



Gallup McKinley County School District



Early Childhood Handbook

MISSION

GMCS will...

- empower students through partnerships with parents, schools, and communities.
- develop students who are self-directed life long learners.
- promote the essential skills and positive character traits.
- provide a safe and healthy environment.



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Program Telephone Directory

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|--|---|--|-------------------------|----------|
| <u>Administration</u> | Shannon | Coordinator of Early Childhood Education | 721-1013 | |
| | McFarland | | | |
| | Bebe Sarmiento | Data Clerk Student Support Center – Early Childhood | 721-1055 | |
| | Carol Sanches | Early Childhood Coordinator for Exceptional Services | 721-1827 | |
| | Barbra Martinez | Administrative Assistant – Services for Exceptional Services | 721-1864 | |
| <u>Elementary Schools</u> | Catherine Miller | Joel Copley - Principal | 721-1400 | |
| | Chee Dodge | Jacob Stokes – Principal | 721-1300 | |
| | Crownpoint | Cindy Arsenault - Principal | 721-1500 | |
| | David Skeet | Laura Moore - Principal | 721-1700 | |
| | Del Norte | Kristen Bischoff - Principal | 721-5200 | |
| | Indian Hills | Randy Crisler- Principal | 721-2900 | |
| | Jefferson | Jessica Landavazo-Guillen - Principal | 721-3000 | |
| | Lincoln | Edgardo Castro – Principal | 721-3400 | |
| | Navajo | Pandora Watchman - Principal | 721-3500 | |
| | Ramah | Oscar Ontiveros - Principal | 721-3700 | |
| | Red Rock | Tara Udeh- Principal | 721-3900 | |
| | Rocky View | Debbie Arthur - Principal | 721-4000 | |
| | Roosevelt | Edgardo Castro - Principal | 721-4100 | |
| | Stagecoach | Jeff Hartog - Principal | 721-4300 | |
| | Thoreau | K'Dawn Montano - Principal | 721-4400 | |
| | Tohatchi | Dan Fruchey - Principal | 721-4700 | |
| | Turpen | Cynthia Mowrer – Principal | 721-5000 | |
| Twin Lakes | Ophelia Sanchez - Principal | 721-5100 | | |
| <u>Early Childhood Interventionists (ECI)</u> | | | | |
| | Area Head Start Programs in McKinley County | Susan Baca | DSE, LNE, ROE, RRE, TLE | 721-1800 |
| | | JoAnn Bitsilly | RAE, TOE SCE | 721-1800 |
| | | Jori Blazak | CPE, CDE | 721-1800 |
| | | Akemi Rush | NVE, DNE, TUE | 721-1800 |
| | | Gabrielle Boucher | THE, JFE | 721-1800 |
| Amy Valley | | CME, IHE, RVE | 721-1800 | |
| <u>Parent Educators</u> | Wandi Brown | Lead Parent Educator – Gallup High | 721-2500 | |
| | Tracy Joines | Gallup Mid – Rocky View | 721-2700 | |

| | | |
|-----------------|--------------|----------|
| Olivia Martinez | Turpen | 721-5000 |
| Kathy Polich | Jefferson | 721-3000 |
| Michelle Romero | Indian Hills | 721-2900 |
| Marsha Yazzie | Tohatchi Mid | 721-4900 |

Program Enrollment Requirements

- Title I funded Preschool Programs (18 in the district)
 - All preschool age children residing in the attendance area of the school are eligible to participate in the Title I preschool program. However, if a school wide program cannot serve all preschool-age children residing in the school attendance area, it must establish and apply selection criteria to ensure that those children who are most at risk of failing to meet the State's academic achievement standards are served.
 - *All children age 3 or 4 who have a current IEP*
 - *Prioritize students who are 4 years of age*
 - *ASQ is used to prioritize need*
 - *Waiting lists will be established and children are accepted using the above criteria*
- NM Pre-K Programs (13 in the district)
 - *Children who turn 4 years old before August 31st including students with current IEP.*
 - *ASQ is used to priorities need*
 - *Waiting lists will be established and children are accepted using the above criteria.*
- NMSD Regional Preschool (Indian Hills Elementary)
 - The basic enrollment criteria is as follows:
 - Permanent hearing loss as determined by an audiological evaluation
 - Child is between 18 months and 22 years of age
 - Resident of New Mexico (or *Navajo or Ute Reservation)
 - Adequate evaluation/assessment information
 - Deaf/Hard of Hearing is the *primary* impacting factor on the child's educational needs
- Required paperwork for Preschool Programs
 - Complete a PA1
 - Birth Certificate
 - Updated immunization records
 - Certificate of Indian Blood (CIB) if applicable
- Parent Educator Program
 - Pregnant women and teens
 - Parents with children ages 0 to 60 months
 - McKinley County residents
 - No income guidelines
 - Home visits are FREE
 - Parenting Classes are FREE and open to all community members

Attendance Requirements

Public Preschool Programs

- School attendance is required for children five years of age and older. Failure to attend is regarded as Educational Neglect as stated in Section 32-1-L (2), The Educational Neglect Section of the New Mexico Children's Code, N.M.S.A. 1978.

