

EL RITO PRESCHOOL

PARENT HANDBOOK

2022-2023



Welcome to  
Preschool

MESA VISTA CONSOLIDATED SCHOOLS

Dear El Rito Elementary Preschool Families,

Welcome to El Rito Preschool. We are looking forward to an exciting year of growing, learning and lots of fun. Our Preschool program is based on the premise that early intervention is effective in preparing children with a solid foundation for educational success and identifying strategies which offset the impact of educational disabilities in young children. El Rito Preschool has a trans-disciplinary philosophy in which all staff members working with a child, share techniques to address individual goals and objectives. The school team, along with families and other caregivers, work together in roles which address each child's specific strengths and needs. El Rito Preschool is a place where all students SHINE!

It is a true honor to be the Principal of this wonderful and unique school. I enjoy watching the children explore and discover all the wonders around them. El Rito Preschool is a great place for children to grow and develop while supporting them as they transition to elementary school.

The program is designed to meet the developmental needs of young children, including social, emotional, physical and cognitive needs. It is aligned with the New Mexico Preschool Program Standards and Learning Outcomes. I have always loved working with children and am looking forward to an amazing year with all of the wonderful staff, students and families. We are glad you are part of our El Rito Preschool Family. It is going to be a great school year!

*Richard Apodaca* - Principal

## PARENT HANDBOOK

El Rito Preschool program is designed for children who are 4 years old by August 31 and is an integrated school-based program that provides services for developmentally delayed children and children developing typically ages 4 to 5. The preschool is licensed by the state of New Mexico and meets the requirements set forth by the New Mexico Regulations Governing Facilities Providing Child Care for Children.

### MISSION STATEMENT

El Rito Preschool is committed to providing a developmentally appropriate learning environment for a diverse population of young children. The professional staff understands and is sensitive to the individual needs, cultural heritage and identity of each child.

### PHILOSOPHY

The staff at El Rito Preschool recognizes that young children are energetic, enthusiastic, social, anxious for new and exciting experiences, and ready to expand learning. They believe that there are universal stages through which children develop physically, socially, emotionally, and cognitively. The child moves slowly and deliberately through these stages and cannot be hurried. Throughout early childhood, the child gradually develops concepts and language to enable him/her to understand more abstract and symbolic information.

Each child brings uniqueness to the preschool experience, including growth patterns, life experiences, strengths, and different approaches to the learning environment. The role of the teacher and assistant as facilitators is to take into account typical development at any given age level and to implement an appropriate learning environment that reflects the different needs, interests, and developmental levels of individual children.

The young child constructs his/her own knowledge through actively manipulating the immediate environment in dozens of ways every day. As the constructor of his/her knowledge, the young child can be trusted to make good choices, assuming the environment is developmentally appropriate and stimulating. His/her learning and development are always integrated. The preschooler does not learn in narrowly defined subject areas. Rather, there is continuous organizing of knowledge- through experience- into a whole. One cannot separate the impact of the social, emotional, physical, and cognitive development on the learning situation, because these cannot be separated in the young child.

Because social and emotional development cannot be separated from intellectual development in the young child, it is important that the child develop every positive feelings about himself/herself in the group setting. Adults support the child through these crucial early stages in socio-emotional development as each one develops a sense of trust, a sense of autonomy and a sense of initiative. A positive sense of self impacts very powerfully on the learning setting.

The curriculum therefore provides for all areas of a child's development: physical, social, emotional, and cognitive in an integrated approach. Concrete, hands-on activities and experiences are planned according to a calendar of themes and units that are relevant to the young lives of our students as well as their individual interest.

