NEW MEXICO TECH
Children's Center



Family Handbook

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Table of Contents

Introduction	1
Contact and General Information	2
Overview	4
Mission Statement	4
Philosophy	4
Program Goals	4
Program Standards	5
Developmentally Appropriate Programming	5
Culturally and Linguistically Appropriate Programming	5
Families and Children	5
Children with Diverse Abilities	6
Program Outreach to Families	6
Qualified Personnel	6
Children's Center Staff	7
Educator Biography	8
Early Childhood Program	9
NM PreK Program	9
The Creative Curriculum	13
Active Learning	13
Adult-Child Interaction	13
Learning Environment	13
Daily Routine	13
Assessment	13
Child Progress Conference	13
Family Involvement Opportunities	10
Celebrations	10
Nutrition Program	14
Lunch	14
Field Trips	14
Training Programs	15
Rest Time	15
Service Learning Projects	15
Recreational Swimming	15
Playground and Outdoor Spaces	16
Admission	17
Immunization Requirements	17
Family/Child Orientation	17
Family Handbook	17
Tuition and Fees	18

Description of Fees	18
Parent/Guardian Financial Responsibility	18
Financial Aid/ECECD	18
Current Rate	19
Attendance	20
Signing In/Out of Children	20
Releasing Child/Children to Authorized Persons	20
Releasing Child/Children into Potentially Dangerous Situations	20
Parking	21
Clothing and Personal Items	21
Building Security and Access	21
Standards of Conduct	23
Child Guidance	23
Management of Disruptive and Aggressive Behavior	23
Conflict Resolution	24
Health and Well-being	25
Child Abuse/Neglect	25
Signs of Child Abuse	25
Failure to Report	26
Injury	26
Incidents	26
Allergy and Sensitivity	26
Illness	26
Medication and Medical Management	27
Emergency Situations	27
Missing Child	27
Breast Feeding/Breast Milk	27
Privacy of Information	29
Confidentiality of Records	29
Inspection of Records and Facilities	29
Grievance Procedure and Withdrawal Process	30
Grievance Procedure	30
Withdrawal Process	30
Policy and Procedure Agreement Form	31
Behavior Management Strategy for Early Childhood	32
Appendix	
Recommendations on Exclusion from Care	A1
Typical Daily Class Schedule	A2
Quail	A2
Jackrabbits	A2
Roadrunners	A2
Reptiles	A3

Emergency Evacuation Plan	A3
Shelter in Place	A3
Lockdown	A3
Continuity of Operation	A3

Introduction

New Mexico Tech takes pride in supporting a 5 Star Nationally Accredited Early Childhood Center that provides a high-quality service in a friendly and supportive environment. The Macey Family Children's Center was established in 2012, thanks to the support of Bill and Cheryl Macey and many donors on campus and in the Socorro community.

We have a great team of child care professionals who provide a positive and caring experience for pre-school children, as well as after-school programs for the children of the NMT community.

As a university with many young faculty and staff members, we consider it our responsibility to offer parents a convenient, healthy, and affordable atmosphere for their young children to grow and learn, helping them reach their potential.

We hope that you, as parents, acquaint yourselves with the aspects of the daily operations, the policies and the mission of the New Mexico Tech Children's Center. We aim to make your children's experiences always beneficial to their growth in accordance with your wishes and our mission.

This handbook will help you understand some of the procedures and policies, which we have adopted to provide the very best care and learning opportunities for your children. We hope you take the time to familiarize yourself with this handbook.

I also invite you to visit the Children's Center and personally meet the dedicated professionals who work there and are always committed to maintaining a mutually useful dialogue with parents on the care of your children.

Sincerely,

NMT Children's Center Staff

Contact and General Information

Organization

Kiane Pound	Director of Operations
Maria Garza	Associate Director
Katelynn Montoya	NM PreK Educator
Georgia Jean Saavedra	Educator
Jenny Crespin	Educator
Ariana Garcia	NM PreK Educator
Summer Saiz	Educator
Melissa Sullivan	Educator
Nicole Crespin	Educational Assistant
Kambree Montoya	Educational Assistant
Sienna Martinez	Educational Assistant
Rubin Sheldon	Educational Assistant
Taneisha Marquez	Educational Assistant

Phone Number

Children's Center (575) 835-5240*

*Messages may be left on voicemail.

Mailing Address

New Mexico Tech Children's Center
801 Leroy Place
Socorro, NM 87801

Email Address

chi@nmt.edu

Hours of Operation

Monday through Friday
7:45 a.m. – 5:15 p.m.

Holidays and other Children's Center Closings

In an effort to provide exceptional service to your family, it is our intent to be open every day except for weekends, holidays (observed by New Mexico Tech), planned closures and inclement weather. The Children's Center is closed for the following holidays:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Good Friday	Thanksgiving (Thursday and Friday)

A written reminder about the Children's Center closures will be posted at the Center before each closing. Please check the NMT Children's Center website for calendar updates.

In the event of inclement weather, please contact the New Mexico Tech campus police at (575) 835-5434 to confirm whether the Institute is open or closed. If the Institute is closed, then the Children's Center will also be closed. If the Institute is delayed in opening, then the Children's Center will also be delayed in opening. The staff will be available to greet children fifteen minutes before the delayed time. (Ex. The Institute is delayed until 10:00 am then staff will be available to greet children at 9:45 am.)

Overview

The New Mexico Tech Children's Center offers quality and developmentally appropriate education and care for children of New Mexico Tech's students, staff, faculty, and Socorro community members. Our staff has an uncompromising commitment to excellence. The Children's Center also places a high priority on responsiveness and close working relationships with each child and family.

We offer a relaxed and casual setting for children ages 6 weeks through 10 years. Our program offers optimum learning opportunities in a creative environment for your child/children.

Mission Statement

The Children's Center mission is to complement the service and education objectives of the university by: Providing education, care, and nurturing for the children of students, staff, faculty community members; Utilizing culturally and developmentally appropriate practices; and Serving as a role model of childcare excellence for the community at large.

Philosophy

At the Children's Center, our philosophy is to provide the best possible environment for the care, education, and development of your child/children. We believe that your child/children are entitled to the best that modern knowledge makes available about the education, care and guidance of children. Our philosophy is expressed in a curriculum that encourages:

- Programs that are designed to be different, flexible, and encourage active hands-on learning because all children are unique with individual skills and interests;
- Freedom and opportunity to develop physical, cognitive, and social skills at a child's own pace;
- Warm relationships with adults that give children a feeling of support while they develop a sense of self-worth and independence; and
- Consistent and understanding adult guidance, which supports needs, yet limits actions and promotes a child's gradual growth towards responsibility and self-control.

Program Goals

Our goal is to build and maintain a strong, diverse, and inclusive organization that allows us to achieve the following objectives:

- Supporting families in achieving their own goals.
- Providing opportunities and resources for children to develop cognitive, motor, communication, and social skills.
- Promoting developmental progress of a child's self-care, self-esteem, and self-control.
- Promoting child engagement, mastery and independence.
- Providing children with, and preparing them for life experiences

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- Providing children with, and preparing them for life experiences

Program Standards

The Children's Center maintains exceptional program standards. Our program standards provide opportunities and resources that allow for a healthy environment and constructive education for children through developmentally, culturally, and linguistically appropriate practices. Annually, a Comprehensive Program Evaluation will be conducted. A report of the Evaluation will be available to staff and families.