- Preschool participation is voluntary. After 10 consecutive days absent without contact from the parent or guardian, the child will be dis-enrolled from the program. The staff will document attempts to contact the family but we have limited space and children on waiting lists at each school.
 - Habitual Truancy due to 10 or more unexcused absences: The staff will set a meeting with the family to discuss attendance. At this time, a recommendation may be made of other area programs that will better meet the family's needs and the child may be dropped from the program. Each case will be handled on an individual basis.

- **Excused Absences**
Parents/guardians should notify the school attendance secretary or classroom staff when their children have been absent due to sickness, doctor appointment, or family emergencies. If there is no answer, please leave a message on the voice mail.

- Parent Educator Program
 - 2 home visits per month for at least 2 years (minimum)
 - 3 consecutive months of home visits (6 visits) missed the family is dropped
 - If families move out of McKinley County they are automatically dropped

Recruitment Procedures

The Gallup McKinley County School (GMCS) District communicates information regarding the Early Childhood Programs in multiple ways.

Preschool – Pre-K Programs:

- In April public radio announcements are sent out.
- Information is posted on the GMCS web site and Facebook.
- The elementary schools will develop a list of interested preschool children for the following year.
- In May staff will screen children using the ASQ and contact families to let them know if their child will attend the program or is on a waiting list.
- The teachers work with the district ECIs to develop transition plans for students with IEPs who will be transitioning from Part C –B services.

Parent Educator Program:

- Referrals from area hospitals, WIC, schools and CYFD.
- Direct parent referrals are taken by phone or walk – in.

Screening and Referral Procedures

Health and Developmental Screening

- The assigned school nurse will screen all children in the following areas:
 - Physical examination*
 - Hearing screening*
 - Current immunization*
 - Dental screening*
 - Vision screening*
- Developmental screenings are completed prior to the 3rd month of enrollment
- The Parent Educators provide screening and support through each home visit

Referrals for children suspected of having a delay or disability

- All GMCS Early Childhood programs provide an inclusive setting for preschool age children with a delay or disability.
- Early Childhood Interventionists are assigned to each preschool program and provide support with services, IEP development and implementation.
- The Parent Educators work with both the GMCS district and area birth to 3-year-old programs to provide the appropriate services.

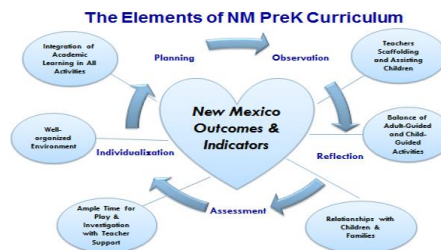
Family Engagement Plan and Calendar of Activities

- Pre-K/Preschool programs are required to provide 90 hours yearly of family engagement (Please see district calendar on page 7 and for Parent Teacher Conferences and the school calendar for monthly parent activities).

Developmentally Appropriate Practices

Developmentally appropriate practice, often shortened to DAP, is an approach to teaching grounded in the research on how young children develop and learn and in what is known about effective early education. Its framework is designed to promote young children's optimal learning and development.

All GMCS Early Childhood programs follow the New Mexico Early Learning Guidelines to provide appropriate activities and learning experiences that help prepare young children for school. For a child to be school ready they are socially, emotionally, physically and cognitively ready to enter Kindergarten.



- Preschool and Pre-K programs utilize child centered instructional practices which ensure:
 - Daily phonological awareness activities
 - Oral language and vocabulary activities
 - Alphabet knowledge activities
 - Daily read alouds with comprehension strategies
 - Daily small group activities
 - Daily, ongoing individual, large and small group activities
 - Daily opportunity for developmentally appropriate writing activities
 - ECOT is the only approved assessment tool
- Parent Educators Program support early language and literacy development for school success.
 - Subscribe to the Parents as Teachers program, which promotes the optimal early development, learning and health of children by supporting and engaging their parents and caregivers.
 - Mind in the Making – Books and Tips to promote life skills.
- Early Childhood Interventionists
 - Provide support to area head start and preschool programs, with the development and implementation of Individual Education Plans (IEPs).
 - Provide direct support services to children who have a developmental delay or disability.