## PROGRAM GOALS

1. To provide a nurturing, flexible and calm atmosphere where self-concept is enhanced, independence is encouraged, and expectations are made clear.
2. To provide an atmosphere where the foundation of respect for others is established, along with respect for the equipment and materials.
  - a. To foster security with adults who are not members of the family.
  - b. To encourage neatness in putting away things when the children are finished using them.
3. To develop an active curiosity about the world in which each child lives and encourage an enthusiasm for learning which stimulates exploratory behavior and creativity.
4. To promote emotional growth.
  - a. To build self-confidence and a sense of self-worth by allowing choices within limits and to build on successful experiences.
  - b. To provide a warm accepting environment for each child to work and play in.
  - c. To encourage curiosity and a sense of wonder with an emphasis on self-motivation.
  - d. To help develop self-discipline in each child.
  - e. To provide appropriate alternatives to angry and aggressive behavior and strengthen inner emotional controls.
5. To promote social growth.
  - a. To promote and instill a sense of caring and sensitivity toward others.
  - b. To develop recognition of group needs verses individual differences.
  - c. To aid in the development of problem-solving skills.
  - d. To help each child learn how to participate in a group.
6. To promote intellectual growth.
  - a. To provide an atmosphere where children can discover and explore.
  - b. To provide a wide variety of activities within a routine where cooperative play is encouraged. Curriculum areas of art, science, cooking, movement, practical life, dramatic play, language and fine motor activities provide each child with opportunities to trust their own feeling about what they learn, hear, see and do as they begin sharing these experiences with others.
7. To promote physical/motor development.
  - a. To have each child use their body in a variety of active ways by participating in fine and large motor activities both indoors and outdoors.
  - b. To promote physical growth and competence at each child's developmental level.

## Interest Centers

Our program provides interest centers for children in attendance. These interest centers are maintained and supervised by the staff:

Creative arts and crafts	Music
Construction	Fine motor activities
Dramatic or practical life activities	Gross motor activities
Science	Math
Sensory stimulation activities	Reading

## PROGRAM INFORMATION

### Registration

The district provides parents with an enrollment/registration packet that will be completed by parents for enrollment purposes. The parent(s) must return the completed registration forms on the day of enrollment.

### Special Education Plan

Most of the children are screened through the Child Find held each year along with any additional screenings done by the LEA if a child moves into the community. Child Finds are attended by the local providing agencies, diagnostician, Speech and Language Pathologist, occupational therapist, nurse and counselor if needed. There are various screening/tests that are performed on all Preschool students.

Parents are contacted to let them know if more screening or testing is needed. The advantage of a small community is it allows the district to get parents almost instant results as to process and how it will continue.

The district has a diagnostician who does further testing if screening results indicate a need.

Parents are guided through the process of an IEP. They are given facts and information along the way to make sure the process is clear. Preschool staff in El Rito Schools work with all children and follow the objectives written in the IEP.

### Data Privacy

Records concerning your child (enrollment forms, health records, observation records and written parent-teacher conference reports) and all other information about your child are confidential information. It will only be accessible to you, our school director, your child's teacher, or persons designated by the state licensing department to review our records for licensing purposes.

### Parent Center Communication

As a small family-oriented program, our goal is to maintain personal contact with you on a daily basis. Please approach staff anytime with questions or concerns. Please check the parent's bulletin board daily; we will post important information there or attach notices to your child's folder. If a problem arises, please contact the teacher first and then follow the chain of command.

Parents of new students have a pre-enrollment orientation. The opportunities to preview the program in session, meet the Director; talk with the core teaching staff, and review the above policies will occur at this time. The date on the child's application will note this pre-enrollment orientation.

Special Parent/Teacher Conferences will be scheduled three times a year to discuss student progress when requested by staff or parents. Activities involving the whole family will be offered periodically during the year, and parents are encouraged to participate.

The school provides the following avenues of communication:

1. Accident reports

If an injury occurs at school, staff will complete a form for parents to read and sign which provides information regarding the incident.

2. Parents Bulletin Board

Both parents and staff may post general parent information, neighborhood and community events, adult education and special school notices on this board.

3. Parent's Handbook

Parents are encouraged to read the handbook thoroughly and to discuss any areas of interest or concern with our staff.

4. Accreditation

El Rito Preschool is accredited by the New Mexico Public Education Department, which accredits high quality early childhood programs. Complying with the accreditation guidelines helps us know we are doing a good job for your children and you. Maintaining the accreditation calls for a high level of parent participation. As we proceed with a continuous self-evaluation, we request your objectivity and support.

5. Resources for Parents

In addition to workshops and meetings, preschool staff may also make available articles and information which might be helpful to parents. If there are particular topics you wish to pursue, check with the teacher or director to determine what information might be available. We also keep a referral list for special services you might feel your family needs. We will be happy to provide this to you.

### Family Engagement Plan

Ways we will engage / involve parents

- Beginning school activities for all students
- Parent Night early on with program information along with Q & A with the teacher
- Sign up for parent home visits, parent conferences, and parent engagement activities
- Receive information through calendars, Preschool website, and general transition to the school community
- Open Houses, Parent nights, school socials
- Child Find Screenings, LEA school screening for dental and eye checks, well child exams, weight, height etc.