Developmentally Appropriate Programming

Our programs incorporate developmentally appropriate practices into our curriculum. Our programs are designed to reduce gender, racial, and cultural stereotypes and to foster positive intercultural relationships through a conscious effort to integrate an anti-bias model within the curriculum. Our programs are developed to provide an environment that builds self-esteem, teaches personal life skills, enhances health, and promotes social responsibility. Additionally, our programs provide a group experience where children learn social interaction skills and make individual and/or group decisions.

Culturally and Linguistically Appropriate Programming

Our programs are designed to support and encourage understanding and appreciation of various cultures, customs, and languages. We promote an understanding and appreciation of similarities and differences through culturally and linguistically appropriate methods.

Culturally Sensitive

- The program supports each child's construction of a knowledgeable and confident self-identity including both personal and group identity emphasizing confidence, not superiority.
- The program supports each child's critical thinking about intolerance by helping children develop the cognitive skills to identify stereotypes, comments, and behaviors directed at one's own or another's identity.
- The program supports each child's ability to stand up for herself/himself and for others in the face of bias.

Linguistically Sensitive

- The program supports each child's understanding, acquisition, and appreciation of her/his language(s) as a valid way of communicating with others.

Families and Children

We believe that families are the child's first teacher and are to be valued as such. Our program provides a safe and supportive environment that extends and enhances the family's role and supports families in their child-rearing efforts. We are committed to respecting and responding to the diverse needs and interests of families and children from many social and economic environments. Our program maintains a wisdom of openness without regard to ethnicity, religion, gender, handicapping conditions, economic status, or national origin.

Parents or other family members are welcome to come to the program at any time during our

program hours to visit and spend time with an enrolled child.

Children with Diverse Abilities

Our program supports and encourages the inclusion of children of diverse abilities. The staff have the education and experience to provide high-quality, developmentally appropriate programming to children with diverse abilities. We strive to support the right of each child to play and learn in inclusive programs, to the fullest extent, consistent with the best interests of all involved.

Program Outreach to Families

We place immense value on open communication between your family and our organization. As a result, our program supports outreach to families through:

- Monthly newsletters
- Informal meetings between staff and families
- An open-door approach
- Child progress conferences
- Parenting groups and workshops when interest is demonstrated
- Phone calls and written communication with families
- Family involvement in their child's experience as time and energy permit.

Qualified Personnel

At the Children's Center, we are committed to providing your child/children with a safe, nurturing, and stimulating educational environment. Our staff is comprised of thoroughly screened Early Childhood professionals with the education and experience to promote the developmental progress of children. Our professional staff is required to complete a minimum of 12-24 hours of additional early educational training per year. Additionally, all staff members abide by the National Association for the Education of Young Children's Code of Ethical Conduct. (To obtain a copy of the Code, please make your request to the Children's Center manager.)

We maintain a low adult/child ratio in our program by utilizing college work-study students, field experienced students, and community volunteers to assist our staff. We work together as a team, striving for communication between children, families, staff, and the community.

All professional staff members maintain current First Aid and CPR certifications. Furthermore, our professional staff has been trained to identify signs and symptoms of child abuse/neglect.

Program and Supplementary Information

Kiane Pound
Director of Operations

Maria Garza
Associate Director

Melissa
Educator, School Age

Katelynn Montoya
Educator, NM PreK

Georgia Jean Saavedra
Educator

Ariana Garcia
Educator, NM PreK

Nicole Crespin
Educational Assistant

Jenny Crespin
Educator, Toddler

Kambree Montoya
Educational Assistant

Sienna Martinez
Educational Assistant

Rubin Sheldon
Educational Assistant

Taneisha Marquez
Educational Assistant

Kiane Pound

With 15 years of service at the university, I bring a background in business and economics, including finance and leadership, to my role at the Children's Center. Transitioning into the field of early childhood education has been an incredibly rewarding experience. I am continually inspired by the growth, curiosity, and joy that children bring each day. I look forward to watching both the Children's Center and your child grow and thrive

Maria Garza

For those of you who don't know me I'd like to introduce myself. My name is Maria Garza and I am a mother of 3 with 7 grandchildren. I have had the pleasure of working with young children for almost 30 years. I received my Bachelor's Degree in 2013. I have worked at Head Start in Socorro and Los Lunas, Parkview Elementary, and Positive Outcomes. I like working at NM Tech Children's Center because of the variety of ages of the children, the supportive and kind hearted Director, and genuinely loving and supportive co-workers.

Katelynn Montoya

I was born in Albuquerque, New Mexico and raised here in Socorro. I attended Socorro high school and earned my diploma. I went on to CNM to earn my Associates degree in Psychology. I have moved to Western New Mexico and I'm currently working towards my bachelor's degree in elementary education. What I love most about my job is watching the children grow and achieve their milestones.

Georgia Jean Saavedra

I have been a daycare provider for 23 years, I ran my own daycare for 22 years that was called Jean's Childcare here in Socorro. I then started working here at New Mexico Tech Children's' Center. I was born here in Socorro and graduated from Magdalena high school. The reason I love doing this job is being able to work with the children and help them.

Ariana Garcia

Hello! My name is Ariana Garcia and I am from Socorro, New Mexico. I studied Early Childhood Education, birth through eight years old at the University of New Mexico and received my Bachelor's Degree and Licensure in 2023. In my free time, I enjoy spending time with my family on our farm, working weekends at my salon and crafting. My main goal in life is to surround myself with positive people, situations and environments, so working at the NM Tech Children's Center is helping me fulfill my dreams.

Nicole Crespin

Growing up I liked helping my mother with her home daycare business. During that time I felt that Early Childhood Education was what I wanted to do. I worked at Positive Outcomes for 4 years. I worked with the 4 year olds PreK program at that center. I attended state trainings and schooling at CNM for Early Childhood Development. I have now been working here with the Children's Center at Tech for a year and really enjoy what I do. I work with infants from 3 months old to 18 months old. Helping the children learn and grow is rewarding. The staff is great and the Center is

accommodating. I enjoy interacting with the children and the parents. During my time off I enjoy spending time with my family and friends.

Jenny Crespin

I am happy to be working here at NM Tech Children's Center. I have over 30 years' experience in day care working from my home with 3 month old infants to 5 year olds. I am certified through the State and have attended many Early Childhood Development trainings through my time. Some of the children and their siblings here at the Center have been part of my home day care. During my off time I like to go for walks and spend time with my family. I hope to continue watching your children grow, learn and interact with each other. I look forward to establishing relationships with all of the parents as well as the staff here.

Program and Supplementary Information

Early Childhood Program

Our Early Childhood Program provides early education and care for children ages two through nine years. We maintain a low adult/child ratio. Our program utilizes the Creative Curriculum and developmentally appropriate practices of the National Association for the Education of Young Children.

