

# Family Handbook

2024/2025



7 Caliente Road • Santa Fe, NM 87508 • (505) 428-0562

## Table of Contents

|   |   |
|---|---|
| Administration & Owners 3                           | Dropping Off and Picking Up Your Child 10 |
| Mission, Vision & Philosophy 3                      | Late & Authorized Pick-Ups 10             |
| Hours of Operation 3                                | Notification of Absence 10                |
| LGS Holidays & Closures 4                           | Medication & Sunscreen Policy 10          |
| LGS Daily Schedule 5-6                              | Illness Policy 11                         |
| General Tuition Information 7                       | Lice Policy 11                            |
| Sibling Discount 7                                  | Biting Incidents 11-12                    |
| Schedule Change Request 7                           | Incident Reports 12                       |
| Withdrawal from LGS 7                               | Rest Time 12                              |
| Registration Information 8                          | Dress Code 12                             |
| Parents' Rights 8                                   | Potty-Training 12-13                      |
| Confidentiality Policy 8                            | Birthdays 13                              |
| Respectful Behavior 8                               | Curriculum 13-14                          |
| What to Bring to 1 <sup>st</sup> Day of Preschool 9 | Guidance Policy 14                        |
| Items Not Allowed at LGS 9                          | Emergency Plan 14                         |
| Adjustment to Preschool 9                           | Audio & Video Monitoring Policy 14        |
| Lunch and Snacks 9-10                               | Acknowledgement Form 14                   |

## **Administration**

Owner and Director: Danielle Shea - [danielle@littlegreensprouts.us](mailto:danielle@littlegreensprouts.us)

Bookkeeper: [admin@littlegreensprouts.us](mailto:admin@littlegreensprouts.us)

Human Resources and Parent Liaison: [info@littlegreensprouts.us](mailto:info@littlegreensprouts.us)

Little Green Sprouts is happy to be a part of your child's education. We want you to feel free to contact us with any concerns, questions, or issues. Our doors are always open. Please feel free to call or email the office to schedule a parent/teacher conference at your convenience. Parent-positive and constructive feedback is imperative to the continued success of LGS.

## **Mission Statement**

Our mission at Little Green Sprouts Preschool is to provide a loving, supportive, educational environment where children participate in programs that promote individual growth and a lifelong love of learning.

## **Vision Statement**

Our vision is to provide families in Eldorado and the surrounding areas with a nurturing and academically rich preschool and to nourish young minds with a culturally inspired and locally rooted curriculum. In addition, we seek to create new jobs in the community and to help promote patronage at local Eldorado businesses.

## **LGS Philosophy**

Little Green Sprouts is a play-based, child-centered preschool. Playful learning, both guided and unguided, helps children begin to master fundamental skills and concepts needed for later school experiences and lifelong learning. Units will be based on concepts such as the environment, academic skills, interpersonal cooperation, the surrounding community, and the history of the Southwest. To this end, we will also be partnering with local first responders, artisans, librarians, dance and music teachers, and gardeners, to name a few.

## **Hours of Operation**

Little Green Sprouts operates year-round.

Full-time program hours of operation are:

Monday through Friday from 8:00 am - 3:30 pm.

After care hours of operation are:

Monday through Friday from 3:30 pm - 5:30 pm.

## 2024/2025 School Calendar

First day of school is Monday, August 12<sup>th</sup>!

| Day                      | Date   | Holiday                     |
|--------------------------|--|-----------------------------|
| Monday                   | September 2 <sup>nd</sup>                                    | Labor Day                   |
| Monday                   | October 14 <sup>th</sup>                                     | Indigenous People's Day     |
| Thursday & Friday        | November 28 <sup>th</sup> & 29 <sup>th</sup>                 | Thanksgiving                |
| Wednesday -<br>Wednesday | December 25 <sup>th</sup> through<br>January 1 <sup>st</sup> | Winter Break                |
| Monday                   | January 20 <sup>th</sup>                                     | Martin Luther King, Jr. Day |
| Monday                   | February 17 <sup>th</sup>                                    | Presidents' Day             |
| Monday - Friday          | March 24 <sup>th</sup> through<br>March 28 <sup>th</sup>     | Spring Break                |
| Monday                   | May 26 <sup>th</sup>   | Memorial Day                |
| Friday                   | July 4 <sup>th</sup>   | Independence Day            |
| Friday                   | August 1 <sup>st</sup>                                       | Graduation (school is open) |
| Monday - Friday          | August 4 <sup>th</sup> through<br>August 8 <sup>th</sup>     | Summer Break                |