Ways the Program supports the parents as their Child's First Teacher

- Home visits
- Three parent conferences that coincide with assessment data cycles, Beginning-of-the Year (BOY), Middle of the Year (MOY), and End-of-the-Year (EOY), to explain students' accomplishments.
- Parents are encouraged to participate in classroom programs, field trips, and End-of-year Kindergarten visits to provide a smooth transition into Kindergarten

## Feedback/Suggestions/Grievances

Proposed Date	Parent Engagement Activity	Contact Hours
August, 2022	Home visits for Transition Support From Home to School	8
August, 2022	Open House to Support Transition From Home to School	5
August, 2022	Pre-K Parent Orientation	4
September, 2022	Grandparents Day	3
September, 2022	16 de Septiembre (Cultural Celebration)	3
September, 2022	Field Trip	8
October, 2022	Fall Parent Teacher Conferences	8
October, 2022	Field Trip Public Library	2
October, 2022	Parent Academy #1	2
October, 2022	Dia de los Muertos	4
October, 2022	Family Literacy Night	2
November, 2022	Parent Academy #2	2
December, 2022	Winter Carnival	2
January, 2023	Winter Parent Teacher Conferences	8
January, 2023	Field Trip Forest Service Office	2
January, 2023	Family Science Night	2
February, 2023	Parent Academy #3	2
March, 2023	Field Trip	8
March, 2023	Family STEM Night	2
May, 2023	Cinco de Mayo	2
May, 2023	Parent End of the Year Celebration	2
May, 2023	Pre-K Parent Transition Meeting with Kinder Teachers	2
May, 2023	Spring Parent Teacher Conferences	8
	Total Hours	91

Our staff welcomes comments and suggestions to improve the quality of care for your child. When areas of concern arise, parents should report the problem to the classroom teacher, who will hear your suggestion and/or grievance and attempt to work through the problem. Parents are urged to be direct and candid with the teacher when they have concerns. If you feel you have been unable to resolve your concerns with the teacher or you are unable to deal with this person directly, contact the director. If you feel the director has not provided an adequate forum or action, you should address your concerns to the principal and then the superintendent.

## Health Information

A report of current physical examination, signed by the child's source of medical care, must be submitted at the time of enrollment. This must include current immunizations, health care summary and name and address of the doctor. Updated reports of physical examination must be submitted annually.

When a child is enrolled, documentation of current immunization, a signed notarized statement of parental objection to the immunization, or a medical exemption, must be submitted and must be signed by a physician. Included in the child's folder will be:

- Child's full name, birth date, gender, current address and phone number.
- Procedure for notifying parent or person legally responsible if child becomes ill.
- Name, address, and phone number of two people who can assume responsibility for the child if the parent cannot be reached in an emergency.
- Signed authorization to the effect that the parent gives permission to the program to act in an emergency situation when the parent cannot be reached or is delayed in arriving.
- Name, address, and phone number of the health care source to be called in case of emergency.
- Special diet needs: modification or allergy to certain foods.
- Special medical conditions or allergies.

Teachers and children get sick. Our first line of defense is hand washing, which is the most effective deterrent to the spread of illness.

Keep your child at home if he/she:

- Is feverish or has had a fever within the last 24 hours(yesterday)
- Coughs terribly (remind them to cover their mouths.)
- Has vomited or had diarrhea within 24 hours of school.
- Has pink eye or symptoms which might be pink eye.
- Has a sore throat.
- Has just developed a runny nose.
- Has been on antibiotics for strep or other contagious infections for less than 24 hours.
- Is too "out of sorts" to participate in class activities.
- Is not ready to fully participate in class activities, including outdoor play.

We will send your child home:

- If child's oral temperature is 100.4 degrees Fahrenheit or greater or armpit temperature is 99.4 degrees Fahrenheit or greater and your child shows signs of illness.
- A staff member observes signs of contagious disease or severe illness in your child.

If your child becomes ill during the day, you will be notified and asked to pick up your child. We are not equipped to keep ill children at school. If your child is judged to be too ill to be at school upon arrival, you will be asked to take him/her home. If we disagree with you about whether your child is well enough to be at school, please understand that it is a judgment aimed only at trying to keep everyone healthy.

El Rito Preschool cannot administer any medication (including vitamins, over the counter drugs, and sunscreen) without written permission from the parent or guardian. Forms are available at the preschool. The form **requires** the name of the child, the medication, the dosage, and the hours the medication is to be given. We reserve the right to refuse to give medication. Medications brought to us must be in the original container. Medication must be given to the teacher. It cannot be placed in the child's lunchbox or cubby. The refrigerator shall be used to store medication that requires refrigeration. Medications are always inaccessible to children.

