

# ELP



FAMILY HANDBOOK 2023-2024

open-minded  
understanding constructive encouraging helpful  
committed loving  
protective talented kind  
communicative supportive flexible  
inspiring  
**involved** proud honest  
patient compassionate astounding  
knowledgeable aware  
happy reliably gentle engaging  
warm persistent  
dedicated hard-working  
generous  
devoted motivating tolerant  
caring

The Board of Directors, Teachers and Administrators thank you for choosing Early Learning Preschool (ELP) for your child. As we are licensed through ECECD, it is State law that we obtain a signature (an electronic one will be required at time of registration) from every parent stating that they have read and understand all the information contained in this handbook. If, after reading the handbook, you have any questions, please contact the Administration at 505-892-5105. 6/28/2023

### Mission Statement

ELP is a non-profit parent cooperative organization committed to providing safe, nurturing, and intellectually stimulating, quality Preschool and Kindergarten readiness programs for children ages 3 to 5.

### Philosophy Statement

At Early learning Preschool “critical thinking” is the centerpiece of our curriculum. Our unique learning environment intentionally encourages “critical thought” patterns. Why? Because we need out of the box thinkers! Early Learning Preschool educators take students far beyond the “why’s and how’s”. We cause them to venture into the “why not’s and the how can we”!

We encourage mastery of age appropriate S.T.E.A.M. (science, technology, engineering, arts, and math) concepts by stimulating our student’s natural curiosity, hence creating a desire for learning. After all, children learn better when academics are mingled with play!!!

Our teachers and staff are continually researching the newest innovations and activities to stimulate our student’s learning capabilities by following the latest discoveries in brain science and how our children learn best! We are constantly adapting our teaching methods by learning and growing ourselves because after all, even teachers never stop learning!

ELP’s education program encourages children through individualized curriculum to develop self-confidence by providing them with a wide array of developmentally appropriate activities in which they will find success. We strive to be a center-based learning theory in which children are given the opportunity to make independent choices that motivate them to learn. Our educators introduce concepts and encourage mastery of those concepts by stimulating the child’s natural curiosity and creating a desire for the learning process through play and experiences. Our curriculum incorporates reading, S.T.E.A.M. (science, technology, engineering, art, mathematics) activities, music, small group instruction and the self-selection process in centers, to accomplish milestones.

As a non-profit parent cooperative preschool, parents are an integral part of our program. Parents are required to volunteer 3-4 days per year, depending on their child’s schedule: **Four days (4) if your child attends the 4-5 days per week schedule and three days (3) if your child attends the 2-3 days per week schedule.** A background check is required before volunteering in our classrooms. Registration fees cover ONE background check per family. Only a Parent or Legal Guardian can volunteer in the classroom. An additional \$13-\$23 fee will be charged for any additional aliases ran. We will notify families in September about signing up to volunteer and send an email with information about the background check. There is a \$75 buy-out fee **PER** volunteer day. At least **ONE** volunteer day will be required prior to Winter Break in December, otherwise 1 volunteer day fee of \$75 will automatically be charged by that date. If you haven’t requested a background check prior to March 1<sup>st</sup> or have not put in any of your required time, you will be forfeiting your volunteer

days and automatically be charged the additional \$75 per volunteer day. All volunteer days need to be completed by the last school day in April, otherwise you will be billed for any unfulfilled volunteer days by May 1<sup>st</sup>.

### **REQUIRED**

Attend Parent Orientation in August (TBD)  
Mandatory participation in 2 fundraisers and 1 board meeting  
**(\$100 per fundraiser required)**  
Parent volunteer (see requirements above, background check required)  
Drive student to/from field trip (Fall/Spring)

### **VOLUNTARY**

Participate in all 4 board meetings  
Hold position on Board of Directors.  
Contribution of skills and extra supplies.

