

**Mettie Jordan Elementary
Eunice Public Schools
NMPreK**



**Parent Handbook
2018-2019**

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New Mexico PreK is a voluntary program funded by the state of New Mexico. The PreK program began in 2005 to ensure that every child in New Mexico has the opportunity to attend a high quality early childhood education program before going to kindergarten.

Teachers carefully plan developmentally appropriate activities based on what children need to learn in seven areas:

- Listening, language, reading and writing
- Science concepts
- Counting, shapes, sorting and measuring
- Coordination, hygiene, health and well-being
- Art, music and movement
- Independence, problem-solving, thinking and perseverance
- Appropriate behavior, social skills and being a part of a group.

You won't see children sitting quietly at desks in a PreK classroom. PreK children are active - busy - working.

The main goal is to help children become enthusiastic learners; assisting them in becoming independent, self-confident, and inquisitive. Teaching them how to learn, not just in preschool, but all through their lives is part of the philosophy.

The program teachers welcome families into the classroom at any time to learn firsthand about the routines, expectations, and skills worked on daily. It's "hard fun" and your presence in the class is invaluable. Just sign in at the office first.

Curriculum

The broad curriculum follows an early childhood Developmental-Interaction Approach. The themed units and lessons are from Doors to Discovery. Curriculum and lesson objectives are aligned to NM State Standards K-12.

Students are enriched through a variety of thematic activities that focus on early literacy and math skills, fine and gross motor development as well as structured and creative play.

PreK Screening

Students will be screened prior to entering school as required by NMPED Education Law. Incoming students are scheduled by appointment for the screening program that takes place during April Child Find. Screening is done on an individual basis. The Special Education staff and Ancillary staff conduct screenings.

PreK Class Days and Times

NMPreK program structure is 4 days a week; Mon., Tues., Thurs., and Fri. with no students on Wed. There will be a few Wednesdays in which the students attend. These days will be circled on your calendar.

Wednesdays are designated for teachers to: conduct conferences, home visits, type assessment documentation, lesson/materials planning, and sanitizing.

There are two class sessions for the NMPreK 4yr olds; morning and afternoon. Class times are: AM Session – 7:50-11:00 and PM Session – 11:50-3:00. On any of the designated Wednesdays, the PM Session ends at 2:00.

AM & PM Drop-off

Students are to be dropped off by persons 18 years or older, and walked all the way to their teacher(s). AM is 7:50 and PM is 11:50. NMPreK teachers use the south red metal doors, (in between the gymnasium and library buildings) visible from the parking area.

AM & PM Pick-up

All students are to be picked up by their parent/guardian. Any family, sitters, or other designated person needs to be listed by the parent/guardian on the office contact information sheet.

*AM & PM students are picked up at the red outside classroom door at 11:00 & 3:00, respectively.

Health Office Information

Each child has a confidential permanent health record. Please keep the school nurse informed of any health problems, changes or serious injuries. If your child becomes ill or is injured in school, the school nurse will provide care.

1. **Absences and Tardies** Please call the school office 575-394-2440 to report an absence and provide a written note when your child returns to school. Students arriving after 8:15 must report to the office for a tardy slip. Three tardy marks are equivalent to one absence. Students who leave school early will miss important instructional time.
2. **Medication at School Board Policy 460**
There are strict School Board guidelines that the school must follow when dealing with medication at school. You will find a complete copy of the current Eunice Public School Health Policy at www.eunice.org, under Our District, on the Eunice Public School's website.

If your child is in need of taking medicine while at school please contact the nurse's office (394-2626) for the guidelines.
3. **Physical Examination** – New Mexico State Education Law requires a physical/immunization records for all students being registered to enter school.
4. **Eyes, Ears, Dental Screening** – The Eunice Lions Club screen students' eyes every September during school hours. The school nurse conducts a hearing test during school hours. *Dental.

Meet-the-Teacher Night

A “Meet-the-Teacher” event is held before the first day of school to give parents an opportunity to meet the teachers and see the classroom. Parents should contact the teacher directly with individual student concerns.

Supplies and Backpacks

There is a supplies list for families that is on the www.eunice.org website and in hardcopy form.

Students need to have a backpack to carry and house their ‘Tuesday Folders’ and papers. It should be large enough to carry a take-home folder, show & tell objects, sneakers, sweaters, etc.

Meals

Both AM and PM classes will have a healthy meal provided at no charge to parents. The AM class will eat breakfast in the cafeteria directly after drop-off time. The PM class will eat lunch in the cafeteria directly after drop-off time.

Parent Contact Information

During the year the school may mail information concerning your child. For your child's welfare and to make sure we can communicate with parents should the need arise, please make sure the school and teachers are notified of any change in address or phone numbers. This is especially critical should it become necessary to contact someone in the event of an emergency. Please be sure the emergency contact person is willing and able to take on the responsibility should the need arise.

Parent Conferences & Home Visits

All NMPreK students will have 3 parent/teacher conferences a year: October, February, and May. Appointments are scheduled prior to those times. The intention of the conference is for parents to gain a more comprehensive understanding of their child’s academic and social development. Parents or teachers may request conferences at any time during the school year.

School Calendar

The NMPreK follows the Eunice Public School District calendar with the exception of Wednesday classes.

Inclement Weather

In the event of a 2 or 3-hour delay, the AM class will automatically be cancelled.

The decision to close school or initiate a 2 or 3-hour delay will be announced to the news media, shared via school messenger calls, the Remind 101 text message system, posted on the EPS Website (www.eunice.org), and EPS social media outlets (Mettie Jordan Elementary Facebook page not later than 6 a.m.

If inclement weather occurs after the school day has begun, a decision regarding early release will be made as quickly as possible.

Parent Teachers Organization (PTO)

MJE is fortunate to have an active PTO. The PTO works with each grade level and conducts various fundraisers to support our students in yearly field trips as well as helps to support a variety of needs throughout each school year. Information regarding PTO meetings and current officers will be sent home at the beginning of each school year.

Visitor Sign In Board Policy 590

For the safety of our students and staff, all visitors are required to sign in and out at the office. If for any reason you visit the school, you are required to sign in at the office and get a visitor's pass prior to going to any classroom, the cafeteria, or playground. Before leaving the building please return the pass to the office and sign out.