

Family Handbook

2018-2019



Bloomfield Early Childhood Center
(BECC)

310 La Jara

Bloomfield, NM 87413

505-634-3883

Preschool Programs, Kindergarten classes, and
District Preschool Child Find Team

BECC Mission Statement:

"The Bloomfield Early Childhood Center builds a strong foundation of learning for all students."

Dear Families:

Welcome to Bloomfield Early Childhood Center (BECC)!

We look forward to a great year with you and your child. This family information packet is intended to promote communication and understanding between students and families.

We have listed important information in this handbook. In addition, please look for regular newsletters and notes to be sent home with your child throughout the school year.

We are excited to be working with you and your child this year.

Please let us know how we can assist your child and family.

BECC PHONE NUMBERS

Main Office: 634-3883

Enrollment & Screening Information: 634-3850

School Nurse's Office: 634-3891

Child Find Coordinator: 634-3846

BECC Fax Number: 634-3856

Transportation: 632-2662



BECC SCHOOL HOURS

Students may arrive at 7:30 AM

Kindergarten: (breakfast 7:30) 8:00-2:50 M - F

AM Preschool: 7:40-11:10 M, T, Th, F (breakfast provided)

Full Day Preschool: 7:40-2:50 M, T, TH, F (breakfast and lunch provided)

PM Preschool: 11:20-2:50 (students arrive at 11:20) M, T, Th, F (lunch provided)

THERE IS NO PRESCHOOL ON WEDNESDAYS

Daily Arrival Routines

Kinder and PK students may arrive at 7:30. Pre-K students will go directly to the classrooms. Kindergarten students eat breakfast in the cafeteria and/or they may go the playground. Kindergarten teachers have duties prior to 7:55, so all kindergarten students will go outside to line up and enter classrooms. Afternoon PK students may arrive at 11:20. Staff will be available to help students out of vehicles until 11:30. Pre-K students will go directly to the classrooms.

Put Kids First

***For the safety of all our students no adults will be allowed beyond the front desk without an appointment.** Parents will be allowed to walk their child to their classroom on the first day of school only. After the first day of school, staff are available to assist the students to class.

Appointments and Student Checkout

We encourage you to schedule your child's doctor and dental appointments outside of school hours. Classroom instruction takes place until the end of the school session. We strongly discourage checking your child out before the end of the school day.

Students MAY NOT BE CHECKED OUT after 2:40 (UNLESS YOU HAVE SENT A NOTE BEFORE HAND, which allows teachers to know where to send the student and it will prevent confusion).

Bad Weather Procedures

When bad weather affects driving conditions, the district will make an early morning decision to:

- Have school follow the regular schedule
- Delay the bus schedule for exactly two hours
- Delay one or more bus routes
- Close School

If school is on a 2 hour delay, school begins at 10:00 a.m. for kindergarten students and full day pre-k students and NO breakfast will be served. Buses will pick up students at bus stops 2 hours after their regular scheduled time. **There will be no morning preschool on days with a 2 hour delay.** The afternoon preschool bus and schedule will be at the normal times. If school is closed for the day, any evening activities will be cancelled. Please do not call the schools or the district transportation department. The District sends a robo call informing parents of delays and/or cancellations.

You may get current information about any weather delays at:

Bloomfield Schools website www.bsin.k12.nm.us

KOBF TV channel 12 or 4 or website www.kob.com

Parking At BECC

*Please see the map in the back of this handbook.

CHILDREN MUST BE ACCOMPANIED BY AN ADULT AND MUST USE THE CHILDREN'S CROSSWALK.



Drop-Off Procedures

When dropping children off at BECC in the morning, please follow the designated traffic pattern. (See map in back of this handbook.) Please drive slowly and safely in the school parking and driveway area. It is one lane only, so please do not pass other vehicles. Please do not block the crosswalk in the drop off lane.

*Please watch for other children at all times.

Children may independently and safely unload from several vehicles at once. After 7:55 a.m. (for full day) and 11:30 a.m. (for half day) parents must walk their child into the building and sign them in.