### **State Regulations**

Per ECECD regulations, there may be no more than 12 students per Teacher. To allow for a more individualized curriculum, the ELP Teacher to Student ratio is 3 Teachers to 20 Students. Our teachers have a heart for children and desire to make a positive impact on your student. All teachers have completed a 45-hour Early Childhood Entry Level Course and a 6-hour Inclusion Course, and many have credentials in Early Childhood Education. All teachers maintain a current CPR and First Aid certification, have taken Health and Wellness training and attend a minimum of 12 hours of continuing education each year. We also strongly encourage our teachers to have their Child Development Certification (CDC.) All ELP employees have had a comprehensive background check including fingerprinting before working in the classroom. With most of our teachers being moms themselves, we understand the privilege of having been chosen to provide care to our students, and therefore make the utmost effort to treat our students as we would our own.

### **Learning Objectives**

#### *Preschool (3–4-Year-Olds)*

Prepare students to enter Pre-Kindergarten by introduction to visual recognition of child’s own name, shapes, colors, and counting to 10; growth in social-emotional development and expansion of verbal language; listening and participating appropriately in a classroom setting; promoting success in understanding and completing tasks.

#### *Pre-Kindergarten (4–5-Year-Olds)*

Prepare students to enter Kindergarten based on the requirements of NM Public Schools; introduction to phonetics through visual recognition of upper- and lower-case letters; students will begin a reading readiness program utilizing word recognition; development of writing skills; listening and participating appropriately in a classroom setting; leveled understanding of math using patterns and numerical concepts up to 20. All students will leave ELP able to perform shared classroom duties.

### **Rhythm of the Day**

The daily schedule introduces the students to a routine. As the brain is “pattern seeking”, this routine enhances our students’ ability to maximize their learning potential. Our typical daily schedule is as follows:

8:30- 9:00	Drop Off and Table time
9:00- 9:35	Circle Time
9:40- 10:00	Snack
10:05- 10:35	Outdoor Time
10:45- 11:50	Group Activity/Centers
12:00- 12:30	Lunch
12:45- 1:00	Story time
1:00- 1:30	Group Activity/Centers
1:35- 1:40	Classroom Clean Up
1:45- 2:00	Dismissal

The Daily Schedule may be adjusted as needed to meet students' needs.

### **Arrival and Departure Procedures**

Students must be signed in and out every day. Our check-in staff will conduct a visual wellness check on every child prior to entering the classroom. The visual wellness check helps identify students that may need to be excluded from coming into the classroom due to illness.

***Our day begins at 9:00am and ends at 2:00pm. The drop off begins at 8:30am and pick up begins at 1:45pm.*** Once the doors have been locked at 9:05am, parents are required to come into the office. Students must be picked up no later than 2:05pm. If someone other than the person who dropped off will be picking up, please have them come into the office before 1:45pm so we can check their ID. **A \$25 late fee will be charged after 2:10pm.**

### **Hygiene Measures**

**Handwashing:** As soon as students arrive in the classroom, they will wash their hands properly or use hand sanitizer. Hands will be washed throughout the day with soap and water for at least 20 seconds. Hand sanitizers are also available each day.

**Sanitizing/Disinfecting:** All hard surfaces will be wiped down throughout the day. Any toy that goes in the child's mouth will be washed and disinfected. All surfaces and toys will be cleaned and sanitized throughout the day. At the end of the day, all toys and surfaces will be cleaned and sanitized.

### **Enrollment/Payment Procedures:**

#### **Registration**

Students must have a signed, completed Enrollment Contract on file prior to the first day of school. This contract must be accompanied by a one-time **non-refundable** registration fee payment of **\$250.00** per child. Payment of the registration fee is the guarantee of student's enrollment. It covers all student classroom supplies, curriculum, and ONE parent background. Students must be between the ages of 3 and 5 years old to attend classes beginning in August.

#### **Immunizations**

Students must have a copy of their current immunizations (or waiver) on file prior to the first day of school. The State requires the following immunizations:

- DTaP (5)
- Polio (3)
- Hepatitis B (3)
- Hepatitis A (1)
- MMR (2)
- HIB (3)
- PCV (4)
- Varicella/Chicken Pox (2)

#### **Notice of Non-Discriminatory Policy**

ELP is committed to equality of educational opportunity, we do not discriminate in offering access to educational programs or activities based on race, color, gender, age, national origin, religion, creed, disability, sexual orientation, gender identity or gender expression.