New Mexico PreK Program

The New Mexico PreK program is a voluntary, state-funded initiative designed to improve school readiness for 3- and 4-year-old children. The program focuses on building strong foundations in early literacy, math, and social-emotional skills through high-quality, developmentally appropriate instruction. By supporting children's growth and learning in their earliest years, New Mexico PreK helps prepare them for success in kindergarten and beyond, while also engaging families as partners in their child's education.

Eligibility

- Early PreK: Children must be 3 years old on or before September 1 of the current school year.
- Mixed-Age PreK: Children must be 3 or 4 years old on or before September 1 of the current school year.
- PreK (4-Year-Old Program): Children must be 4 years old on or before September 1 of the current school year.

Priotity for Enrollment

- Children who are experiencing homelessness or displacement are eligible for New Mexico PreK.
- Children who are in foster care are also eligible.
- For all placements, a child must be no older than the age required to attend kindergarten.

Recruitment

The purpose of this recruitment plan is to ensure that all eligible children and families are informed of the availability of the New Mexico PreK program, that enrollment is conducted equitably, and that families have access to information about early learning opportunities in their community.

- **Informing Families:** Families will be notified of the availability of the PreK program through multiple communication methods, including flyers, community postings, digital platforms, and family engagement events.

- **Recruitment Methods:** Outreach will take place in partnership with community organizations, schools, and service providers to reach a wide range of families
- **Linguistically Responsive Practices:** All recruitment materials and communications will be linguistically and culturally responsive, provided in the primary languages spoken in the community, and supported by bilingual staff when possible.
- **Waitlist Procedures:** When enrollment slots are full, waitlists will be maintained in accordance with the program's established selection criteria. Families on the waitlist will receive regular updates and be provided with information about all available early care and education opportunities in their community.

Enrollment

- **Verification of Age and Identity:** Families must provide a birth certificate to verify each child's date of birth and full legal name.
- **Attendance Follow-Up:** If a child ceases to attend, the program will make every effort to re-engage the family through phone calls, emails, and other forms of communication to encourage the child's return.
- **Vacated Slots:** If attendance does not resume after outreach efforts, the child's slot will be considered vacated and offered to another eligible child.
- **Non-Discrimination:** Children may not be dismissed from the PreK program due to special needs or behavioral challenges. The program is committed to supporting the success of all enrolled children.

Attendance

- **Attendance Expectation:** Families are expected to ensure that their child attends the program regularly, with a goal of at least 85% attendance.
- **Tracking and Monitoring:** The program will maintain accurate attendance records and monitor patterns of absences.
- **Promoting Attendance:** Staff will provide families with information on the importance of regular attendance for children's learning and development.
- **Family Support:** When challenges to attendance arise, the program will work in partnership with families to identify barriers and develop strategies that support consistent attendance. This may include flexible communication, resource referrals, and individualized support.

Family Engagement

Our program is committed to implementing family-centered practices that actively involve families in all aspects of their child's learning and development.

- **Family Engagement Hours:** The PreK program will provide a minimum of 90 hours of family engagement activities each year.
- **Home Visits:** Each child's family will receive at least one home visit prior to the start of school, or within two weeks of enrollment for children who begin after the school year starts.

- **Family-Teacher Conferences:** Families will participate in two conferences with their child's teacher each year. These conferences will include:
    - A review of the child's progress and learning.
    - Development of joint goals with the family to support growth in all areas of development.
    - Review of results from developmental and health screenings.
    - Discussion of transition planning to support the child's continued success.

Inclusive Practice

Our PreK program is committed to inclusive practices that honor and build upon each child's culture, language, experiences, and abilities.

- **Definition of Inclusion:** Inclusion means that children with disabilities learn and grow alongside their peers without disabilities in the same classroom environment.
- **Active Participation:** Educators intentionally promote participation in all learning and social activities, ensuring that each child's individual needs are supported, including those with an Individualized Education Program (IEP).
- **Integration of IEP Goals:** Teachers integrate IEP goals and objectives into the daily schedule, classroom activities, and lesson plans to provide meaningful learning opportunities and support progress across developmental areas.
- **Commitment to Equity:** All children are valued members of the classroom community, and practices are designed to foster belonging, respect, and success for every child.
- **Collaboration with Families and Specialists:** Educators work in partnership with families, special education staff, and related service providers (such as speech, occupational, or physical therapists) to ensure consistent support across home, school, and community settings.

Transition Plan

Our PreK program is dedicated to supporting smooth and positive transitions for children and families as they move into a four-year-old PreK classroom or Kindergarten.

- **Family Involvement:** Families will be included in all aspects of the transition planning process to ensure they feel prepared and supported.
- **Classroom/School Tour:** Children and families will be invited to tour the classroom or school their child will attend, helping them become familiar with the environment.
- **Meet and Greet:** Opportunities will be provided for families to meet their child's new teachers and staff, helping to build early relationships.
- **Enrollment Support:** Families will receive assistance with completing any required enrollment forms and paperwork to ensure a smooth transition process.
- **Continuity of Learning:** Current teachers will share each child's progress reports, learning goals, and any relevant developmental or health information with the receiving teacher to support consistent learning and growth.

The Creative Curriculum

The most important goals of our curriculum are to help children get along well with others and to become enthusiastic, lifelong learners. We want children to develop independence, self-confidence, and curiosity, while also learning how to collaborate and work effectively with others. Our focus is on teaching children how to learn, not just during early childhood but throughout their lives. We achieve this by creating purposeful and engaging play experiences that foster growth in all developmental areas:

- **Cognitive** – building thinking and problem-solving skills
- **Physical** – strengthening fine and gross motor abilities
- **Language** – developing communication and early literacy skills
- **Social** – learning cooperation, empathy, and relationship-building
- **Emotional** – building self-regulation, resilience, and confidence
-

Active Learning

Children are involved in direct, hands-on experiences with people, objects, ideas, and events. Through the activities that we plan and the way we organize our classroom, select toys and materials, plan the daily schedule and talk with children, we seek to accomplish the goals of our curriculum and give the children a successful start in school.

Adult-Child Interaction

Adults observe and interact with children at their level to discover how each child thinks and reasons. Adults interact with children in ways that empower children to take control of their own learning.

Learning Environment

Classroom furniture and equipment are arranged in several clearly defined interest areas that enable children to find, use, and return the materials they need in order to explore, invent, and learn about their world.

Daily Routine

Each day follows a similar schedule of events, providing consistency for both children and adults. Educators plan activities that are based on the children's interests. Children are given the opportunity to do hands-on activities that help them develop social, emotional, physical, and cognitive skills. Daily class schedules for the Jackrabbits, Roadrunners, Reptiles, and Quail are listed in the Appendix on page A-6.

Assessment

Yearly, Ages, and Stages Questionnaires are required to be filled out by parents/guardians and are reviewed by educators in a collaborative effort to monitor the successful progress of children's behavioral and social-emotional development. Daily, educators record notes on children's behaviors, experiences, and interests. Daily notes are used to monitor each child's development and to plan activities that will facilitate growth and development. Daily notes are shared with parents/guardians as needed or at bi-annual parent/teacher conferences.