Pick-up Procedures

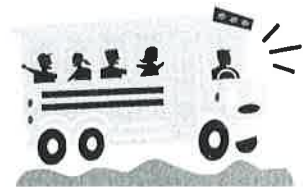
For the safety of all of our students parents may choose either to have their child ride the bus or pick- up their child in their vehicle through the pick-up line. At the end of school, parents will not be allowed to park their vehicle and walk to the front of the building to receive their child and walk back to their vehicle. Parents who walk to the school to pick up their student may wait at the benches and a duty teacher will bring the child to the parent.

For the students who are always a pick- up, families will be provided a tag with the teacher and students first name to place on the car rear view mirror to help support student safety and the effectiveness of the pick-up process.

BUZZER AND CAMERA SYSTEM AT FRONT DOOR



For the safety and protection of students, all Bloomfield schools have a buzzer and camera system at each school. You must push the button and buzz the office in order to gain entrance into the buildings. Any person seeking access to a student must first report to the front office for verification of identification. **Students can only be released from school through the main office.** Bloomfield School District requires a photo ID for student check out. Non-parents who wish to check-out students must be listed on the student information sheet as someone who is allowed to check out the child.



Transportation Policy

Parents should notify the BECC office in writing about the preferred method for the child's daily way to get home. Once this method is established, the child will ALWAYS be sent home this way. It is most helpful if there is a consistent schedule for the child. If the parent is asking for the child to go home some way that is DIFFERENT from the normal routine, the parent MUST provide a WRITTEN note with that request. The note MUST include: DATE, NAME OF CHILD'S TEACHER, CHILD'S FIRST AND LAST NAME, PARENT NAME and the address the child will go in clear handwriting. It is helpful to have a CURRENT phone number written on the note.

NO transportation requests will be taken over the telephone.

Parents should tell the child of a change in plans and tell the child where their note is located so that the child may get the note to the teacher. Parents **MUST** provide updated, current telephone and emergency numbers to the school office. Current numbers are needed at all times. If there is a problem with end of day transportation and a child is returned to school, the BECC office will attempt to contact the parent and/or one of the listed emergency contacts. If the office staff is unable to reach a responsible party, the police will be contacted and the child may be transported to Childhaven.

Parental Custody

It is the policy of the Bloomfield Schools not to become involved in custody disputes. Bloomfield Schools will only recognize court orders (such as parenting plans or protective orders) that specify custody or protective arrangements that involve the circumstances of school.



- ☛ Both parents are entitled to a conference with the child's teacher regarding the progress of their student unless otherwise ordered by the courts.
- ☛ It is the responsibility of the parents to provide the school with current, written documentation from the courts and signed by a judge. If you have any questions, please call the registrar.

Student Attendance

Compulsory school attendance laws apply to Kindergarten students.

*See Pre-K Programs on page 10 for Attendance policy for Pre-K students.

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Attendance Records

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class or program for that period of instruction. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained and reported.

Primary Schools Parent Verified/Excused Absences

Parent/guardians may excuse up to three (3) absences per quarter (without verification) and three (3) first period tardies per quarter where a valid excuse (i.e. sickness, doctor's appointment, etc.) exists. Absences must be excused within 5 days of the absence date and first period tardies must be excused the day of the tardiness or they will remain unexcused. Absences beyond these three must be verified with documentation from their medical provider or other service agency in order to be excused.

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STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to those reasons approved by the school administration such as, illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

SICK OR INJURED CHILDREN



When children are seen by the nurse, the nurse will send a form home notifying parents. If your child becomes **seriously** ill or injured at school, we will make him/her comfortable and contact you immediately. If you cannot be reached, we will use the emergency contact information provided.



Always keep at least two emergency contacts current.

*******Should you have a change of phone number, address, or emergency contact information, please notify the school immediately!*******

MEDICATION



Medication may only be given at school by the nurse or health assistant. All medicines must be taken to the Health Office. The School Nurse can give more information about medication. **DO NOT SEND MEDICINES WITH YOUR YOUNG CHILD IN A BACKPACK** (where your child or others could get into the medicine.) Contact the nurse with any questions.



EMERGENCY DRILLS

Fire drills will be conducted once per week during the first four weeks of school, followed by once per month for the rest of the year.



Lockdown drills will be practiced a minimum of once in the fall and once in the spring. At least one building evacuation drill will be conducted.

