

NM PREK

Pre-K for 4 year olds

Family Handbook

“A parent is a child’s first and most important teacher.”

2020-2021



HOBBS MUNICIPAL SCHOOLS

Booker T. Washington, Edison, Jefferson, Mills, Southern Heights, Will Rogers



WELCOME

We wish to welcome you to the Hobbs Municipal Schools NM PreK program. This information has been prepared for parents to help them understand the PreK program and the Hobbs Municipal Elementary schools. It is hoped the information presented will enable you and your child to have a more successful school year.

We have included information which will be of benefit to you and perhaps answer many questions. If there is something you do not understand, please feel free to call the school office.

Hobbs Municipal Schools offer many educational opportunities. It is our wish that your school years are ones full of hope and learning. The faculty and administration are here to help you and to be of service to you and we want you to feel this is your school and you are an important part of its success. Remember, you are always welcome at our school!

VISION STATEMENT:

The Hobbs Municipal School District believes that all children will learn the basic skills to be independent, productive citizens.

MISSION STATEMENT:

The mission of the Hobbs Municipal Schools is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach their optimum potential.

HOBBS SCHOOLS' PHILOSOPHY:

It is believed that the Hobbs Schools should provide, an educational program that gives each student the greatest opportunity to develop as an individual and as a contributing member of the community. The schools should motivate and help each student develop.

PreK

ELIGIBILITY

– How old does my child have to be to attend the Hobbs NM PreK program?

All children served must have reached their fourth (4th) birthday before September 1 of the current calendar year.

Priority is given to students in the following school zones: BTW, Edison, Jefferson, Mills, Murray, Southern Heights, and Will Rogers. Students are admitted based on availability of space.

RECRUITMENT

- How do you let parents know about Hobbs NM PreK?

Parents are notified beginning in January of PreK enrollment through various media sources.

TRANSPORTATION

- How will my child get to school?

Students who participate as a part of NM PreK, do not receive transportation. Parents will need to drop off and pick up their child at the appropriate start and dismissal times. Please contact the office of the campus your child is enrolled to learn about the process for pick up and drop off.

ENROLLMENT

- How do you enroll your student in the program?

Enrollment is now online through the Hobbs Municipal School Website. Parents complete the requested documents online. Campus secretaries verify information and parents are notified of confirmation of enrollment upon completion.

Enrollment is allowed until all spaces are full. When there is no longer space available, students are placed on a waiting list on a first come, first serve basis based on enrollment completion.

ATTENDANCE

– What to do should your child need to be absent?

Please contact your school's secretary to let them know that your child will be absent. Schools may request doctor's notes to excuse absences. Attendance fosters an attitude of responsibility and it is essential to the instructional program. State Law requires students to attend school one hundred eighty (180) days per year.

Parents will be expected to notify the school office if their child will not be in school. "A student's absence should be for extenuating circumstances for the absence to be excused. Parental permission does not necessarily afford the student an excused absence. Acceptance or non-acceptance of the excuse for a student's absence will be at the discretion of the principal."

Excused Absences

1. Illness: Documentation may be required.
2. Family Emergency: Up to three (3) days.
3. Court appearance for the child: Documentation required.
4. Doctor's appointment for the child: Documentation may be required.

Early Literacy Practices/Curriculum/ Lesson Plan/Assessments

Practices include 7 domains which are designed to align to state and national standards for early childhood:

- Physical Development, Health and Well Being
- Literacy
- Numeracy and Spatial Relationships
- Aesthetic/Creativity
- Scientific/Conceptual Understanding
- Self, Family & Community
- Approaches to Learning

Teachers develop weekly lessons that provide opportunities for creativity, conversation, play, the arts, the development of: foundations for academics in literacy and math and social/emotional learning.

A Typical Day will include:

- Family meal time conversation
- Circle time
- Small group time
- Work time
- Outdoor activities
- Music/Movement
- Story time

DEVELOPMENTAL AND HEALTH SCREENINGS:

Screens are completed at the beginning of the school year (the first 3 months of attendance) and for new enrolling students throughout the school year.

- Parents are notified **only** if any of the screenings find a student needs further evaluation.



FAMILY ENGAGEMENT PLAN

– How can I be a part of my child's learning?

Believing the idea that if families grow and learn, young children grow and learn ready to develop into productive and successful citizens, understanding the urgency that parents have been and will be one of the most important factors in their child's success during their educational journey. Efforts to support our PreK parents with 90 hours or more for family engagement are outlined below:

Parent Visits to Classrooms

Parents are welcomed to visit classrooms as desired. It is necessary for you to take into consideration, however, that situations where you need to talk extensively with the teacher need to be scheduled outside instructional time. All visitors are required to first sign in at our front office. You will be given a visitor's pass to wear while you are on campus. Visits that will be longer than 15 minutes must be approved by the principal. Notify the administrative assistant of your plans so arrangements can be made.