## LGS Daily Schedule

| <b>Preschool Classroom</b> |   |
|----------------------------|---|
| <b>Time</b>                | <b>Activity</b>   |
| 8:00 - 8:30                | Morning Centers   |
| 8:30 - 8:45                | First Circle<br>(Attendance & Morning Song)                                     |
| 8:45 - 9:00                | Bathroom & Handwashing  |
| 9:00 - 9:15                | Snack   |
| 9:15 - 9:45                | Morning Work  |
| 9:45 - 10:00               | Second Circle<br>(Core Knowledge & Listening Skills)                            |
| 10:00 - 10:15              | Music & Movement  |
| 10:15 - 10:30              | Get Ready for Outside Adventures<br>(Bathroom, Jackets, Shoes, Sunscreen, etc.) |
| 10:30 - 11:30              | First Recess  |
| 11:30 - 11:45              | Third Circle<br>(Calendar and Heggerty)   |
| 11:45 - 12:00              | Bathroom & Handwashing  |
| 12:00 - 12:15              | Lunch   |
| 12:15 - 12:30              | Afternoon Centers   |
| 12:30 - 12:45              | Group Read Aloud  |
| 12:45 - 1:00               | Bathroom & Handwashing  |
| 1:00 - 2:30                | Rest or Quiet Choice<br>(Drawing, Reading, Sensory Play)                        |
| <b>Toddler Classroom</b>   |   |
| <b>Time</b>                | <b>Activity</b>   |
| 8:00 - 8:30                | Free Choice   |
| 8:30 - 8:45                | Morning Circle<br>(Good Morning Song & Name Recognition)                        |
| 8:45 - 9:00                | Bathroom & Handwashing  |
| 9:00 - 9:15                | Snack   |
| 9:15 - 9:30                | Get Ready for Outside<br>(Jackets, Shoes, Sunscreen, etc.)                      |
| 9:30 - 10:30               | First Recess  |
| 10:30 - 10:45              | Second Circle<br>(Listening Skills)   |
| 10:45 - 11:30              | Movement & Music  |

|                          |                                  |
|--------------------------|----------------------------------|
| 11:30 - 11:45            | Bathroom/Diapering & Handwashing |
| 11:45 - 12:00            | Lunch                            |
| 12:00 - 12:15            | Read Aloud                       |
| 12:15 - 12:30            | Bathroom/Diapering & Handwashing |
| 12:30 - 2:30             | Rest                             |
| <b>Whole School</b>      |                                  |
| <b>Time</b>              | <b>Activity</b>                  |
| 2:30 - 2:45              | Bathroom/Diapering & Handwashing |
| 2:45 - 3:00              | Snack                            |
| 3:00 - 3:30              | Second Recess                    |
| 3:30                     | Full-day Students' Pick-up       |
| <b>Aftercare Program</b> |                                  |
| <b>Time</b>              | <b>Activity</b>                  |
| 3:30 - 4:00              | Outside Time                     |
| 4:00 - 4:30              | Art                              |
| 4:30 - 4:45              | Bathroom/Diapering & Handwashing |
| 4:45 - 5:00              | Snack                            |
| 5:00 - 5:30              | Boardgames & Puzzles             |
| 5:30                     | Aftercare Students' Pick-up      |