***If we have an actual Shelter in Place or Lockdown, a robo call will go out to parents.**

PLEDGE OF ALLEGIANCE TO THE FLAG



New Mexico law requires that each school provide time during the daily schedule for the pledge to the United States Flag and the New Mexico Flag. Students may be exempt from the activity by choosing to remain silent and non-disruptive.

BECC & State-Mandated Anti-Bullying Policy

BECC utilizes Conscious Discipline as the school-wide behavior management plan. The Conscious Discipline program includes skills to address bullying issues. One piece of the program helps students appropriately stand up for themselves and it also helps bystanders stand up for those who are being bullied. There is a deep social/emotional connection with this program that helps students develop skills to handle conflict and communication. If you have concerns about your child being bullied, please contact the classroom teacher immediately. If you still have concerns about your child's safety after discussion with the teacher, contact the school principal. If you would like to learn more about the Conscious Discipline program, please inquire in the BECC office, or visit this website specifically for parents: <https://consciousdiscipline.com/?sType=4>

Personal Property

Students are expected to leave toys, expensive jewelry, electronic games, etc. at home. Please label all coats, caps, backpacks, etc. with your child's name. The school and staff are **not responsible** for lost or stolen personal items.



Student Dress & Appearance Policies

BECC follows district dress code guidelines; however, because we are an early childhood facility, we have additional expectations for young children.

- *Children should be dressed in comfortable play clothes.
- *Although children usually wear paint aprons, they may get paint or other art materials on their clothes.
- *Children should wear clothes they can fasten and unfasten themselves at restroom time.
- *Children should wear clothing and shoes that are good for climbing and playing on the playground. Save dress clothes and shoes for special events.
- *Except for days with freezing weather and rain, the children will go outside to play nearly every day.

PLEASE LABEL ALL COATS, HATS, ETC.

BECC Building Celebrations and Classroom Parties

At BECC, each classroom has created a birthday celebration ritual. Your child's teacher will explain his/her class process.



Please DO NOT send flowers or balloon bouquets to your child at school. The Transportation Dept. will not allow the bouquets on the bus. Please plan your child's special activities outside of school.

Nutritional Requirements for Primary and Elementary Schools:

*WE ARE NOT ALLOWED TO SERVE HOME-PREPARED FOODS AS SNACKS OR AT PARTIES.

Student Assistance Team (SAT)

Kindergarten students who are struggling academically or require enrichment will be followed through the procedures of the building Student Assistance Team including district and state guidelines regarding Response to Intervention. If you have concerns about your child's progress, please talk with your child's teacher about interventions that can be tried. Teachers will be in contact with parents for students of concern.

Retention

By state regulations, if a teacher is considering retention for a Kindergarten student, the parents must be notified no later than the end of the first semester. By the end of the First Semester, the classroom teacher and parents should have a remediation action plan in place for the child. At BECC, final retention decisions for Kindergarten students are made in May. If members of the Student Assistance Team or IEP Team, including teacher and parents, agree that retention is in the best interest of the child, a retention agreement form will be signed. During that meeting an Academic Improvement Plan will be developed. A parent can sign a waiver to refuse retention. If the student is promoted to the next grade level (with a parent waiver) and fails to attain proficiency of content standards during the following year, the law requires that the child be retained. At BECC, if a child is retained, the policy is to move the child to a different teacher for the following year in the same grade level.

Parent/Teacher Communication

Communication is an essential part of the educational program. We feel it is very important for the teachers and parents to keep in close contact with each other regarding student progress. Student safety and learning is our priority. When you would like to talk to the teacher, please call and schedule in advance so you and the teacher can agree on a time that is convenient for the both of you. You may also visit the front office to complete a Request Contact with Teacher form and the teacher will call during their

planning period or after school. There are district scheduled Parent/Teacher Conference days for the school year. Please refer to the district calendar.

Student Report Cards

Student Report Cards are issued to kindergarten students for each nine-week grading period. Growth on the report card is based on the growth and development of the young children who attend BECC and progress towards Common Core State Standards. Attendance will also be reported on the report cards.



School-Wide Title I School

We receive Federal Title I funds to support student progress in Kindergarten through salaries, materials, training, and intervention. If you have questions about Title I or other Federal Programs, contact the principal or Federal Programs.