Home Visits

Each NM PreK teacher and assistant schedule visits to each individual child's home prior to the first day of school. Not only do the children and families get to meet their teachers, but our teachers and parents are given the opportunity to learn any pertinent information for the design and development of instruction so children are set up for a successful school year. Any child entering NM PreK during the year will receive a home visit as well.

Parent/Teacher Conferences

Parent conferences with teachers are scheduled close to the date that authentic observations are completed on all NM PreK children. Classes are not held on these days but you may bring your child with you if needed. Teachers will send out a letter asking you for times that fit your schedule best. They will try to establish your conference time reflecting your choice. The dates for the Parent/Teacher Conferences for the 2020-2021 School Year are TBA.

Parent Engagement Events

- *Provide 90 hours of activities*
- TBA – calendar and list of activities

SPECIAL EDUCATION PROCEDURES PLAN

– What if I have concerns about my child?

Supports are in place to help identify any special needs of our PreK children early in the process of them becoming a student.

Faculty and Staff believe that all students have special needs. Therefore, we work diligently to provide specific learning opportunities throughout all instruction and play.

Screening and Referral

Children often participate in our Child Find Screenings planned throughout the school year. District and local service providers work collaboratively to identify individual needs and refer for additional testing as appropriate. Prior to any child's participation in screeners, parents are required to sign a Permission to Test that allows school personnel to assess the child. Screens include Parent Intake, diagnostic assessments as referred, Speech & Language Pathologists, School Nurses, Occupational and Physical Therapist, PK Teachers, and counselor/social workers. Screenings are conducted in English or Spanish. Parents are notified before leaving after the screening sessions whether or not the child is being referred for more testing.

PreK students experiencing difficulties in the classroom identified by the teacher or parent can be referred to the district Special Education Department by the teacher. Concise documentation of concerns assist this in proceeding with pertinent assessing.

Student data from screening results are considered by all teachers when planning lessons and play learning opportunities for all children.

Parents are encouraged to attend all IEP meetings and participate by providing school personnel with any information that will assist in planning an effective educational plan for the child. School representatives will provide facts from testing results and guided through the IEP to ensure a clear understanding of the process.

Once an IEP is in place for a child, teachers immediately implement the modifications stated on the IEP to support the learning needs of the child.

Our PreK program is designed to be inclusive in addition to providing opportunities for peers to be role models in our three year olds classrooms.

Students Who Enter with an IEP

My child already receives services. Will you accept the outside testing results? Any child entering the Hobbs School District with a current Individualized Education Program will be directed to go to our local Special Student Services office for the IEP to be reviewed. They will notify our school office of services being transferred and the students will continue with these services until an IEP meeting is held. At that point any changes recommended during the meeting will be implemented as required.

Classroom Placement and Teacher Assignments

Students participate in an inclusive program. We believe all children can learn from and with each other. Our program is designed so NM PreK teachers work with students on IEP's and Second Language Learners as well as our NM PreK children. Likewise, our Special Education Teachers and Bilingual teachers work with some of our NM PreK students.

The demographics of each classroom varies so we can address the learning and social/emotional needs of each child.

TRANSITION PLAN

– How do I get my child ready to move on?

We understand that changes can be scary for our little ones so we make every effort to prepare them for transitioning from home/daycare into PreK and from PreK into Kindergarten.

- ◇ FEBRUARY— Early Registration begins at the on all campuses.
- ◇ MAY—Teacher assignments for new PreK students; Current PK students tour Kinder campuses; PK teachers share special needs of students to K teachers.
- ◇ JULY-SEPTEMBER— Registration continues for PreK. Available PreK spots filled as students enroll. Beginning of Year Child Find; District Open House grades PreK-12; PreK Home Visits take place.

PreK students are involved in school-wide activities. Because they participate in assemblies, spirit days, food backpacks, and see the Kindergarten teachers throughout the school year the change from PreK to Kindergarten is often smooth and less scary.



MEALS AND SNACKS

Meals are served per the Hobbs school lunch program. Parents are asked to complete the appropriate documentation at the beginning of the school year.

Students who attend PreK receive the following meals:

AM – breakfast

PM – lunch

Full Day – breakfast and lunch

Snacks are provided.

SPECIAL NUTRITIONAL NEEDS:

If your child has special nutritional needs, please contact the school principal. You will be asked for physician requests for dietary restrictions.