Child Progress Conference

Child progress conferences are scheduled two times per year. Our educating staff uses a portfolio approach to gather information about your child's on-going development. From a compilation of observational anecdotal notes, work samples and action photos, etc. an overview of each child's strengths and accomplishments is completed. The child's portfolio is shared during conferences.

Family Involvement Opportunities
During the year there will be a variety of opportunities, including events, for you to get to know the educators here at the program and interact with other families.

Keeping the connection and support system for families while their children are at the Center is very important to us. There will be at least one family "meet and greet" available each semester for your family to participate in. These may be simple outings around the Center which may include games, singing or dancing. These also could be more complex where the families can take part in an activity outside of Socorro.

Families are also invited to come in and share information about their hobbies or jobs with the children. These events are arranged by the teachers as part of their curriculum activities.

The Center attends student performances at Macey Center and families are encouraged to come along for the walk and the show. This happens 2-4 times a year depending upon the performance schedule.

Each month, a newsletter will be sent to families via email to share information about what has been happening in the Center and what might be coming up over that month. Notices about special events are posted throughout the building prior to those events.

Supplementary Information

Celebrations
Because of the diversity of the families we serve, we recognize all the holidays that each family celebrates. We encourage each family to celebrate their holidays with us. If a child initiates a discussion or activity related to a holiday they observe, we will listen respectfully and provide time and space for the child's activity.

Birthdays are a special time in our programs. We are always happy to celebrate your child's birthday. If you have a birthday tradition that you would like to share with us, please make arrangements with your child's teacher. An idea we recommend for celebrating this special occasion is to have your child donate a book to the Children's Center library. We will write your child's name and birth date on the inside cover. Each time the book is read your child's contribution to the program is remembered. Out of consideration for all of our children and families, we request that you do not pass out invitations at the Center for private parties unless all children are invited.

Nutrition Program
Our program serves a nourishing breakfast, lunch and afternoon snack. All children will be offered the same meals without physical segregation or other discriminatory action against any child because of race, color, age, national origin, sex, or handicap. A monthly menu is posted at the Children's Center. In the event that your child has a documented allergy, an alternative can be provided or other arrangements can be made with the family.

Field Trips
The Children's Center does not participate in any field trips off of the New Mexico Tech campus. All field trips in which children and staff do participate are "walking" field trips on campus. At no time will children be transported in any vehicle for a field trip.

Training Programs
To improve the quality of early childhood care and education, New Mexico Tech Children's Center cooperates with qualified child development training programs. We limit the number of non-obtrusive observers, field experience students, or other visitors to our programs. We strive to facilitate training in ways that are the least disruptive to children's experiences in our programs. We will not permit or participate in training programs that could in any way hinder the education, development, or well-being of children. The family's rights to confidentiality will be upheld at all times.

Rest Time
In our Early Childhood Program, we have a rest time from approximately 12:00 p.m. to 2:30 p.m. The Children's Center provides children with a cot for rest time. To make your child more comfortable, you are asked to bring a crib-size fitted sheet, small blanket, and pillow. All items should be marked with your child's name. The Children's Center will launder bedding weekly.

During this quiet time, children read stories and listen to quiet music. Children who do not sleep will rest for 45 minutes and then be allowed to get up and do quiet activities, such as puzzles, books, etc., for the remainder of the rest time. We determine which children must nap according to the individual needs of the child and the guidelines set by New Mexico State Child Care licensing regulations.

Service Learning Projects
Our Children's Center's families and staff are encouraged to participate in a variety of service learning projects throughout the year. These projects vary in scope, including individual commitments of staff to serve on community agency advisory boards and clothing and food drives.

Recreational Swimming
The Children's Center is fortunate to have access to New Mexico Tech Swim Center facilities. We routinely schedule recreational Swim Days for the summer Roadrunners and Reptile children. Parents/guardians will be notified of Swim Days. We ask that you provide advance notice if you do not want your child to participate. Please be sure that your child keeps a swimsuit, towel, and sunscreen at the Children's Center for our Swim Days.

Water safety is a top priority and concern. Therefore, children enrolled in our program, who participate in Swim Days, are required to attend a Water Safety Awareness class taught by the Swim Center lifeguards.

Each June the Swim Center runs a two week session of swim lessons exclusively for the Roadrunners and Reptiles. Parents who wish to have their child participate must pay the fee at the Swim Center for the swim lessons.

Use of the New Mexico Tech Swim Center is a privilege. Therefore, it is the responsibility of the children to follow Swim Center rules and be respectful to employees.

If a child does not abide by Swim Center rules and/or is disrespectful to Swim Center staff the following will take place:

- The child will be given one warning by the Swim Center staff
- If the child still refuses to modify his/her behavior the following will occur:
    1. He/she will be removed from the pool and the Children's Center manager will be notified of the child's removal.

2. The Children's Center manager will escort the child back to the main Center
3. The manager will call his/her parent/guardian and notify them of the incident
4. The child will lose swimming privileges for an amount of time to be determined by the Swim Center manager and Children's Center manager.

Our younger preschool class enjoys water play in a wading pool on hot summer days. Please provide a swimsuit, towel, and sunscreen for these splish-splashy days.

Playground and Outdoor Spaces

The Children's Center has 3 playgrounds to meet the needs of the different classrooms. Each piece of playground equipment is designed for the age group of the children who use it and is labeled with the ages it is intended for. Outdoor time is carefully supervised by educators who have undergone many hours of safety training. The adult to child ratios required and maintained in the classroom remain consistent outside while the children are playing.

Admission

Children of New Mexico Tech students and employees as well as children of community members are eligible to enroll in our programs. As an opening becomes available, priority will first be given to New Mexico Tech students, then to employees of New Mexico Tech, and finally to community members. Attendance begins and/or continues as long as you and/or your child meet the following requirements:

- You have submitted a completed application packet and paid the non-refundable registration fee.
- You have been interviewed and understand the program goals.
- Your child meets the age requirements.
- Your child's immunizations are current and records have been submitted or you have a Certificate of Exemption on file.
- She/he can age-appropriately control her/his actions and does not exhibit behavior that could be dangerous to herself/himself, other children, or Children's Center personnel.
- You have read the Family Handbook and agree in writing to comply with the policies and procedures outlined therein.

Immunization Requirements

All children must have a current immunization record on file with the Children's Center before they can attend. Vision and hearing screenings must be obtained before enrollment. An annual well child check and dental screening is required. If you request to be exempt for religious or conscientious reasons, the Children's Center must have a certificate verifying that fact. This certificate must be renewed every nine months. Exemption forms are available from the Children's Center manager. A Recommendation for Immunizations Schedule is available from the manager or your healthcare provider.

Family/Child Orientation

All families are encouraged to visit the Children's Center at least once with their child before enrolling. It is recommended that a minimum of one hour be spent in the Early Childhood Program before attending.