Medications shall be given only by the teacher or by a person designated by the teacher. A written record will be kept for six months specifying the name of the child, medication, dosage, hour of giving dosage, and signature of the designated staff giving the medication.

Emergency procedures are posted by the telephone and on the parents' information board.



## Parent Conferences

1. Parents of new students will meet with the Preschool teacher prior to enrollment. The opportunities, to preview the program in session and to review the school policies will occur at this period.
2. Parents and/or teachers may request conferences anytime during the school year.

## Withdrawal/Termination

### Termination of Enrollment by the Parent

When parents decide to terminate their child's enrollment, we request a two-week's written notice to the program director. Often, disenrollment by the parent is due to reasons such as relocation, child entering another school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found unsatisfactory for any particular child, we will attempt to discuss this with the parents to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent and/or program may choose to terminate the enrollment on a time line that is in the child's best interest.

## Children's Arrival and Departure

### Arrival

For your child's safety, we require that you or another authorized adult ensure that a teacher or aide is aware of your child's arrival before you leave. Please call the school by 8:00 a.m. if your child will not be attending preschool that day or if your child will be unavoidably late. Please sign-in your child at the front office upon late arrival to ensure that your child is not marked Absent. Your child will be marked Tardy if he/she arrives after 8:30 a.m. If you are going to be away from your place of work for the day, be sure to leave a phone number where we can reach you in case you are needed for a medical emergency.

### Early Departure

Pick-up time in the afternoon is 3:30 p.m. When picking up your child, be sure the teacher knows that he or she is leaving. Should you need to pick your child up early, please be sure to sign your child out in the Main Office.

### Person Authorized to Pick Up Child

At the time of enrollment, parents must provide the names and telephone numbers of persons authorized to bring and pick up the child. It is the parent or guardian's responsibility to notify the program of any changes in this authorization. If someone other than the authorized person (as indicated on the child's file) is to pick up your child, please notify the program in writing. We will release children to authorized persons only.

### Daily Closing Time Policy

Our program has a specific starting and closing time (7:45 a.m. until 3:30 p.m.) Unless your child rides the bus, he or she should not arrive earlier than 7:45 a.m. We expect that all children be picked up on time. Children must be picked up by 3:30 p.m., as staff must escort bus-riders to the bus at this time, and no one will be available to watch your child if you are late. If your child is still at the program after closing and we have not heard from you, we will take the following steps (in order)

1. Take your child to the bus stop with the other students.
2. After the buses leave, take the child to the Main Office and attempt to reach you at home, school or work.
3. Call the people listed on the Emergency and Authorization Card.
4. Call the authorities.

## Keep Us Informed

All information on the emergency and authorization card and in your child's file must be kept current. It is your responsibility to inform the preschool of changes such as:

- New phone number and address of parent(s)
- Work place and phone number of parent(s)
- The name, address and phone number of the child's physician
- Persons authorized to pick up your child
- The phone number of emergency contacts

## School Calendar /Schedules

The program begins two days later and ends two or three days earlier than the K-12 program, depending on the number of students enrolled. Unless you are notified differently, the preschool will follow the same calendar as the rest of the school. (We will provide you with a school calendar at the beginning of the school year.)

## Preschool Daily Schedule 2022--2023 Ms. Mary Yamada

7:45—8:30	Breakfast
8:30—8:45	Morning Circle/Morning Message
8:45—9:00	1st Large Group Reading
9:00—10:15	Centers/Small Groups/Computer Thursdays (30 min.)
10:15—10:20	Clean-up
10:20-10:50	Outdoor Exploration/Large Motor Play
10:50—11:00	Transition/Wash Hands
11:00—11:30	Lunch/Oral Language Development
11:30—12:00	Lunch Recess
12:00—12:10	Transition/Water
12:10—12:30	Large Group Math
12:30—1:00	Nap/Quiet Time
1:00—2:15	Centers
2:15—2:30	Clean-up/Get Snack/Wash Hands
2:30—2:50	Snack/Oral Language Development
2:50—3:05	2nd Large Group Reading
3:05—3:15	Phonological Awareness
3:15—3:30	Closing Circle/Reflection/Sharing
3:30	Load Buses

### Outdoor Play

Weather permitting, we will play outdoors daily. If your child is well enough to be in the program, he or she will be considered well enough to play outdoors. The fresh air and the movement are needed daily for general well-being and healthy development. However, children will not be taken outdoors in inclement weather, based on the judgment of the teacher or director.