#### **Tuition and Discounts**

ELP understands that not every family has the same schedule. Therefore, we have created different schedules to meet those needs (**modifications need to be approved by the Executive Director.**) We offer a 5% discount to families who pay yearly tuition in full. ELP appreciates all that our Active Military, Police Officers, Firefighters, Healthcare Workers, and Working Teachers do for our community- you will receive a 5% monthly tuition discount if you are currently active. An ID will be required.

Program	Annual (5% disc.) if Paid in Full	Monthly
Five Days (M-F)	\$6,650	\$700
Four Days (M-Th)	\$5,700	\$600
Three Days (MWF) Or (T, Th, F)	\$4,750	\$500
Two Days (T/Th) Or (M/W)	\$3,800	\$400

(Two days a week is offered to the preschool [3-year-old] class only)

The prices shown are for 3's, 4's and 5's. **ALL** classes will run 9am-2pm. Tuition has been divided into 10 equal monthly payments. Months that have holidays or breaks will not be prorated. Students enrolling after the 1<sup>st</sup> day of the month will be responsible for full payment of tuition.

ELP does not issue credits or refund any part of tuition for absences, holidays, snow days or emergency related closings. Parents, please notify us of absences. Students that will be absent for two (2) weeks or more will be required to pay a reservation fee (50% of monthly tuition), prior to the absence of the child to hold their space. ELP accepts payments in the form of cash, check, and online payments using a bank account transfer (ACH) through the ProCare App. If writing a check, please make them payable to Early Learning Preschool (ELP) with your child's name on the check. Checks may be given to Administration only. Cash payments must be made in the office where you will receive a receipt for your payment.

#### Fee Payment Procedure

Tuition is due by the 1<sup>st</sup> of each month. A late fee of \$25.00 will be assessed on the 2nd. An additional \$25 fee will be charged every subsequent 7 calendar days, (ie: \$25 on the 9<sup>th</sup>, \$25 on the 16<sup>th</sup>.) Tuition and all applicable fees not paid by the 15<sup>th</sup> may result in automatic disenrollment, as per the Enrollment Contract. To avoid any late fees, it is encouraged that all ACH transactions be set up as automatic withdrawal on the 1<sup>st</sup> of the month. Parents are welcome to discuss alternative payment arrangements with the Executive Director. Checks returned for insufficient funds will be assessed a fee of \$50.00. Any fee incurred must be paid within five (5) days of notice. After the second returned check for insufficient funds, payments must be made via cash.

#### Tuition Schedule:

Month:	Date Due:	Late Fee Assessed (\$25.00)
August Tuition	August 1 <sup>st</sup>	August 2nd
September Tuition	September 1 <sup>st</sup>	September 2nd
October Tuition	October 1 <sup>st</sup>	October 2nd
November Tuition	November 1 <sup>st</sup>	November 2nd
December Tuition	December 1 <sup>st</sup>	December 2nd
January Tuition	January 1 <sup>st</sup>	January 2nd
February Tuition	February 1 <sup>st</sup>	February 2nd
March Tuition	March 1 <sup>st</sup>	March 2nd
April Tuition	April 1 <sup>st</sup>	April 2nd
May Tuition	May 1 <sup>st</sup>	May 2nd

#### Disenrollment Procedure

A written notice in Procare is required prior to cancellation of enrollment, regardless of the student's attendance during that timeframe, please let us know ASAP. No refunds will be made for mid-month disenrollment.

Early Learning Preschool may disenroll a child for:

- Nonpayment of tuition, fundraisers, parent volunteer buyouts, or any other fees, by the 15<sup>th</sup> of the pay period month, constituting a breach of contract.
- Failure of Parent/Guardian to comply with ELP program policies as described in the Enrollment Contract and Family Handbook.
- ELP cannot reasonably meet the special needs of the student and/or the student's behavior is disruptive to the educational environment in the classroom. At this time our \*3-Infraction Policy will be implemented. Parents/Guardians may appeal disenrollment for reasons other than nonpayment and/or late payment to the Board of Directors per the Complaint/Conflict Resolution Procedure in this handbook. The decision of the Board of Directors shall be final and binding. The student may, at the discretion of the Executive Director, attend school pending the Board's decision. In the event of disenrollment for any reason, no refund will be given for the current month's tuition. The Board's email is [board@elpriorancho.com](mailto:board@elpriorancho.com). \*See Expulsion Policy