Parent Advisory Council

Parents are invited to attend routine Parent Advisory Council (PAC) Meetings throughout the school year. During PAC meetings, we discuss and provide advice on school planning, budgeting, student achievement, family involvement, family functions, and current school issues.

Parent Volunteers

At the beginning of the school year we will send a Volunteer Survey home. Please consider supporting your child's education by volunteering your services at home or school, or by being a member of the Parent Advisory Council. The District has a School Volunteers Policy that requires a background check, interview, and training. You may get more information from the Human Resources Department at 632-4337.

Chain of Command

If you have questions or concerns, please start with your child's classroom teacher. If you still have concerns, please contact the school principals. BECC has a Request Contact with Teacher Form and a Principal Request Form. We will contact parents as soon as possible. Please work at the school level first, and if you still have a major concern, then contact the office of the superintendent.

Pre-K Programs

Enrollment/Recruitment

3 Year Old Pre-K Program

BECC has two classrooms for 3 year olds who are identified as having developmental delays. BECC will hold Child Find screenings the first Wednesday of every month, except December, April, and May. We will also be accepting some 3 year old students to serve as peer models. Students who were screened through the Child Find Process and did not qualify will be randomly picked through a lottery system to attend.

4 Year Old Pre-K Program

Bloomfield is fortunate to participate in the New Mexico Pre-K grant which ensures that 4 year old students are taught by highly qualified staff. The Pre-K program is voluntary and is state-funded for children who turn **four years old** before September 1st and are not age-eligible for kindergarten, including students with disabilities, regardless of the disability. The grant allows us to provide two 3.5 hour A.M and P.M sessions and three full day sessions. Students attend school on Mondays, Tuesdays, Thursdays, and Fridays.

Attendance

The grant has high expectations on students' attendance. For children to receive the full benefits of participating in NM Pre-K it is expected they will attend at least 90% of the time.

Developmentally Appropriate Classroom Practices

Pre-K Instructional Focus

In the Pre-K program we implement a state-mandated curriculum which targets in- building essential foundational skills which include:

- Daily phonological awareness (songs, finger-plays, rhyming, beginning sounds)
- Oral language and vocabulary
- Alphabet knowledge
- Concepts of print
- Daily read alouds with comprehension strategies
- Opportunities of developmentally appropriate writing activities
- One to one correspondence in counting

Transportation

Students who reside in the Bloomfield School District area are provided with transportation. AM or PM placement may be determined by busing.

Enrollment/Transition

Requirements for school entry are a birth certificate or statement of birth from the hospital, social security card, immunization records, proof of residency, Certificate of Indian Blood (if applicable), and completion of school registration packet. BECC staff collaborates with the family to support the child in a smooth transition between settings, levels, grades, and/or programs.

Meals and Snacks

The AM Pre-K serves breakfast and PM serves lunch. The full day sessions serve breakfast and lunch. All food served to children must meet USDA requirements and must be prepared by the district/school nutrition staff. Parents may not provide snacks.

Developmental Screenings

Every child will be screened within the first three months of attendance. The developmental screening instrument will include a social-emotional component, motor, concept, language, self-help skills, vision, hearing, physical examination, and dental screening. Parents will be informed

of the screening results no later than the first parent-teacher conference. If your child shows concerns in any of the areas of the screening, they will be referred to the preschool assistant team (PAT) to determine if your child needs further testing or will be monitored throughout the year to see if they are making adequate progress.

