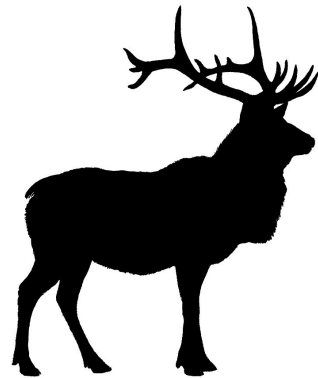


Pablo Roybal Preschool



Remote Learning Parent Handbook School Year 2020-2021

School Motto:
PRES-Where good choices are made!

Welcome to the 2020-2021 School Year! The Pojoaque Valley School District Board of Education decided that students will attend school remotely for the first semester of SY20/21. Preschool is a very special time in a child's life. We are so happy to be able to provide this experience for your child. We look forward to working hand in hand with our families to make this the best experience possible.

The following is a reference to the frequently asked questions regarding the preschool program's requirements and expectations. **PLEASE SAVE THIS INFORMATION!**

Absences and Parent Communication: During Remote Learning it is very important for your child to attend online classes and stay connected to their teachers and peers. Please let your teacher know if your child is unable to log into the Google Classroom and feel free to call the PRES office if your child cannot attend school online. Lastly, when sending an email, please put your child's name in the subject line to ensure efficient and clear communication. Preschool students are expected to attend the remote learning program daily.

Daily Schedule

Full Day Programs: Therefore the preschool will follow the PRES daily schedule and calendar. Please see the attached calendar for specific dates. We meet on Google Classroom and via Zoom on Monday, Tuesday, Thursday and Friday, times will be announced by teachers, 8:45am-3:40pm for all students. Throughout the school day children will have the opportunity to work on different activities, work in small groups, have circle time, and play outside. Your child will also have the opportunity to participate in Art, P.E., and Library each week with our specials teachers.

Half Day Program:

The morning Preschool ½ day Program for 3-year-olds will be open Monday, Tuesday, Thursday, and Friday 8:30am-12pm for all students. The afternoon Preschool ½ day Program for 3-year-olds will be open Monday, Tuesday, Thursday, and Friday 12:00-3:40 for all students. The students will meet on Google Classroom and via Zoom for one period of time during their assigned ½ day program. (These hours are subject to change depending on program needs.) Throughout the school day children will have the opportunity to work on different activities, work in small groups, have circle time, and play outside.

Inclement Weather Schedule (most applicable when in-person schooling resumes):

When a two-hour delay is determined, the instructional day will begin at 10:30am and end at 3:40pm.

- **Types of Decisions:** Two-Hour Delay means a two-hour delay for bus service and the start of school. Cancellation means that there will be no bus service or school.
- **How the Decision is Made:** Safety for our students and employees is our top priority. Roads must be passable and safe for busses and other vehicles. Black ice is a major safety hazard. Specific county roads and bus routes, including unpaved roads, are also checked.
- **Should I Send My Child to School on a Snowy Day?** The final decision is, of course, left to the parent or guardian. Please call to inform us if your child will be absent.
- **TV and Radio Announcements:** Please watch KOB (Channel 4), KOAT (Channel 7), KRQE (Channel 13), or please listen to Radio KDCE (950AM), Radio KSWV (810AM), or Radio KBOM (98.5FM) for up-to-date delays and closings. Parents or Guardians may also register at the KOB website to receive a message regarding school delays and closings.

- **PVSD School Reach:** Please keep numbers current with the PRES office so that you may be notified by phone.

Meals: (Grab and Go)

Grab and Go Meals will be provided by the PVSD. Please inform your child's teacher if you need meals delivered to your home.

Discipline Plan: We will follow PBIS and PAX-our PRES positive behavior system.

We will follow the school wide discipline plan of the hoof prints. The following is a key for you to refer to in order to determine how your child behaved that day. Your child's teacher will communicate any

- **Gold** means that your child had an exceptional day! A student may earn a gold hoof print for meeting a personal goal or going above and beyond in an academic, a social or physical activity.
- **Green** means that your child had a great day! A student may earn a green hoof print for following all of the rules, receiving few to no reminders from an adult regarding his/her behavior, or completing most if not all of the tasks.
- **Yellow** means that your child broke rules more than once. Your child's teacher will give an explanation for the yellow via ClassDojo or your child's agenda if applicable.
- **Red** means that your child was asked to take a break multiple times, or that your child severely physically hurt another child. When a child receives a red hoof print, your child's teacher will call home to discuss the day.

Open Door Policy:

We would like you to join the class remote learning program along with your child and participate in any activities possible with your child during the school day. If you would like to contribute to a unit by teaching a craft or completing an activity, please make prior arrangements with the preschool staff. We encourage you to participate in our classroom because it strengthens your relationship with your child, and it creates a more comfortable and secure environment. Children love to see their parents at school-even remotely! During the first semester of school:

- We will complete a virtual home visit to help your child and family make the connection between your family at home and our family at school. We want you and your child to understand that our priority is the success of your child. (Dates and Times will be sent home as soon as they are scheduled.)
- We will also complete Parent/Teacher Conferences 3 times during the school year (dates are provided on the attached calendar). At this time, our first Parent/Teacher Conferences in October 2020 will be completed virtually. We encourage all families to participate in order to discuss your child's progress and any important information regarding your child.