### **Discipline Policy**

The State of New Mexico requires written policies and procedures outlining disciplinary practices. ELP has adopted the Conscious Discipline Program. It is a comprehensive self-regulation program that integrates social-emotional learning and discipline. The program utilizes everyday events as the curriculum and addresses the adult's emotional intelligence as well as the child. Conscious Discipline creates a positive school climate by eliminating reward and punishment in favor of safety, connection, problem solving, and the "Helpful vs Hurtful Mindset". For further information on this program, please go to [www.consciousdiscipline.com](http://www.consciousdiscipline.com) . All ELP staff have received the required training on the Conscious Discipline Program during Staff Orientation prior to the start of the school year.

### **Prohibited Disciplinary Practices**

ELP provides a loving, safe, healthy, and creative atmosphere conducive to learning. We encourage and respect all members of our school community. The following disciplinary practices are prohibited:

- Physical punishment of any kind or threats of physical punishment
- Withholding food, denying rest or bathroom privileges
- Abusive or profane language, to include yelling at students
- Any form of humiliation
- Unsupervised isolation of a child
- Any type of discipline that is harmful to the physical, emotional, or mental health of the child

### **Expulsion Policy**

As ELP is an Inclusion Preschool, expulsion of a child will only be considered if ELP Staff and Administration have exhausted all resources of assistance, including, but not limited to Pulltogether.org, Child Find, etc. Early Learning Preschool reserves the right to expel a student if the student is a physical threat to him/herself and/or others. ELP has implemented a 3-Infraction policy regarding behavior such as but not limited to: spitting on, biting, or any other physical violence toward staff or students. All 3 infractions are to be documented with the first being a verbal warning, second a written warning, and third being a final warning. After each infraction ELP will promptly meet with the child's parents to discuss the incident and a resolution plan. ELP is committed to working with our families to help find a resolution that will be beneficial for all.

Expulsion will only be considered if, after taking the following steps, ELP cannot prove to be successful in meeting the student's needs:

1. Observations and documentation of student's behavior resulting in at least 3 Infractions.
2. Utilization of Child Find and parent partnership to enlighten staff with options to reach the child and experience breakthrough with ascertaining the student's cooperation for learning.

- Aid and assist parents/guardians with researching community programs which may benefit the student/family, supplementing early childhood education received at ELP

Due to the wide spectrum of challenging behaviors (Asperger Syndrome, ADD/ADHD, Sensory Processing Disorder, etc.) that may present in preschool age children (3-5), ELP being an Inclusion Preschool, and ELP's use of the Conscious Discipline policy, we treat every student and situation in a unique way to meet the needs of every student. ELP understands that while a certain consequence may work for one student, it may not work for another. Our goal at ELP always has been and always will be to meet the needs of EVERY student at his/her individual level. ***In all cases administrative discretion will be exercised. In all regards, ELP has a zero-tolerance policy for physical violence.***

### **Potty Training Policy**

All students must be completely potty trained prior to beginning ELP. We understand accidents happen! However, if your child has multiple accidents on a weekly basis, we consider that to not meet policy guidelines and it will be at our discretion to suspend the student until they are fully potty trained. A holding fee of 50% tuition per month will be applied if you wish your student to return.

### **Illness/Medication Administration**

**Students who are sick should remain at home.** Please keep your child at home if he/she exhibits any of the following symptoms: Please be aware that due to many infectious diseases such as COVID-19, we may need to establish additional safety measures.

Fever of 100.4 degrees or higher	Diarrhea
Rash on skin	Redness of the eye, with/without discharge
Headache	Nausea or vomiting
Runny nose (yellow or green)	Complaints of pain or discomfort
Any additional signs of illness	

Children will be sent home if any of these symptoms appear during the school day. If your child becomes ill at school, we will call the parent and/or emergency contacts you have provided. This is for the health and safety of the other children and Staff. ***The child will be allowed to return after being symptom free for 24 hours.*** In the event your child is sent home with any of the above health concerns, they may need a physician's note. ***ELP will not refund, extend credit, or offer any makeup days due to absences.***

Children with chronic medical conditions must have a Physicians document describing the condition and the response expected of Staff. Early Learning Preschool Executive Director and the Board of Directors reserve the right to deny enrollment if we cannot meet the Physician's request and/or if that request requires invasive application (injections, blood sugar testing, etc.). Staff may administer emergency inhalers and Epi-pen for life threatening allergic reactions. Emergency inhalers and/or Epi-pen will be stored in the office or in their classroom's First Aid backpack, out of reach of children.