## 2024 - 2025 Curriculum

|           |   |
|-----------|---|
| August    | All About Me: Names, Bodies, Five Senses  |
| September | Families and Communities  |
| October   | All About Fall: Leaves, Apples, Pumpkins, Halloween   |
| November  | Native American History & Heritage  |
| December  | Holidays and Traditions   |
| January   | Animals: General Overview Followed by Animals in the Winter: Adaptation, Migration & Hibernation                                    |
| February  | Plants: Growing, Gardening & Lifecycles   |
| March     | Habitats: Woodlands, Ponds & Oceans   |
| April     | Fables & Fairy Tales: The Lion & the Mouse; The City Mouse and the Country Mouse; Goldilocks & the Three Bears; The Gingerbread Man |
| May       | Fables & Fairy Tales (continued): The Shoemaker & the Elves; The Little Red Hen; Thumbelina: The Three Little Pigs                  |
| June      | Space: Summer, the Seasons, the Sun & the Solar System  |
| July      | The Wonders of Water  |

## General Tuition Information

### Tuition costs:

Full-time tuition is \$1,195 per month plus Gross Receipts Tax.

Aftercare tuition is \$150 per month or \$15 per day for drop-in, plus Gross Receipts Tax.

A 5% processing fee will be assessed for online bank or credit card payments. There is no processing fee for checks paid directly to the school.

Monthly tuition is due on the first day of the month, in advance for the month, and will be considered late after the 5<sup>th</sup> day of the month. A late fee of \$25 per week will be charged for any tuition unpaid after the 5<sup>th</sup> day of the month, until the tuition is paid in full. A child will not be permitted to return to school if tuition is more than two weeks in arrears until the tuition is current. If legal action is taken to collect delinquent accounts, parents or guardians are responsible for the payments of all costs associated with the collection of their debt, including but not limited to the following: any collection costs, court costs, applicable service fees, and attorney fees.

A \$35 charge will be added to the tuition for any returned check.

Tuition will be prorated for students who start school mid-month.

The total tuition payment is due and payable for the month regardless of the days attended, days LGS is closed, the number of weeks in the month, or absence for any reason.

### Sibling Discount

We offer a 5% discount for each sibling attending school simultaneously.

## Schedule Change Requests

All changes in the schedule require a 30-day written notice, completion of a new Tuition Policy Agreement, and approval from the Director. No schedule changes are permitted for illness or holidays. We will facilitate schedule changes on a first-come, first-serve basis.

## General Policies

### Withdrawal from Little Green Sprouts

Withdrawal from LGS requires a 30-day written notice to the Director and completion of an LGS Withdrawal Form. If written notice is not given, tuition will be due and payable, in full, for the following month.

### Enrollment & Registration Information

Prior to enrollment, a tour and meeting with the Director must be completed. Following that, an Enrollment Form must be completed and returned to the Director. Once the child is enrolled in school, for your child's safety, we require that all the forms from your Enrollment Packet be turned in before your child's first day of attendance. LGS requests that forms be updated annually. The complete enrollment packet can be found online at [www.littlegreensprouts.us](http://www.littlegreensprouts.us) under the Resources menu.

### Parents' Right to Immediate Access Policy

Parents and guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Little Green Sprouts, as provided by law. In cases where the child is the subject of a court order, we must be provided with a Certified Copy of the most recent order and all amendments to it. The demands of the court will be strictly followed. Without a court order on file with Little Green Sprouts Preschool, all guardians shall be afforded equal access to their child as stipulated by law.

### Confidentiality Policy

For your child's safety, confidential and sensitive information will only be shared with employees who have a "need to know" to most appropriately and safely care for your child. Personal and sensitive information about faculty, other parents, and children will not be shared with parents, as Little Green Sprouts Preschool strives to protect everyone's right to privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, special needs information, or health-related information. New Mexico authorities with legal rights may review children's files upon request.

