



WNMU Early Childhood Programs Family Orientation Checklist



Plan A: regular year

Plan B: added COVID safety practices

Description of Program

- NAEYC Accreditation through the National Academy of Early Childhood Programs
- The WNMU Early Childhood Program is a model early childhood program
- The WNMU Early Childhood Programs serve as a laboratory site for course work at WNMU. **Only ESSENTIAL personnel/services are allowed to enter buildings.** Teachers and authorized students may be required to complete portfolios, conduct activities, take photographs, video tape, or audio tape children for use in class assignments or other training purposes. The Growing Tree Infant/Toddler program also supports high school students' use of the facility as a lab site or for a HS elective course.
- The Family Handbook is available online at our webpage: <https://ecp.wnmu.edu>

Communication

- Communication between families and the program is very important. We will engage in a variety of formal and informal communication strategies.
- State Licensing regulations require that you sign in and out daily.
 - You will use the ProCare computer in to sign in and out. You will sign in using your fingerprint and a pin code that will be set up with you by the office staff. The software system will automatically track the meals for you.
 - **Staff will use the ProCare system to sign in and out.**
- Field Trip Permission forms will be signed in the classrooms.
- **No field trips allowed at this time.**
- Please do not use cell phones upon entering the center. This time is important for sharing information about your child.
- Incident reports will be placed in the child's cubby, and in the child's file.
- In case of emergency, you will be contacted immediately.
- **Please keep the front office informed of changes in address, phone, or class schedule.**
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Policies and Procedures

- The Centers rely upon each parent to commit to a set schedule.
- In order to participate in the planned curriculum in a laboratory setting, it is essential that all children are checked in by 9:00am or earlier, to maximize a child's learning in the school setting, and maintain a high quality program. Any child arriving after 9:00am will not be permitted to stay, but he/she may return at 11:30 if approved by office staff. (This policy **does not** apply to infants.)
- The PreK Program begins at 8:30am
- Late policy will be enforced including fees charged for late pick up.
- **Parent or guardian will drop off child at their designated drop-off area. Temperature and symptom checks done daily. (See Health Policies section).**
- Please notify the teachers if someone different will be picking up your child. It is helpful for the teachers to have a face-to-face introduction with anyone who will be picking up or

dropping off your child. Anyone picking up children will need to set up an account on the ProCare computer: **Child Development Center children will be picked up at Front Office Entrance. Growing Tree Program children the front entrance.**

- The Centers will release a child only to a parent, guardian or other adult who is authorized by the parent/guardian on the Individuals Permitted to Pick-up Child(ren) Form. If a staff member has reason to believe that releasing the child to an authorized adult may endanger the life or health of the child, the staff member will take action to ensure the safety of the child. **Child Development Center: children will be picked-up at the main doors. Growing Tree will determine procedure for drop-off and pick-up.**
- Please notify the program if your child will be absent. Failure to notify the program after three consecutive absences could result in dismissal from the program.

Guidance Policy/ Best Practices

- Please arrive early enough to allow time for separation. During the first couple of weeks, we ask that parents tell the child goodbye and reassure that you will return to pick them up and then leave quickly and allow the teachers to deal with the child's separation issues.
- We recognize that separation is difficult and as parents you may also need support. Our counseling staff and front office staff is ready and willing to help you deal with separation issues.
- Social-emotional needs of the children and teacher/ knowledge and judgement are used to allow social interactions while keeping children safe. Teachers assist children with turn taking, sharing, and safety.
- The program staff works individually with families to help meet the individual developmental needs of children around biting, toilet training, behavior, and other issues.
- When there are issues regarding violence and aggression, the program staff provides support for the teachers in the classroom, which may, at times, include removal of the child from the classroom setting. (See Violence/ Aggression Policy)
- **Handout: Guidance Policy**

Food Services

- Children are served 2 meals and 1 snack each day.
- Meals are served family style and are a part of the daily curriculum. **Meals served by Teaching Staff.**
- Children diagnosed with a food allergy must have a completed form, signed by the child's physician, for the Programs to provide for your child's dietary requirements. Please call the Programs Coordinator at (575) 538-6307 for the form.
- We are reimbursed for meals we provide through the Child and Adult Care Food Program. This requires that each family complete an Income Eligibility Verification form.
- **Handout: Income Eligibility Application Form**
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Curriculum

- Recognizing that children grow in predictable stages, our emergent curriculum provides an integrated approach for growth in all areas of a child's development- physical, social, emotional, and cognitive.
- Academic success often follows when children have strong, healthy, social and emotional skills. Therefore, the Program philosophy focuses on building skills in social/ emotional development.
- We are an early education environment and developmentally appropriate curriculum is planned for every classroom. The NM Early Learning Guidelines (ELG's) provide the framework for curriculum development.