Do not keep medication in your child's cubby, backpack, or pockets. All medication must be in the original prescription bottle/container and not expired. If emergency inhaler or Epi-pen is given, a representative from the Administration will notate the dosage, date, time and sign the Medication Authorization Activity Log. A parent is required to initial the form at the end of the day. ELP will only administer emergency inhaler or Epi-pen with written authorization from the student's physician. Per CYFD regulations, we will not perform diabetic blood testing or other invasive procedures.

During the hot months, please send your child in with sunscreen applied. If given consent, the faculty and staff will apply/reapply spray sunscreen to students as needed. ELP is not responsible for any allergic reaction that could occur.

With the different weather changes, children’s skin can turn dry and itchy. If given consent, the faculty and staff will administer body lotion if a student complains of itchiness or irritation. ELP is not responsible for any allergic reaction that could occur.

**Student Lunches/Snacks**

Parents are responsible for providing snacks, lunch, and water (*spill proof water bottle*) for their child each day. Please be sure to label your child’s lunch box and cup. Students have 30 minutes for lunch, so lunches must be ready for consumption. Staff will **not** heat lunches for students. Meals are “family style” with staff sitting alongside students. ELP is a **nut conscious** preschool, which means that students are allowed to bring nut butter with their lunch or snack. However, we will make a classroom **nut free** if one of the students has a **severe** nut allergy. Please label all lunch boxes and snack bags each day.

**Snacks**

Snacks are provided by parents daily. Snack must include food or beverage from at least two (2) different food groups: dairy products, fruits/vegetables and multi grain crackers/bread. Drinks must be 100% juice, 2% or whole milk or water. If you wish to celebrate your child’s birthday, please check with your child’s teacher a week in advance before making any plans. Children may distribute treats and/or party favors. The use of candles is prohibited due to safety reasons. Please refer to the following snack suggestion for healthy snack ideas.

<i>Fruits:</i>	<i>Vegetables:</i>	<i>Other:</i>
<i>Grapes</i>	<i>Celery Sticks</i>	<i>String Cheese</i>
<i>Apple or Orange Slices</i>	<i>Cucumbers</i>	<i>Yogurt Pouches</i>
<i>Bananas</i>	<i>Carrots</i>	<i>Multigrain Crackers</i>
<i>Raisins or Dried Fruits</i>	<i>Bell Peppers</i>	<i>Granola Bars</i>
<i>Applesauce</i>	<i>Snow Peas</i>	<i>Goldfish</i>
<i>Berries</i>	<i>Broccoli/Cauliflower</i>	<i>Pepperoni</i>
<i>Melon</i>	<i>Zucchini/Squash</i>	<i>Sun Chips</i>

**Food Allergies**

ELP Administration and staff must be notified, in writing, of all food allergies. All allergies will be documented and posted in each classroom.

**Food Considerations**

While we understand kids can be picky eaters, we encourage parents to pack snacks and lunches with a variety of foods. In our experience, when kids see their peers trying new things, they tend to want to as well, and just because they don’t like something one day, doesn’t mean they won’t like it the next! Continuous exposure to new foods encourages a wider range of palate in kids! Therefore, we ask that you bring a well-balanced meal, that is light on sugary treats, after all, we know what sugar rushes and ultimately sugar crashes look like, and it does not make for an ideal learning environment! Please note that students are encouraged to eat healthy foods first! Certain sugary items including but not limited to juice will be limited in the classroom at the discretion of the Lead Teacher. We ask that if you are to send 100% juice, it is in the form of a juice box, and must be accompanied by a refillable water bottle full of water. **Refillable water bottles full of juice will not be permitted.**

**Fundraisers**

ELP conducts two (2) fundraisers, one in the Fall and one in the Spring. Parents are required to participate in **both** fundraisers, \$100.00 *minimum* sale requirement per fundraiser per student **and** attend 1 Board meeting. Parents may opt out of fundraisers at the rate of \$100.00 per fundraiser. Fundraisers are supplements to the tuition and are used for regular expenses and to purchase new learning materials for our students. When you participate in a fundraiser and it does not meet the \$100 *minimum*, you must provide additional funds to meet the minimum requirement.