GMCS Pre-K and Preschool Dates and Deadlines 2018- 19

| | |
|--|--|
| Jump Start /Open House (parents and children visit the classroom) | August 8 th & 9 th |
| Scheduled Home visit (Complete the ASQ SE) keep in file at school with ASQ | August 10,17 and 24 |
| First Day for Students | August 13 th |
| Class Enrollment, Waiting list and # of IEP's (email to Shannon) | August 17 th |
| Classroom Daily Schedule, Tentative Schedule of Parent Involvement Activities (email to Shannon) | August 24 th |
| Parent Involvement Activity | September |
| Training Day for FOCUS need (EC Coach and Coordinator will send out information on required training) | September 7 th |
| COSF assessment for students with IEP's – ECI's will complete (30 calendar days after the first day of student attendance) | September 11 th |
| Parent Teacher Conferences | September 17 th |
| Cohort meeting | September 21 st |
| Parent Involvement Activity / Fall Literacy night | October |
| Training Day for FOCUS need (EC Coach and Coordinator will send out information on required training) | October 5 th |
| ECOT BOY assessment complete for all 3 and 4 year old student and must be completed by the 30 th instructional day from the 1 st day of attendance (including portfolios). | Opens July 1 st to October 15 th |
| ECOT MOY collection window opens (portfolios required for all full day programs) | Opens Oct 15 th to Feb 1 st |
| Cohort meeting | October 19 th |
| Parent Involvement Activity / Family Lunch | November |
| Training Day for FOCUS need (EC Coach and Coordinator will send out information on required training) | November 2 nd |
| Parent Involvement Activity | December |
| Pre – K Funds need to be expended or encumbered | December 21 st |
| Parent Involvement Activity / Transition into Kinder | January |
| Cohort meeting | January 18 th |
| Parent Involvement Activity | February |
| ECOT & Portfolios Due for all students | February 1 st |
| Training Day for FOCUS need (EC Coach and Coordinator will send out information on required training) | February 1 st |
| ECOT BOY collection window opens (including portfolios) | Feb 2 nd to May 17 th |
| Parent Teacher Conferences | February 4 th |
| Cohort meeting | February 15 th |
| Parent Involvement Activity/ Science/Math Night | March |
| Training Day for FOCUS need (EC Coach and Coordinator will send out information on required training) | March 1 st |
| Parent Involvement Activity / Transition into Kinder | April |
| Accepting names of children for 2018-2019 School Year | April 1 st start |
| Training Day for FOCUS need (EC Coach and Coordinator will send out information on required training) | April 5 th |
| Cohort meeting | April 19 th |
| Start Screening for children on the waiting list for 2019-20yr | May 1 st start |
| Parent Involvement Activity/ Family Celebration | May |
| Cohort meeting | May 10 th |
| COSF Scores will be completed by ECI's | May 15 th |
| ECOT and Portfolios /Parent Teacher Conferences (all students) | May 17 th |
| Last day for students | May 24 th |
| Contact families for 2019-2020 School Year email list to Shannon (last day for staff) | May 28 th |

Transition Plans

The GMCS Early Childhood staff supports children transitioning from one program to another through home-visits, phone calls and visits to the receiving program.

- **Preschool and PreK staff** are within the building in which the child will transition to Kindergarten. This gives the team easy access to set a meeting time with the parent, preschool and kindergarten staff. The plans are developed during the spring semester of each year.
- **The Early Childhood Interventionists** set up a transition meeting for children moving from Head Start or an area Preschool program into Kindergarten. At this meeting the parents, teachers and therapists develop and IEP. The plan is designed so the child will transition smoothly to Kindergarten without any interruption in services.
- **The Parent Educators** work with children from birth through 3 years of age. They support the families in getting their children prepared through home-visits which promote literacy and family well-being in preparation for preschool.

Procedures for Meals

Meals for the GMCS district: Provided by Southwest Food Services Excellence (SFE).

- Southwest Foodservice Excellence is committed to revolutionizing how students are nourished. Everything we do within a school district starts with the students. We will enhance their learning experience by creating healthy eating habits through nutrition education and interactive experiences. Your students are our number one priority.
- Parents, would you like to know what your child is eating? Would you like to make sure they are not eating foods they're allergic to? Below is a link to our interactive menus. You will be able to build a meal according to your child's needs.
- To provide afternoon snack we will be working with the NM Child and Adult Care Food program through CYFD for funding. (You will be required to complete and income eligibility form. This is the guide used to establish the amount of funds we receive. Thank you)
- <http://www.healtheliving.net/instance/2046633/district/91>