What SHOULD I do if my child is sick?

In order to keep everyone safe and healthy, here are some general rules of thumb to follow when you are trying to decide if your child is too sick to attend remote learning:

- ✓ If your child cannot comfortably participate in all classroom activities, it is best that they do not log on or attend school in person if applicable. Some examples of this may include: excessive runny noses, excessive coughing, severe stomach aches, other body aches, or any illness that causes him/her to be lethargic or overly tired.
- ✓ Children with a fever should not log on or attend school in person if applicable.
- ✓ Children who have diarrhea or experience vomiting should not log on to remote learning or attend school in person if applicable until they have been clear of symptoms for 24 hours.
- ✓ Children who have illnesses that require antibiotics should not log on or attend school in person if applicable until they have been on their medication for 24 hours.
- ✓ Children with eye discharge or crusty eyes may have conjunctivitis. A child with conjunctivitis should not log on or attend school in person if applicable for 24 hours after medication starts or until all redness and discharge are gone.

Reminder: Please notify the PRES office and your child's teacher , if your child is sick and unable to attend remote learning or attend school in person if applicable.

Communication:

Your child's agenda (in person) and Class Dojo will be used as the main avenue of communication among the preschool staff and parents. If you would like to speak with the preschool staff, office hours will be available daily. Communication is key to the preschool program's success, so let's work together!

Also, weekly newsletters will be sent through email or posted on Class Dojo to keep you informed about classroom happenings, new themes or units of study, and any upcoming events. When we return to school in person, newsletters and other important documents will also be sent in your child's agenda. **Please read the newsletters.** They will help keep you informed about our preschool classrooms.

Show-and-Tell:

Your child will participate in virtual show-and-tell. The day for show and tell will be communicated in classroom newsletters. Certain show and tell days will be tied to classroom projects and/or themes for the week. Therefore instruction and reminders will be given each week.

Reading Log:

Reading everyday with your child is very important to their academic development. A reading log for each month will be emailed for your child to color as he/she reads each night. Please take a picture of the reading log when your child has completed it, and send it electronically to your teacher via Google Classroom/Class Dojo.

Thematic projects:

Your child will be assigned family projects that tie into our thematic units of instruction about 2 times a month. These projects are designed for your child to complete with your help. It is important that your child participates in the creation of these projects as much as possible.

Star of the Week:

Your child will have the opportunity to be a “Star of the Week” in preschool. During this week your child will be interviewed and will be able to share special items from home. Parents are welcome to join us virtually and share a special story about your child at this time as well.

Box Tops and Labels for Education:

As a school we collect these items to help raise money for playground equipment and other special projects. Please collect box tops in an envelope or plastic sandwich bag and return to school (when possible) in your child’s agenda. You may also download the app and scan your receipts to get credit for purchased items with box tops. The classes compete at the school and can earn prizes!

Book Orders:

Teachers will provide access to ordering books online through Scholastic. This is a great way to build your home library.

Art Supplies:

In our classrooms we often will use items from home. Some common items we use are: egg cartons, toilet and paper towel rolls, paper and plastic bags, colored office paper, envelopes, magazines, old calendars and different kinds of paper. You may want to start a collection of items at home your child can use for remote learning projects.

PRES Preschool Classes

Additions to the PVSD SY 20-21 school calendar:

*No Preschool or PreK classes on Wednesdays

*Home visits are scheduled for August 17, 18, 20 and 21.
There will be no Preschool remote learning classes on these days.

*PreK Conference Dates:

Fall-October 22 and 23, 2020

Winter-February 10 and 12, 2021

Spring-May 12 and 14, 2021

There will be no preschool classes on any conference dates.

PRES Preschool Event Calendar SY 20-21
All dates are subject to change if necessary.

8/13/20, 8/14/20	Meet and Greet via phone or Zoom (Classroom teacher will reach out to you.)
8/17/20, 8/18/20, 8/20/20, 8/21/20	Virtual home visits (No remote learning for students on these dates.)
10/22-10/23/20	Fall parent-teacher conferences (No remote learning for students on these dates.)
2/10/20 & 2/12/21	Winter parent-teacher conferences (No school for students on these dates.)
5/12/21 & 5/14/21	Spring parent-teacher conferences (No school for students on these dates.)

PRES Preschool Policies

Admissions and enrollment policy:

PRES 4 Year old Program: The PRES PreK 4 year old program recruits students via advertisement on the PVS website and via fliers sent home with all PRES students. Children must turn 4 by August 31 of the school year applying for attendance. The PRES PreK 4 year program accepts applications at the PRES office for the following school year beginning the first week of March. Student applications are accepted and prioritized based on in-district residence. Applications are accepted based on the date and time received. Out of district applications are considered if space is available. After all slots are filled, a waitlist is created. Students are accepted off the waitlist as openings become available. Acceptance letters are sent out after confirmation of funding has been received. Families have two weeks to inform PRES if their child will not attend. Families will need to complete registration for their child by the first day of the school year. Students will not be denied acceptance into the PRES PreK 4 year old program based on race, sex, religious affiliation or individualized educational need.