Family Handbook

You are strongly encouraged to carefully read through the handbook. You will be required to sign a Policy and Procedure Agreement Form (see A-1) before your child/children will be admitted into the program. As you read through this handbook, you may have questions. Please feel free to contact us and we will address any questions or concerns.

Tuition and Fees

Description of Fees

Tuition and Modification Conditions

- Rates are subject to change, as conditions require. Families will receive as much advance notice as possible.
- No allowances are made for absences, vacations, New Mexico Tech holidays, and Winter Break. Families are responsible for full tuition payments even when their child/children do not attend.

Registration and Re-enrollment Fees

A one-time non-refundable Registration Fee of $35.00 per child is required to enroll your child.

Charges for Late Pick-up

The Children's Center closes at 5:15 p.m., Monday through Friday. If your child remains past the scheduled closing time, you will be charged a late fee of $1.00 per minute.

Parent/Guardian Financial Responsibility

Payment of Tuition

- Tuition is due in advance. Tuition is due the fifth day of the month and payments can be made through the NMT cashier located in Fidel Center. Invoices will be issued on the fifteenth of each month for the following month. Schedules are set for the entire semester.
- A processing fee of $25.00 will be added to an account for any returned check. If more than two checks are returned within a year for insufficient funds, you will be required to pay in cash at the cashier's window in Fidel Center or by money order at the Children's Center.
- There will be a 20% discount applied for Tech students, staff and faculty.

ECECD Funding

NMT Children's Center accepts children of participants in the New Mexico State Children, Youth, and Families Department child care assistance program. Ask the Children's Center manager for the appropriate forms. Childcare services are not provided until the Center obtains a completed ECECD contract. Registration fees will be due at that time. Full time NMT students may pay the registration fee to hold a space for their child while completing the ECECD process. The space will be held for a maximum of 45 days. If after 45 days, ECECD funding has not been secured, the space will be released. If an ECECD contract expires and a new one is not in place, child care will not be provided until **a** new contract is given to the Children's Center manager.

Current Rate

Name	Description	Details	Billing Time	Full-time	Rate 75% Part Time 20-29 hours per week	Rate 50% Part Time 8-19 hours per week	Rate 25% 7 Hours or less per week
Baby Quail/Dove	Infant 6wks-24 mths	Baby Quail/Dove Full Time	Per month	$ 1,450.00			
Baby Quail/Dove	Infant 6wks-24 mths	Baby Quail/Dove Part Time (75%)	Per month		$ 1,088.00		
Baby Quail/Dove	Infant 6wks-24 mths	Baby Quail/Dove Part Time (50%)	Per month			$ 725.00	
Baby Quail/Dove	Infant 6wks-24 mths	Baby Quail/Dove Part Time (25%)	Per month				$ 363.00
Jackrabbit	Toddler 24 mths-3 years	Jackrabbit Full Time	Per month	$ 1,241.00			
Jackrabbit	Toddler 24 mths-3 years	Jackrabbit Part Time (75%)	Per month		$ 931.00		
Jackrabbit	Toddler 24 mths-3 years	Jackrabbit Part Time (50%)	Per month			$ 621.00	
Jackrabbit	Toddler 24 mths-3 years	Jackrabbit Part Time (25%)	Per month				$ 310.00
Roadrunner NM PreK	NM PreK 3 years	*birthdate qualifiaction	N/A	No Charge			
Eagle	Preschool 4-5 years	Eagle Full Time	Per month	$ 1,122.00			
Eagle	Preschool 4-5 years	Eagle Part Time (75%)	Per month		$ 842.00		
Eagle	Preschool 4-5 years	Eagle Part Time (50%)	Per month			$ 561.00	
Eagle	Preschool 4-5 years	Roadrunner Part Time (25%)	Per month				$ 281.00
Reptiles	School age 5-9 years	Reptile Full Time	Per month	$ 670.00			
Reptiles	School age 5-9 years	Reptile After School Program	Per month		$ 436.00		

Attendance

If your child/children will not be attending due to illness, change in schedule, or other reasons, it is required that you call the NMT Children's Center at (575) 835-5240. Please note that no allowances are made for absences. Refunds, credit, or make-up days cannot be granted.

Signing In/Out of Children

Please bring your child to her/his classroom where you will find an attendance sheet for signing in and out. For safety reasons we must know when your child arrives and departs. We ask you or any other person, who brings or picks up your child, to verbally check in with the teacher and enter the time of arrival/ departure on the attendance sheet. An adult must accompany your child from the parking area to the classroom and from the classroom to the parking area.

Releasing Child/Children to Authorized Persons

If anyone other than the parent/guardian is to pick up your child, even if his or her name appears on the emergency pick-up list, a Pick-Up Pass must be completed by a parent/ guardian and given to your child's teacher prior to release of the child. In case of an emergency, a phone call will be accepted before the adult arrives. If we do not recognize your voice, you must identify yourself with your "Code Word" before we will confirm anyone else picking up your child. All visitors are required to see the Children's Center manager at the Early Childhood Program before signing a child out. The adult must present picture identification. We will not release a child to anyone who has not been authorized to pick him or her up. We cannot legally prohibit a biological parent from visiting their child at the Center without a Court Order. If there is a restrictive Court Order in place, please provide the Center with a copy for the child's file.

Releasing Child/Children into Potentially Dangerous Situations

In accordance with the Public Health Licensing Authority and the Children's Code of the State of New Mexico, all staff at the New Mexico Tech Children's Center are required to report any incidents that may fall within the definition of child abuse and neglect. We are therefore mandated to use discretion and precaution in releasing a child into the custody of an adult who exhibits physical impairment due to the influence of alcohol or other substance. Our first obligation is to the safety of all children in our care. Releasing a child into a potentially hazardous situation would constitute child endangerment.

Therefore, it is our standard that we will not release any child to a person whom we deem too impaired to safely transport and/or care for that child. We will make every effort to locate an alternate person to pick up the child from the emergency numbers provided by the parents/ guardians. If an angry or hostile situation occurs we reserve the right to contact the New Mexico Tech Campus Police to ensure the wellbeing of our staff and children.

Parking
For the safety of the children arriving and departing, please use the designated parking areas. There are a number of slots directly in front of the building designated for dropping off and picking up children. If you intend to park your car for the day, please move it to one of the other parking spaces in the lot.

Safety of children is of utmost importance. Please keep the speed limit in the parking lot below 5 mph. All vehicles must be turned off after parking during drop off/pick up. Always be aware of your surroundings and check for children before moving your vehicle.

Children are not allowed in the parking lot or in cars unattended. Do not leave your keys in the ignition. It is important that your child be secured in a child safety seat or seat belt when being transported to and from our programs. Failure to provide for your child's safe arrival and departure may cause us to deny you the opportunity to continue in our program.

Clothing and Personal Items

Clothing
All clothing should be labeled with your child's first name or initials, including hats, mittens, and boots. Always dress your child/children for the weather, as the children participate in outdoor activities daily. Clothing should fit properly. Clothes that are too tight or too long may inhibit or obstruct play. Shoes should fit well. We recommend comfortable close-toed shoes. Sunscreen, when provided, will be used to protect children when they are outdoors.