### Requirement of Respectful Behavior

Little Green Sprouts Preschool expects parents to respect all children, families, and staff at the school. We ask for respectful behavior from our families at all times. LGS reserves the right to dis-enroll any family, at any time, without notice, for any of the following behaviors (including, but not limited to behavior towards children, staff, or other LGS families):

- Use of inappropriate language towards or in front of staff, families, or children
- Unprofessional behavior
- Yelling in a loud voice
- Physical harm or intimidating behavior
- Physical harm, or threatening or intimidating language or behavior
- Harassment, including face-to-face contact and social media
- Speech that harms the school's reputation
- Gossiping about other children, staff, or parents
- Group text chains that are hurtful or negative towards other children, staff, or families
- Any activity or conversations that impede a positive, loving, learning environment for both our LGS students and staff



## Starting School

### What to Bring on the First Day of School

On your child's first day, please bring the following:

- Any missing forms
- Two extra sets of clothes (shirt, shorts, pants, underwear, if applicable, and socks labeled with your child's name). These items will be stored in your child's bathroom cubby.
- A nutritional lunch (each school day); Morning, afternoon and aftercare snacks will be provided.
- A labeled refillable water bottle for your child to use throughout the day. Water bottles will be sent home at the end of the week to be washed.
- We provide a water filtration system for re-filling water bottles.
- A lovey and blanket for rest time, to be stored in your child's cubby. These items will be sent home at the end of the week to be washed.
- Diapers (for children who are not yet using the toilet) are supplied by the parent. Please label these items with the child's name and store them in the child's bathroom cubby.

### Items Not Allowed at LGS

We do not allow the following items at Little Green Sprouts Preschool:

- candy
- any type of electronic screens
- any kind of recording device
- gum
- money
- medicine (medicine provided by families must be accompanied by an authorized use form and locked in the teacher's only cabinet)
  - glass bottles
  - guns, swords, "war" toys, or weapons

### Adjustment to Preschool

The first few weeks of school will be an adjustment for you and your child. Some children adjust immediately, while others take a while to become comfortable. Prepare your child by discussing school and visiting the school before their first day of attendance. Remember that your child will pick up cues from you. A child's first time at preschool can be stressful for the parents as well. Show your child how excited and happy you are for them, but understand that a certain amount of separation anxiety is perfectly normal and will ease quickly.

### Lunch and School Snacks

Parents should provide a nutritional lunch for their child each day. Healthy lunch foods include sandwiches, fruit, cheese and crackers, milk, and juice. LGS discourages sugary food items for lunch. LGS does not allow candy or gum. Please ask our staff or your child's teacher for an idea

list if you need lunch suggestions. Healthy, nutritional snacks are provided in the morning and afternoon school sessions and once again for those who are attending the aftercare program. A weekly snack menu is available at the sign-in table. Please be sure to label your child's lunchbox, plastic containers and thermos bottles.

### Dropping Off and Picking Up Your Child

When you drop your child off each day, you are required by State law to sign in with your full signature and sign-in time. Before you leave, please check in with the teacher so they know that your child has arrived. When you pick up your child, you are required by State law to sign out with your full signature and the sign-out time. Please check in with the teacher so that they know your child is departing.

When coming and going to and from the LGS parking lot, we encourage you to hold your child's hand and proceed cautiously. Give your child the gift of your full attention when you pick them up from school. Leave your cell phone in the car and ask them about their day. It is the greatest gift you can give.

Little Green Sprouts Preschool reserves the right to terminate its services to those who disregard the sign-in and sign-out policies.

### Authorized Pick Ups

Only persons listed on your Authorization Form will be permitted to pick up your child. These authorized persons must check in with the Director or teacher on duty and show photo identification. Authorized persons must follow the same sign-in and out procedures as parents/guardians.

If you would like to allow an individual not listed on your Authorization Form to pick up your child, you may pick up an additional Authorization Form. This form will be used for short-term authorization (i.e., when grandparents are in town). These authorized persons must check in with Director or teacher on duty and show photo identification. These authorized persons must follow the same sign-in and out procedures as parents/guardians.

### Notification of Absence

We ask that parents notify Little Green Sprouts Preschool via phone or email if their child will be absent from school. Please provide reason for absence (illness, travel, etc.) and a potential return date, if possible.

## **Health and Wellbeing**

### Medication & Sunscreen Policy

LGS does not dispense any medication except asthma inhalers or EpiPens. Parental permission forms for applying sunscreen and diaper cream must be completed before administering. Sunscreen will be applied before children go out for afternoon playground time unless otherwise instructed. LGS supplies sunscreen and diaper cream. If you prefer to supply your own, please label all creams, medicine, sunscreen, etc., with your child's name and check

expiration dates before bringing them to LGS - expired items will be disposed of properly. Please notify the Director that you are supplying these items for your child and place them in your child's cubby.

