexico stay-at-home-orders. We will keep you informed and updated of any changes.