Personal Items
New Mexico Tech Children's Center is not responsible for personal items brought to our programs. Personal items such as coats and backpacks should be labeled with the child's name. Toys from home are unwelcome in our program. We have an ample supply of play equipment and materials that belong to all of us. Toy weapons (guns, knives, swords, etc.) are NOT allowed in our program. Any such toys brought to the Children's Center will be placed in the office and can be claimed by parents/guardians at the end of the day.

Building Security and Access
NMT Children's Center is a secure building for the safety of children and staff. Access is available using a key card system on the main door to the Center.

Each parent/caregiver is assigned a key card (up to two cards). Additional cards can be issued at the Administration's discretion. The key cards will allow you access from 7:45 am to 5:30 pm Monday through Friday. If an individual on your authorized list is to pick up your child (i.e. a grandparent), it is your responsibility to see they have the loan of your key card to access the Center front door.

To open the door, simply dip your card in the slot and remove it. The door will then unlock. Visitors are welcome at the Center but must use the doorbell located at the front entrance and must be let in by a staff member. The only circumstances in which a parent or child should use the doorbell would be if the door was not operating properly. Remember that if you or your child uses the doorbell it removes a teacher from their classroom to answer the door.

If a key card is lost, the Center manager must be notified immediately so that the card may be disabled. Lost key cards may be replaced by visiting the Auxiliary Services Office located in the Fidel Center on the second floor. You must present a photo identification to obtain a replacement card. The first replacement card will be free however there will be a $5 charge for the second replacement, a $10 charge for the third replacement, and $25 for any additional cards.

When your child leaves our program, you must return both key cards to the Center manager.

Child Guidance

Our staff views child guidance as a means of teaching children what is acceptable behavior and helping the child to develop the self-control needed to function as positive productive individuals. We also recognize and emphasize that behavior is communication. The first step for the educators is to identify what the child is needing at that point in time. We also emphasize that the behavior, not the child, is unacceptable or inappropriate.

Rules and limits are established for the safety and well-being of the children. The rules are few and simple and are followed by both children and adults.

Enforcement of rules and limits is done in a positive manner. Child guidance is always used with the goal of self-discipline in mind. An effective technique of positive guidance is telling children what to do instead of what not to do. Saying "no" constantly loses its effectiveness. We believe in being gentle, yet clear and firm.

Consistency is a must and allows children to know what is appropriate and expected. Redirection, logical consequences, and problem solving are techniques we use to guide children. Acknowledging children's feelings and giving them acceptable ways of expressing negative emotion helps children learn appropriate social skills.

A supervised separation apart from the group is used as a last resort when a child is out of control or hurting people or property. We try to allow children to regulate themselves whenever possible by letting them decide when to rejoin the other children. We will help the child regroup positively and make sure he/she knows what is expected of him/her. Each separation will be documented in the child's record. If there is a situation where several separations apart have had no effect on changing or modifying the undesirable behavior, we will call the parent/guardian for a conference to develop a plan to help the child.

Management of Disruptive and Aggressive Behavior

When disruptive or aggressive behavior persists and we can find no effective way to modify the behavior, we will take one or more of the following steps:

- Require a parent/teacher/manager conference.
- Create a plan for success with the family.
- Invoke a one-week suspension from our program.
- Invoke involuntary withdrawal from our program.

Children may be suspended or withdrawn from the program immediately for major infractions where the safety of the aggressor, the staff, or other children is compromised. A major infraction is recognized as the following:

Conflict Resolution

Problems, misunderstandings and frustrations may arise between students, staff or families. It is NMT Children's Center's intent to be responsive to all members of the Center. The purpose of this strategy is to provide a quick, effective and consistently applied method for adults to present their concerns regarding students or interpersonal relationships to management and have those concerns internally resolved.

- Discussion with Director
- Written complaint and decision
- Appeal of decision
- Additional guidance

Problems are best resolved on an individual basis. The circumstances of each situation may differ and the steps to resolution may also vary, depending on factors such as the nature of the complaint, whether it is a one-time event or repeated event, and the impact on the health, safety and well-being of the children.

Child Abuse/Neglect

This standard applies to all staff, substitute staff, volunteers and parents in the child care setting. All who work with children are legally required to report abuse and/or neglect and cannot shift the responsibility of reporting to anyone else.

It is our legal obligation to report unusual physical marks or inexplicable behavior to the Department of Children, Youth and Families. You are required to become familiar with the signs of abuse/neglect.

You should report suspected abuse or neglect to the Children's Center Manager as a first step, but this does not meet the requirement of the law regarding reporting. You or the manager will need to call CYFD Child Abuse Hotline to satisfy the legal reporting requirement. When reporting suspected abuse or neglect, you may be required to provide the following information:

- Child's name, address, and age
- Location of suspected abuse
- Nature and extent of injuries and previous injuries
- The name and address of the parent or caretaker of the child
- The name of the person you suspect is abusing or neglecting the child
- Why you suspect the child is being abused or neglected

Staff members that are accused of child abuse/neglect will be placed on immediate administrative leave pending investigation. If proven guilty, disciplinary action can include corrective actions, immediate dismissal and prosecution by law.

Signs of Child Abuse

Signs of child abuse include, but are not limited to, if the child:

- Seems unduly afraid or fearful of his/her parent/guardian
- Is kept confined for long periods of time
- Shows evidence of repeated injuries
- Injuries are untreated or inappropriately treated
- Appears to be undernourished or inappropriately fed
- Show evidence of overall poor care
- Is consistently described as "different" or "bad" by parents/guardians
- Does indeed seem "different" is physical and/or emotional makeup
- Cries often
- Takes over the role of parent/guardian or takes care of the parent/guardian
- Is notably destructive and aggressive
- Is notably passive and withdrawn

Failure to Report
New Mexico law requires the Children's Center employees report suspected cases of child abuse or neglect. Failure to do so is a misdemeanor. Additionally, New Mexico law establishes immunity for any person reporting in good faith. State law assures confidentiality of reports and reporting persons, which includes parents/guardians/families who suspect abuse/neglect from their child's teachers/Center staff. The law provides that an anonymous report may be made and the case will still be investigated. Persons that report suspicions of child abuse/neglect are immune from discharge, retaliation or other disciplinary action for that reason alone, unless it is proven that the report was intended to cause harm.

Injury
Our staff completes 21 hours of Health and Safety Training annually a CPR and AED certified. They make every effort through the physical arrangement of our indoor and outdoor learning environments and through the supervision of children to prevent accidents and injuries. In the event that a minor injury does happen, the adult in charge will take one or more of the following actions:

- Wash the area with soap and water.
- Apply a bandage.
- Apply a cold pack.
- Monitor the injured child.
- Comfort the injured child.

The adult in charge will notify parents of the injury and complete an Injury Report. One copy will be placed in your child's daily file for your retrieval and one will be kept on file in the office. If your child arrives at his/her program with an injury that happened at home or away from the Children's Center, please inform us or we will be contacting you to inquire.