### Illness Policy

Children may not attend school if they have any of the following symptoms:

- Temperature of 100 degrees or above
- Diarrhea or Vomiting
- Discharge from the eyes or nose
- Head Lice
- Rashes of unknown origin
- Presence of contagious disease
- Other symptoms or behavior indicative of oncoming illness

If any child develops any of the above symptoms while in our care, we will isolate them and contact the parents for pick up.

LGS's policy is that your child is symptom-free and on antibiotics for at least 24 hours before returning to school. Please note that LGS cannot dispense medications.

Keep in mind that when children are ill, their immune responses may be lowered, leaving them more susceptible to other illnesses. Additionally, when children come to school sick, teachers and other children are exposed to disease, creating an unhealthy environment.

If your child has been exposed to or contracted any contagious diseases or infections such as (but not limited to) Covid, chicken pox, whooping cough, or strep throat, please keep your child at home and contact the office to report the condition. Two negative Covid tests must be submitted before a child can return to school.

LGS reserves the right to deny services to a child who is ill.

### Lice Policy

Children with nits or lice will be sent home. If a child is sent home with lice, they must have their head checked in the administrative office upon returning to preschool. Your child and siblings must be re-checked in the administrative office ten days after being sent home with lice.

Should any child have lice or nits while in our care, we will isolate them and contact the parents for pick up. LGS reserves the right to deny services to a child who has lice.

### Biting

Little Green Sprouts Preschool recognizes that biting is developmentally appropriate. Parents with children should expect that their children may be bitten or will bite another child. We

understand that parents may be concerned or upset if their child is involved in a biting incident. We ask that you remember that this is developmentally appropriate behavior and that the staff is working to identify the situations that provoke or elicit this behavior so it can be prevented in the future. Parents must work with the team to determine methods and strategies to curb biting behavior.

### Incident Reports

Should your child be involved in an incident/accident during the school day, an LGS staff member will complete an Incident Report. The Incident Report will be put in your child's cubby and can be picked up when you pick up your child. If the Incident Report requires a call, the administration office will call the contacts on your child's emergency card in order of contacts. If your child needs to be picked up, we will continue to call all contacts on the emergency card until we reach a contact. Should you need to have an in-depth discussion or meeting about the incident, it is most appropriate to talk to the Director. Please schedule a meeting or telephone conference when the Director can focus on the conversation versus the other children in their care.

### Rest Time

Children learn and play hard during the day. Therefore, we provide them a time to rest and sleep. Rest time is from 1:00 - 2:30 in the preschool room and from 12:30 - 2:30 in the toddler room every day. During this time, relaxing music is played, and the lights are turned off. Children are not required to sleep, although they are required to rest quietly. Please note that the school provides a nap mat, and parents provide two child-sized blankets or sheets. These items will be given to the parents to take home and wash at the end of each week.

### Dress Code

We encourage parents to dress their children in appropriate play clothes and shoes. "Dressing for success in preschool means dressing for a mess." Busy, creative learning play can be messy regardless of your child's age. Please dress your child in play clothing that is washable and durable so that they can enjoy activities without fear of soiling an outfit. In addition, we do art projects throughout the day, occasionally visit the horse stables, and work in the garden, so please expect your child's clothing to get dirty.

LGS does not take responsibility for clothes or shoes that are soiled, stained, or ruined. For your child's safety, we encourage to send your child in closed toe shoes but your child can wear sandals, at your discretion. If you have any questions regarding the dress code, feel free to inquire with your child's teacher or the Director.

### Toilet-learning Policy

Learning to use the toilet is a significant step in your child's life, and we want to ensure everyone is ready. Some of the signs of readiness are:

- your child asks to use the toilet
- your child tells you when they have a wet/soiled diaper

- your child stays dry for long periods

We will let you know if your child shows these signs at school. If you detect these signs at home, please let us know. Together we will establish a starting date. Parent/teacher communication is essential during this time.