Referring and Serving Children with Delays

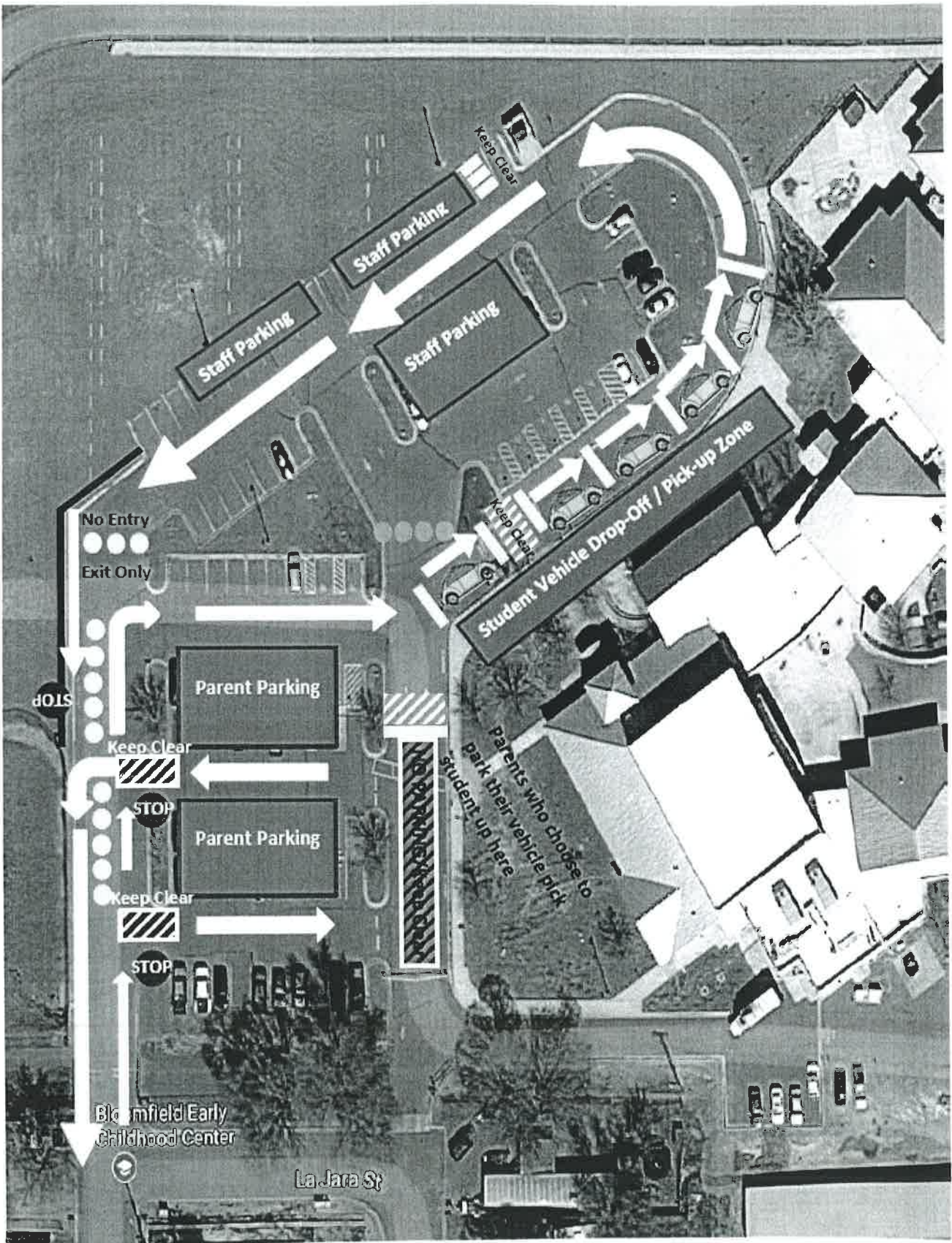
We have five classrooms that provide services to all our students. If your child has an Individual Education Plan (IEP), they will fully participate in New Mexico's Early Learning System and receive their services within the natural environments (homeroom and may be pulled out for some of their services).

The proposed 4 year Pre-K parent engagement activities for the 2018-2019 year are:

Proposed Date	Parent Engagement Activity	Contact hours
August 13, 14, 15, 16	Home Visits	28
August 17	Open House	7
October 31, November 2,14	Fall Parent Teacher Conferences	21
December 4	Deck the Doors	2
December 17 th -21st	Winter Celebrations in the Classrooms	4
February 8,13,20	Winter Parent Teacher Conferences	21
February 25,26,27,28 March 1	Reader's Theater	4
March 1	Read Across America	2
March 4	Math and Science Night	2
April 8, 9,10,11,12	Week of the Young Child	4
May 8,15,22	Spring Parent Teacher Conferences	21
May 14	Passport to Kindergarten	2

**We look forward to working with you and your child this school year.
If you have any questions or concerns, please let us know how we can help you!**





BECC parking and student pick-up/drop off