If your child has a serious injury, requiring immediate medical care, we will first call 911 and then contact the parent/guardian.

Incidents
Your child may experience or witness an event that leaves no physical signs but may have a psychological impact (e.g. witnessing a traffic accident). If this occurs while your child is at the Children's Center, you will be notified in writing of the incident. If this occurs when your child is not in attendance at the Children's Center, please notify us of the incident.

Allergy and Sensitivity
Please let us know if your child has an allergy or sensitivity to food or other substances. Furthermore, we must be informed if your child has a history of allergic reactions. We should be aware of the situation so we may take appropriate precautions to protect your child/children's health.

Illness
Our goal is to ensure that every child and staff member has a safe and healthy environment. Because of this, we have developed the following policies:

- In the event that a child becomes ill at the Children's Center, his/her parents will be notified and asked to pick their child up. If the child has a 100+ degree temperature, she/he has to be FEVER FREE FOR 24 hours without fever reducing medication such as Tylenol before being accepted back to our program.

- A child will not be allowed to attend the program when she/he has a sign or symptom of an illness that requires exclusion from our programs (see Exclusion from Care List p. A-5) and may not return without a signed statement from a physician indicating the child is no longer contagious.
- If your child is not well enough to be outdoors, she/he is not well enough to be at the Children's Center.

Medication and Medical Management
The New Mexico Tech Children's Center will not dispense or store any prescription or non-prescription medication, including over-the-counter, naturopathic, homeopathic, or herbal supplement for any child enrolled in our programs.

If a child requires any of the above medication during the day, the parent/guardian must come to the Children's Center and administer the medication to the child.

If a student has a special medical or dental management procedure ordered by a physician, an adult trained in the procedure must be on site when the student is present, at the expense of the parents/guardians.

Emergency Situations
In conjunction with Campus Police, the Children's Center practices fire drills on a monthly basis. The children and staff leave the building and proceed to the playground south of the building.

In case of fire or other event that requires the evacuation of the building, the group will proceed to the closest safe space as designated by Campus Police/Emergency Response Team. Parents will be notified and will be asked to pick up their child as soon as possible.

The Emergency Evacuation Plan is located in the Appendix on page A-7.

Missing Child
In the event that a child should become missing, while in our care, the following process has been developed:
- Our staff will conduct a thorough search of our facilities, within the first five (5) minutes after your child has been reported missing
- If your child cannot be located after the five (5) minute search by the staff, the Children's Center manager or the staff member in charge will notify both you and the New Mexico Tech Campus Police.

Important
This procedure does not apply to children who fail to show up or whose parent/guardian fails to notify us that their child will be absent from the program that day.

Breast Feeding/Breast Milk
Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, a comfortable chair, and nearby access to running water.

A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

Staff shall be trained in handling breast milk. All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. All unfinished and unrefrigerated formula or breast milk will be discarded after two hours.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

Privacy of Information

Confidentiality of Records

Information pertaining to your child/children and/or your family will not be released without your written permission except to authorized personnel. Authorized personnel are identified as the Children's Center manager, staff, the New Mexico Department of Children, Youth, and Families agency, and other officials or agencies who are considered to have a legitimate interest. Legitimate interest is defined as a need to inspect a child's record in order to ensure the child's safety and well-being. A record of all disclosures to any individual or agency will be kept with the record in question. All modifications to existing records must be accompanied by a student record change form.

Inspection of Records and Facilities

The Child Care Services Bureau, Licensing Section of the Prevention and Intervention Division of the New Mexico Children, Youth, and Families department has been granted the responsibility for the administration and enforcement of Child Care Licensing Regulations [8.16.2 NMAC]. As the licensing agency, it has the authority to interview children and/or staff; to inspect and audit child or facility records without prior consent; and to observe the physical conditions of children, including conditions that could indicate abuse, neglect, or inappropriate placement.

Grievance Procedure and Withdrawl Process

Grievance Procedure

Families who have concerns about any aspect of our programs and/or staff are asked to take the following steps:

1. Speak directly with your child's teacher and arrange a time to address your concern.
2. If your concern was not addressed or resolved in Step 1, arrange to meet with the teacher and the manager.
3. If after Steps 1 and 2 you still do not have resolution to your concern, arrange to meet with the Children's Center manager and the Assistant Director of Auxiliary Services.
4. If after Step 3 you still do not have resolution to your concern, arrange to meet the Director of Auxiliary Services.
5. If you still have concerns contact the Vice President of Student Life.

Withdrawal Process

Voluntary Withdrawal

One week's written notice of withdrawal from the program is required. If written notification is not provided, you are still responsible for all fees for the program in which your child was scheduled to attend. Your child will be readmitted only if space becomes available and an additional Registration Fee is paid.

Involuntary Withdrawal/Expulsion

In striving to meet children's needs, we expect to find a similar level of commitment from families. We will consider involuntary withdrawal of a child if the child:

- Intentionally harms, physically or verbally, another individual.
- Intentionally damages program and/or individual property.
- Departs from program and/or facility without parental and/or staff consent.

Suspension of services may also occur if a parent/guardian:

- Fails to pay or make a reasonable plan to pay his/her bill.
- Does not comply with the Children's Center policies.
- Knowingly makes false statements:
    1. Written or verbal at the time of admission to our program.
    2. Written or verbal, that could affect the health/safety of their child/children, our staff, or participants in our programs.
- Seriously endangers staff, children, or others.
- Endangers the integrity of the program or university

The New Mexico Tech Children's Center is dedicated to providing the best care for your child/children. We are committed to working with your family to resolve any issues that may arise. Our grievance and withdrawal process and procedures have been developed to ensure a consistent and fair process for everyone.

Policy and Procedure Agreement Form

Please read the statements below. As part of the application form you will sign each statement and those forms will be part of the completed application.

Statement of Agreement
I have read the material covered in the New Mexico Tech Children's Center Family Handbook. I have been given the opportunity to discuss any questions and/or concerns regarding the policies and procedures in this handbook with the Children's Center manager. I understand and agree to abide by the policies and procedures of the Children's Center.

Name _____ Date _____

Privacy of Information
Information pertaining to your child/children and/or your family will not be released without your written permission except to authorized personnel. Authorized personnel are identified as the Children's Center manager, staff, the New Mexico Department of Children, Youth, and Families agency, and other officials or agencies who are considered to have a legitimate interest. Legitimate interest is defined as a need to inspect a child's record in order to ensure the child's safety and well-being. A record of all disclosures to any individual or agency will be kept with the record in question.

Name _____ Date _____

Inspection of Records and Facilities
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Name _____ Date _____

Behavior Management Strategy for Early Childhood

Our staff views child guidance as a means of teaching children what is acceptable behavior and helping the child to develop the self-control needed to function as positive productive individuals. We also emphasize that the behavior, not the child, is unacceptable or inappropriate.

Rules and limits are established for the safety and well-being of the children. The rules are few and simple and are followed by both children and adults.

Enforcement of rules and limits is done in a positive manner. Child guidance is always used with the goal of self-discipline in mind. An effective technique of positive guidance is telling children what to do instead of what not to do. Saying “no” constantly loses its effectiveness. We believe in being gentle, yet clear and firm.