Helping a child learn to use the toilet is a full-time job. The most important key to successful toilet learning is consistency. Toilet learning will not be accomplished unless your child is wearing underwear at all times (except at the beginning, during naps and overnight) for two whole weeks (including weekends). If during the two weeks there is no progress, your child will need to go back into diapers, and we will try again in a few months.

At LGS, we have found that pull-ups may prolong the process of toilet learning because children use them in the same manner as a diaper.

Extra clothes will be needed during toilet learning. Please make sure that your child has four different pairs of pants or shorts that are easy to pull off and on, four pairs of underpants, and extra socks and shoes.

Initially, your child may not tell you when they need to use the toilet. Try having them go in 30-minute intervals. Begin gradually increasing the time between breaks. To encourage them, try giving them rewards when they successfully use the toilet. At school, we will be giving them stickers. It is expected that toilet learning for bowel movements may take a little longer.

Toilet learning is a big part of your child's development and takes much work. Working together, we can make this growing experience happen easily and quickly.

### Birthdays

Each child at LGS will be celebrated on their birthday with a special birthday circle and celebration. If you wish to enhance the celebration for your child, we ask that you make arrangements with your child's teacher to bring in treats or non-edible items for the class. You are welcome to bring in a fun art project, a gift for your child's class, or come in to read a book. For additional information or clarification, please speak with your child's teacher.

### Curriculum

A child's preschool years are among the most important for literacy development. Little Green Sprouts Preschool utilizes a homegrown curriculum for our Toddler Program that has been developed by Danielle Stalder over the last 10+ years as a preschool director. For our preschool aged children we employ a Core Knowledge, Heggerty and Zearn curriculum. Our multicultural curriculums are designed to build on the children's experiences within the community and focus on developing three critical areas for future success: Language and Communication, Physical Development, and Social and Emotional Growth. Children can explore, read, sing, build, create, write, laugh, and play. Our teachers provide a safe environment where

children are free to explore various learning activities. An essential part of our mission is for children to develop a lifelong love of learning.

### Guidance Policy

We use age-appropriate guidance by encouraging the children to use words to express their feelings to other children and teachers. We encourage children to learn to control their behavior and follow good behavior patterns when interacting with others. When inappropriate behaviors do occur, we believe that it is essential for children to understand why the behavior is unacceptable and how to modify that behavior. Time-outs are not used at LGS. Instead, a teacher might redirect a child to a different activity where they can play more appropriately.

If a child becomes consistently violent, disruptive to an effective classroom, repeatedly uses inappropriate language and endangers the health, peace, safety, and well-being of LGS's students, teachers, or parents, a parent meeting will be called to discuss a course of action. It may be required that the parents and teacher create a Plan of Action Agreement. Parents must abide by the terms and conditions set in the agreement. LGS reserves the right to terminate its services to any child for behavioral issues at any time. Moreover, LGS reserves the right to terminate its services to a child whose parent(s) consistently disregards school rules and policies.

### Emergency Plan

In the event of an emergency evacuation (due to gas leak, fire, bomb threat, etc.), the following steps will be taken: Children will be escorted to the playground and parents or emergency contacts will be notified in the order that they are listed on the form. You may come and pick up your child when given the all-clear by LGS staff or emergency personnel. In the event of a lockdown, parents or emergency contacts will be notified. Please do not try to enter the school. Remain in the parking lot until notified by LGS staff or emergency personnel. A complete and detailed emergency and evacuation action plan is available at the sign-in table.

### Audio & Video Monitoring Policy

LGS has a video monitoring system throughout our facility, including our playgrounds and classrooms. We can view and listen to activities on our premises for the safety and security of our staff and children. This system is for administrative and internal purposes, not for live stream parent viewing. We keep video records for one week. Due to other students' confidentiality, parents cannot view these videos without a court order.

### Acknowledgement Form

Located in the enrollment packet is the Family Handbook Acknowledgement Form, acknowledging receipt and understanding of the Family Handbook. After reading and familiarizing yourself with the handbook, please initial and sign the form where indicated and return the form within one week of your child's enrollment.