## **Board Meetings**

ELP's Board of Directors conducts four (4) board meetings throughout the school year. Parents are required to attend **at least one (1)** board meeting per school year. All attendees must "sign in" through the chat box, where attendance will be taken. If by the last board meeting, there has been zero attendance, you will be charged a **\$100 opt out fee**. Board meetings are a great opportunity to stay informed on the status of the school's current organizational goals or programs and reporting of the financial status. Board meetings will be conducted through Zoom. A link will be sent to parents prior to the scheduled meeting. All board meetings will be recorded for resource purposes.

## **Field Trips**

ELP plans 2 Field Trips per school year, one in the Fall and one in the Spring. Details will be announced several weeks in advance. At least ONE (1) Parent or Guardian is required to chaperone each student which includes driving their student to and from the decided location AND staying with them the entirety of the trip. ELP staff will not be held responsible for students during Field Trips. Field trips are not mandatory; however, they offer a fun experience for all our students and their families to be at the same place at the same time. If a Field Trip falls on a day your child is not normally scheduled to come to school, they are still invited to join the Field Trip. **There will be no classes on Field Trip days.**

## **Suspected Abuse Reporting**

If a staff member suspects any incident of child abuse, it shall be reported as follows: Documentation shall be made in the child's record and the Executive Director, and the President of the Board shall be notified. The suspected abuse shall be immediately reported to Child Protective Services, as required by NM state law.

## **Parent Code of Conduct:**

### **Confidentiality Policy**

Staff will not discuss students (other than your own), or other staff members with parents. Please refrain from asking questions concerning other students or their families. Any concerns or questions should be addressed to the Executive Director only. **Please do not ask us for personal information about other families for playdates or party purposes.**

### **Party Invitation Policy**

Staff will not be responsible for printing out, passing out selective invitations, or checking in with parents regarding RSVPs of invites. If you have enough invites for the entire class, teachers will put one in each student's backpack prior to pick up.

### **Parent Surveys**

A survey will be conducted after the following events:

- Volunteer Days
- Early disenrollment
- End of the year

These surveys help us to make changes/improvements so that our school can continue to be the best possible. We appreciate everyone's prompt responses.

### **Complaint/Conflict Resolution**

Complaints/Conflicts within the classroom should first be addressed to the student's teacher. If the issue cannot be resolved, the parents should address the issue with the Executive Director. If the parent and Executive Director are unable to resolve the issue, the Executive Director will confer with at least two (2) Board members. The resolution will be reported to the person(s) who issued the complaint the day following the meeting. The decision of the Board of Directors is final and binding.

**Respect and Professionalism:**

Parents/Guardians are expected to treat all preschool staff, including teachers, administrators, and support personnel, with respect and professionalism. Communication should be conducted in a courteous and constructive manner, whether in person, through email, or other forms of communication. Parents and any other authorized adults should refrain from using derogatory or offensive language, either in person or online, toward all staff and ELP community members.

**Timeliness and Punctuality:**

Due to ELP being curriculum based, Parents/Guardians should ensure that their child arrives at the preschool on time each day to make the most out of their preschool experience. Attendance is submitted by 9:05am daily. Please notify Admin of any late drop-offs or absences. Parents/Guardians should also ensure their child is picked up promptly at the designated pick-up time. In case of any delay or inability to pick up the child on time, parents should notify the preschool in advance and make alternative arrangements. **A late fee of \$25 will be charged by 2:10pm.**

**Cooperation and Collaboration:**

Parents/Guardians are encouraged to actively participate in their child's education and engage in open and honest communication with preschool staff. Parents should attend parent-teacher conferences, volunteer days, board meetings, participate in fundraisers, and other events organized by the preschool to support their child's development. Parents/Guardians should collaborate with the preschool staff in resolving any issues or concerns related to their child's well-being, behavior, or academic progress.