Consistency is a must and allows children to know what is appropriate and expected. Redirection, logical consequences, and problem solving are techniques we use to guide children. Acknowledging children’s feelings and giving them acceptable ways of expressing negative emotion helps children learn appropriate social skills.

A supervised separation apart from the group is used as a last resort when a child is out of control or hurting people or equipment. We try to allow children to regulate themselves whenever possible by letting them decide when to rejoin the other children. We will help the child regroup positively and make sure he/she knows what is expected of him/her. We expect that most children will have difficulty at some points in time, in getting along with others. We will talk with parents regularly to keep them informed of their children’s developing skills in this area, and if necessary, will coordinate strategies with the families to assist children in learning needed skills.

Adults working with the children are expected to use developmentally appropriate techniques and strategies in dealing with behavior. Corporal punishment of any kind is strictly forbidden. Yelling, shaming or blaming, sarcasm and other power strategies from adult to children are also not acceptable. Adults are expected to realize that they are always models for the children in how to act, and should modify their responses to frustration, anger or other situations with an awareness that the children are watching and learning from them.

Name _____ Date _____

Appendix

Recommendations on Exclusion from Care

Recommendations are provided by the New Mexico Health Department

Childhood Illness	Exclusion Recommendations
Chicken Pox	**Excluded until 6 days after onset of rash or until all sores have dried and crusted**
Conjunctivitis (Pink Eye)	Excluded until 24 hours after the start of treatment
Diarrhea	Excluded until diarrhea ceases for 24 hours
Giardia	Excluded until diarrhea ceases for 24 hours
Head Lice	Excluded until 24 hours after the start of treatment
Hepatitis A	• Excluded 1 week after jaundice appears • If no jaundice appears, exclude 2 weeks from onset of symptoms
Hepatitis B	No exclusion unless: 1. The child shows aggressive behavior like biting, scratching or 2. Has open wounds or drawing skin lesions
Hepatitis C	Same as the recommendation for Hepatitis B
Herpes (Primary herpes with sores inside of mouth)	The child should be excluded until the fever is gone and the child is not drooling with sores present
Impetigo	Excluded until 24 hours after the start of treatment
Mumps	Excluded until 9 days after onset of parotid gland swelling
Oral Temperature (100.4° F or above)	Excluded until fever-free for 24 hours
Pertussis	Excluded until child undergoes 5 days of antibiotic treatment
Rash	Excluded until health care provider determines it is not contagious
Ringworm	Excluded until treated and sores are covered
Rubella	Excluded until 7 days from the appearance of the rash
Rubella	Excluded until 5 days from the appearance of the rash
Salmonella	Excluded until diarrhea ceases for 24 hours
Scabies	Excluded until 24 hours after the start of treatment
Shigella	Excluded until the child has 1 negative stool
Shingles	Excluded until sores have crusted
Strep	Excluded until 24 hours after start of treatment
Tuberculosis (Active)	Excluded until TB control officer determines otherwise
Vomiting	Excluded until vomiting ceases for 24 hours

Daily Class Schedule
This is an approximation of the typical schedules for each group. The exact schedules are posted in each classroom.

Quail:
7:45-8:30 Free Choice Play
8:30-9:30 Activity
9:30-10:30 Breakfast/Nap
10:30-11:30 Outside Play
11:30-12:30 Lunch
12-30-2:30 Nap
2:30-3:30 Activity
3:30-4:30 Snack/Play
4-30-5:15 Music/Pickup

Jackrabbits:
7:30-8:30 Free Choice Play
8:30-8:45 Circle Time
8:45-9:20 Breakfast
9:20-10:15 Small group activity
10:15-10:30 Clean up and get ready to go outside
10:30-11:45 Outside time
11:45-12:00 Clean up and get ready for lunch
12:00-12:30 Lunch, Brushing teeth / potty time
12:30-2:45 Nap time
2:45-3:00 Circle time/ get ready for snack
3:00-3:20 Snack
3:20-3:45 Activity time
3:45-4:00 Clean up time
4:00-5:00 Outside time
5:00-5:15 Clean up and get ready for home/ Goodbye!

Roadrunners:
7:30-8:30 Free Choice Play
8:30-8:45 Circle time
8:45-9:20 Breakfast
9:20-10-10:15 Small group activity
10:15-10:30 Clean up and get ready to go outside
10:30-11:15 Outside
11:15-11:30 Clean up and get ready for lunch
11:30-12:00 Lunch
12:00-12:15 Brushing teeth/ Potty time
12:15-12:30 Get ready for nap
12:30-2:45 Nap time
2:45-3:00 Circle time/ get ready for snack
3:00-3:20 Snack
3:20-3:45 Activity time
3:45-4:00 Clean up time
4:00-5:00 Outside time
5:00-5:15 Clean up and get ready for home/ Goodbye!”

Reptiles:
3:00 –3:15 Free Play
3:15 – 3:30 Snack
3:30 – 4:00 Homework/Reading
4:00 – 4:30 Activity/Free Play
4:30 – 5:15 Outside Play

Emergency Evacuation Plan

If a determination is made that it is necessary to evacuate the Children's Center, the following guidelines are recommended:

1. All children and the staff should leave together in an orderly manner. The group will proceed to the closest safe space as designated by Campus Police/Emergency Response Team. These spaces might include – Macey Center, The Skeen Library or Kelly Building (PRRC). A sign will be left on the front door of the Children's Center indicating where the group has gone.
2. The emergency backpack should be collected from each classroom. The sign-in/out sheets for each classroom and the emergency contact numbers for the families posted by the multipurpose room should also be taken. The senior staff in charge should collect all these items.
3. At least one student or staff member's cell phone should be turned on to allow for text or phone communication to and from Campus Police.
4. Once the group has arrived at the safe space, the person in charge should call Campus Police/Emergency Response Team to advise that the Children's Center children and staff are at the safe location. The group will stay in this place until directed to return by Campus Police/Emergency Response Team. Children will be released to their parents from the safe place.
5. These plans will be adjusted as needed to meet the specific needs of Children with special needs and conditions.

Emergency Backpack contents – box of tissues, toilet paper, plastic gloves, wipes, pampers, band-aids, gauze, adhesive tape, small scissors, cold pack, bottles of water, sunscreen, crackers, blanket, cups, glucose, epi-pen, hand sanitizer.

Shelter in Place
If a situation arises where it's determined the children need to remain in the Center, all exterior doors are to be locked. The classroom doors leading to the hallway are to be locked. All shades are to be drawn on the windows. The children will remain in the classrooms. Campus Police will notify the staff when it is safe to release the children to their parents.

Lock-Down
If a situation calls for a lock down, all exterior doors are to be locked. The classroom doors leading to the hallway are to be locked. The children are to be taken into the bathroom and the bathroom doors are to be locked. Campus Police will notify the staff when it is safe to release the children to their parents.

Continuity of Operations
If a situation arises where the Children's Center building becomes unusable the program would be relocated to the Student Activities Center auditorium.