- It is the program policy to spend some time outdoors daily, regardless of weather. Please dress your child for the weather each day.(sunscreen, insect repellent, jackets, mittens, etc)

☐ Assessment Plan

- Assessment has always been an ongoing part of our programs, and in order to support our continuous improvement efforts, we have implemented a program-wide Assessment Plan. This plan includes assessments of children, staff, programs, and services. Families are asked to complete multiple assessments during the year.
- Children's growth and development is assessed in a number of age appropriate ways:
 - ❖ Written observations and individual portfolios are compiled for each child.
 - ❖ Preschool classrooms use developmental rubrics created from the NM Early Learning Guidelines and families participate by using the ELG Family Report
 - ❖ Infant and toddler classrooms use The Ounce Scale with families.
- Families complete a program satisfaction survey twice each year. This is completed online using Survey Monkey.

☐ Health Policies

- Children must be kept at home if they have symptoms of a cold, virus, or other communicable disease, such as a fever, runny nose, pink eye, skin rash, chicken pox etc. If your child should exhibit these symptoms during the day, licensing regulations require that we contact you to pick up your child. When a staff member contacts you, it is your responsibility to pick up your child immediately.
- Temperatures and check symptoms for staff and children upon entry each day and any person entering the building. Individuals with a temperature above 100.4 F (38 C) or with COVID 19-related symptoms, or who report someone in the household as having COVID 19 related symptoms or positive test for novel coronavirus, must be excluded from the program. Implement screenings safely and respectfully. Confidentiality should be maintained.
- Every day, a trained staff member conducts a health check of each child that includes their physical and social and emotional well-being.
- Cloth face masks of appropriate size are required for everyone in a child care facility that is three years of age or older, when feasible. This includes all staff as well as families dropping off and picking up children. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children should not wear masks during nap time or when eating. Exceptions and notes as outlined in Health and Safety Guidance for New Mexico Child Care Centers and Early Childhood Professionals (7/6/20)
- Child or staff member who is sick are provided with CDC COVID-19 handout. Children that become sick are picked up immediately. Children and staff members with COVID symptoms should be tested. If they test positive, they must isolate at home for 10 days from the date of the test and be fever-free for three days before returning to the program.
- The Centers staff has not been medically trained and therefore **cannot** administer medication. If it is medically necessary for staff to administer medication in an emergency situation, such as EpiPens, inhalers, etc., a completed medical permission form must be on file in the main office. See the office staff to begin this process.
- You are welcome to refrigerate medication in the staff kitchen and return to the Centers to administer medication to your own child. Medication that is refrigerated is not stored at this time.
- Children should return to the program only when they are well enough to participate in all daily activities including going outdoors.

- Our Accreditation requires that we have the results of a current health examination on file for each child. The Centers will try to provide well child checkups through the WNMU Nursing department during each fall semester. Each family must complete a Pre-Enrollment Health Statement upon enrollment.
- Accreditation requires that children wash their hands upon arrival each day. Families are asked to assist in this process.
- There is frequent hand washing with soap and water for at least 20 seconds, and handwashing upon arriving at the center, when entering the classroom, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- Help given to young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Supervise children when they use hand sanitizer to prevent ingestion.

Family Support Services

- The program has implemented a Care Team process to assist families and children in receiving additional support services. Families are an important part of the Care Team process and are encouraged to initiate referrals when needed.
- Children needing additional services such as speech and occupational therapy may qualify to receive these services onsite through a community provider.

Families As Partners Agreement

- Our philosophy is to partner with families. We recognize and support the importance and significance of the role of the family in the child's life.
- Within in this agreement, some activities are required and some are optional.
- You will begin the process now, and will continue tracking your involvement in this agreement throughout the year using the notebook provided in the classroom.
- *Handout: Families as Partners Agreement*

Family Counseling Center (FCC)

- The FCC team provides individual, family, and child centered therapy at no cost to families.
- Staff members of the FCC provide education, group play, and skill building in the classrooms and in the play rooms. FCC staff also support teachers with classroom observations, conflict resolution, and interventions when needed.
- The FCC team offers a variety of parent education courses each semester. The **ECED 275** Confident Parenting, and **ECED 274** Building Relationships with Children, can be taken for one college credit each.
- With parent consent, licensed FCC staff members are able to bill Medicaid to generate funding for program services.
- As a part of the Families as Partners Agreement each family is required to participate in a Family Support Plan Interview with a member of the FCC staff.
- *Handout: Medicaid/Insurance Billing Consent Form*

Reference:

State of New Mexico Early Childhood Education and Care Department. (Updated July 6, 2020). Health and Safety Guidance for New Mexico Child Care Centers and Early Childhood Professionals. https://www.newmexicokids.org/wp-content/uploads/child_care_health_and_safety_guidance_english.pdf

Family Orientation Acknowledgement

I, _____ parent/guardian of _____
(parent/guardian) (child)

have been provided with access to the Family Handbook on line at

<https://ecp.wnmu.edu> for the WNMU Early Childhood Programs, and during Family

Orientation, on _____, I have had the

(date)

opportunity to review all items on this checklist and I understand the policies and

practices of the program, including the Guidance Policy.

Signature of Parent/Guardian

Date

Current Email Address: _____