**Positive Environment:**

Parents/Guardians should promote a positive and inclusive environment within the preschool community, fostering respect, kindness, and cooperation among all families. Parents/Guardians should refrain from engaging in gossip, spreading rumors, or participating in any behavior that may disrupt the harmony of the preschool community.

**Social Media Etiquette:**

When posting on social media platforms about the preschool or any preschool-related matters, Parents/Guardians should exercise discretion, ensuring that their posts are respectful, accurate, and do not violate any privacy rights of others.

**Compliance with Policies and Procedures:**

Parents/Guardians should familiarize themselves with the preschool's policies, rules, and procedures, and ensure compliance with them. This includes adhering to guidelines related to drop-off and pick-up procedures, health and safety protocols, and any other rules set by the preschool.

**Student Dress Code**

Students' clothing should be comfortable and conducive to movement, play, and weather. Daily activities include active and messy play. Children should feel comfortable enough to enjoy themselves without worrying about their attire. We ask if students wear dresses, that shorts be worn underneath for their safety. Children should wear clothing that they can easily pull on and off during bathroom time. **Students should not wear open toe sandals, flip flops, heels, or any other footwear that does not fasten securely to their feet. Socks and tennis shoes are required for playing on the playground.** We have wood chips, and it is difficult for students to enjoy outdoor time if they are uncomfortable. A complete change of clothing, to include socks and shoes, should be sent to school. Please be mindful of weather and temperature changes. We ask that clothes be switched out with the different seasons, to accommodate current weather. Please label all items with your child's name.

## **Inclement Weather Procedures**

*ELP refers to but does not follow the Rio Rancho Public Schools inclement weather policy. In the event of a RRPS two-hour delay OR cancellation, classes will be **cancelled**. ELP will not refund, extend credit, or offer any makeup days due to inclement weather delays or closings.*

## **Emergency/Fire/Disaster Drills and Procedures**

Staff are trained in safety regulations, special hazards and commonly occurring accidents/incidents. Staff members are also mandated to be certified in First Aid and CPR. Staff receive annual training regarding fire emergencies and will practice fire drills with students monthly and emergency drills every three (3) months. Staff will lead Students to designated "safe areas". During a fire drill, all staff and students must exit the building as a group and walk-in orderly fashion to the designated "safe area". Teachers will do their best to appropriately prepare students for all drills. Staff have been instructed on the use of extinguishers and reporting procedures to the Executive Director, emergency personnel and our families in accordance with Early Childhood Education and Care Department (ECECD).

Early Learning Preschool's Emergency Action Plan is available for families to download on our website, [elpriorancho.com](http://elpriorancho.com), under the Registration tab.

## **Continuum of Education**

If Early Learning Preschool is unable to safely accommodate students in our facility for an extended period, all classes will temporarily be relocated to Grace Outreach Center located at 2900 Southern Blvd. Rio Rancho, NM 87124.

## **Parent Orientation**

All families enrolled at Early Learning Preschool are required to attend a Parent Orientation (TBD) prior to the start of the school year. School policies and procedures are reviewed. This affords parents the opportunity to ask any questions regarding all information contained herein. All policies and procedures in the Family Handbook will be referred to throughout the year. **ELP reserves the right to make changes to the Family Handbook as needed.** Families will be notified regarding any changes made.

## **Developmentally Appropriate Milestones**

At ELP, we are constantly researching and implementing the latest statistics and brain science that shows the appropriate learning techniques to best serve our students. We understand that all children learn at their own speed and readiness, and that is okay! Even siblings will have different skill sets! It is never okay to make another parent feel like their child is less than because they are on different levels than your own. Please remember when speaking to everyone, that words matter, and to always choose kindness!

## **Address and Phone Number:**

Early Learning Preschool  
2704 Southern Blvd. SE, Ste. 10  
Rio Rancho, NM 87124  
(505) 892-5105

## **Administrative Staff:**

Lacey Giovacchini-Executive Director  
[lacey@elpriorancho.com](mailto:lacey@elpriorancho.com)

Veronica Baldwin-Assistant Director  
[veronica@elpriorancho.com](mailto:veronica@elpriorancho.com)