PRES 3 Year Old Program: The PRES 3Y preschool program accepts students via the PVS Special Education Department. Student applications are accepted and prioritized based on individualized education plans first. Peer model applications are accepted based on the date and time received, as well as space availability in the program. After all peer model slots are filled, a waitlist is created. Students are accepted off the waitlist as openings become available.

Remote Learning Attendance: Please make sure that your child logs into remote learning and daily.

Family engagement approach: Family engagement is essential for enhancing children's learning and well-being. Family engagement occurs when there is an on-going, reciprocal, strength-based partnership between families and their child's early childhood program. The PRES Preschool program will offer at least 90 hours of family engagement over the school year. The PRES Preschool program develops positive family-program connections by:

- Daily communication via electronically and/or your child's agenda when applicable
- Weekly communication via classroom newsletters
- Virtual open house, informational meeting and meet the teacher events
- Virtual Home visits at the beginning of the school year-Families will be given the NM PreK home visit form to complete prior to the visit. Teachers and families will review the form together during the visit.
- Parent/Teacher conferences in the fall (virtually), winter and spring. During these conferences we will show you observations that we have been collecting of your child; as well as discuss their levels according to the NM Early Learning Guidelines.
- Two evening Family Nights focused in the areas of literacy, math and/or science
- Virtual Family engagement activities held once a month during the school day
- Teachers are available to communicate with families through email, phone and by virtual appointment

Families are encouraged and welcome to participate in the PRES Preschool virtual classrooms by volunteering.

Curriculum and Practices: The PRES Preschool program teachers develop theme based instruction based on the NM Early Learning Guidelines (NMELG). Teachers assess student educational needs through the use of the New Mexico Preschool Observational Assessment Tool. Teachers report children's progress to families three times over the course of the school year through student portfolios and family summary reports.

Transportation: Remote Learning, therefore not needed. More information will follow if/when our learning model changes.

Screenings: PRES Preschool students are required to provide an up to date immunization record at student registration. PRES Preschool students must receive a well-child screening, vision screening, hearing screening and dental screening by a school health care professional or a private provider prior to the beginning of the school year or within the first month of attendance. As a way to detect children at risk for developmental delays, PRES Preschool students will receive a developmental screening and a social emotional screening within the first three months of attendance. The developmental screening will be provided by program staff in the child's native language if possible. Families are included in the screening process and informed of the results no later than the next scheduled family-teacher conferences. Appropriate referrals and follow-up services will be offered to students through the PVS Student Services Department.

Referrals: Students at risk for developmental delay will be referred to the PVS Student Services Department. Children, who are referred for evaluation of suspected special needs, will follow the PVS Child Find process. Based on the developmental screening results, students will be offered a re-screen and/or further in-depth evaluation(s) in the area of need. Families will be informed of evaluation results via an Eligibility Determination Team (EDT) meeting. At the meeting it will be determined whether the student qualifies for an Individual Education Plan (IEP) or whether the student will be monitored via the Student Assistance Team (SAT).

Preschool Special Education Services: All PreK classrooms will provide inclusive settings for children with developmental delays and disabilities based on the federal Individuals with Disabilities Education Act (IDEA) and consistent with a child's individualized education program (IEP). The amount and location of services is determined by the student's IEP team. The special education services and equipment required by a child's IEP, including the cost of therapists and special education staff, can be funded by the district special education budget.

Each child's IEP goals are derived from the NM ELG, Birth to Kindergarten. Unless the IEP is modified to indicate a different placement, children with special and/or behavioral needs cannot be dismissed from the PreK program solely because of their special and/or behavioral needs. Children with IEPs are exempt from the developmental screening requirement. In collaboration and consultation with the Part C/Part B service providers, educators will develop and integrate IEP goals and objectives into the daily schedule, classroom, and lesson planning. Therapists, to the extent possible, will provide therapies in the natural environment (classroom, playground, etc.) and incorporate same-age peers without an IEP in the activities.

Transition plans: PRES PreK 4 year old program offers a Kindergarten visitation day in the spring. Students and families who attend will visit a kindergarten classroom, participate in an activity and eat lunch in the PRES cafeteria. Student families will pre-register their child at the PRES office in the spring and register for kindergarten on the summer registration date provided by PRES.

When a 3 year old student transitions from a Part C to Part B provider, PRES educators will collaborate and consult with Part C providers to develop and integrate IEP goals and objectives into the daily schedule, classroom, and lesson planning.

We hope that this parent information packet answers most of your questions. Thank you for your support and participation! We look forward to having an AWESOME school year!

During the Remote Learning it is important for all students to attend daily virtual lessons. If your child is unable to attend please contact their teacher via email or phone.