You can help your child enjoy this time outdoors by being sure that you dress her or him for the existing weather conditions. In winter this includes boots, warm coat, sweater, mittens, and caps.

### Field Trips / Walks

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby locations. The program will provide the same adequate responsible adult supervision for these excursions as is provided for the children while present at the preschool. Your permission for your child to participate in such excursions is part of this agreement.

### Show and Tell Policy

The purposes of show and tell are to encourage interests in life, build self-esteem, self-image, self-discovery, awareness, social skills, enhance vocabulary, and knowledge. Show and tell can be fun for children--they may share a part of themselves with others in more ways than one.

Staff will decide and agree upon scheduled show and tell days. Parents will be informed about show and tell days and about the reasonable size of an item for the child to bring. On their day, children may bring an item or they may choose to tell about something. Children may also choose to just watch and listen. During the day, staff may allow children to play, share, or talk about what they brought.

Staff must recognize the children's private property. Therefore, no child is forced to allow another child to play with his or her property.

We do not allow guns and war-related items at the preschool.

### Children's Belongings

Precious possessions, which your child would regret losing (and naturally would not want to share), should NOT be brought to school unless arrangements are made with the teacher for "show and tell." The district does not assume responsibility for materials brought from home. A "lost and found" is available within the room. We will give away unclaimed lost articles at the end of the year.

Each child should have a complete change of clothes (including underwear and socks) at all times in case of accidental wetting or soiling of clothes while at the preschool. Please check cubbies often to make sure a change of clothing is appropriate for the season and that these clothes still fit your child.

All items and belongings must be labelled with the child's name.

### Meals/Snacks and Supplies (Subject to Change)

A morning breakfast will be provided by the school cafeteria. A hot lunch will be available for all children not bringing their own lunch, and an afternoon snack will be provided as well, all prepared by an approved School Lunch Program and meets USDA requirements. Children are encouraged to feed themselves as much as possible.

If a child has any food allergies, you must notify the program in writing, including the symptoms resulting from the allergy and the remedies and precautions the school should take. If a child needs a special diet, the program must receive a statement from the child's physician describing the type of diet needed. The program will then make the necessary arrangements to accommodate this need.

### Behavior Guidance

Our program promotes a positive approach to managing the behavior of all children. Discipline at the program has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. To accomplish these goals, we use the following techniques on a regular basis:

#### Prevention

A well-designed and well-equipped classroom tailored to the developmental level of the children prevents frustration, interruption, and hazards. It offers privacy, independence, and easy adult supervision. In addition, the daily routine provides enough time for play, a sense of security, little waiting, and few transitions.

#### Positive Redirection

The basic procedure used in all classrooms is positive redirection, which is redirecting unacceptable behavior to an acceptable alternative. This may be enhanced by verbal praise. We praise children for their appropriate behavior and successes by describing what we see and how we feel.

#### Modeling

We provide teacher-modeled appropriate behavior and communication, and positive peer models, to help children learn responsibility for their actions.

#### Limit Setting

We have a few clear, simple rules that vary according to the developmental level of the children. In establishing rules, each teacher follows these guidelines:

1. Tell children what they are to do in a positive tone.
2. Post rules prominently throughout the classroom for parents and staff to read.
3. Explain rules to students and apply rules consistently.

### Problem Solving

We appeal to the preschooler's growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Teachers help children identify and express their needs and feelings and encourage them to make positive and safe choices.

### Managing Behavior

When a child has a physical or emotional outburst, we provide comfort and privacy. This allows the child to regain composure and ensures the safety of other children and staff. A "time to refocus" will be used only if necessary, when a child is unable to break a pattern of negative or attention-getting behavior. This is not a punishment, but a time of renewal for the child. When the child has regained control, he or she will be allowed to join the group. If the child cannot regain his/her composure and continues to have physical or emotional outburst(s), the child will be referred to the school administration for appropriate discipline. The parents/guardians will be called once discipline has been determined. When certain instances arise, the school discipline policy will supersede any other policy.

### Transition Plan

During the last month of the school year, the Preschool children are supported in transition from Preschool to Kindergarten with once a week visits to the Kindergarten classroom. During these one-hour visits, they participate in routines and lessons conducted by the Kindergarten teacher, alongside the Kindergarten students. The Preschool children also join the Kindergarten students for lunch (on regular sized tables) and for after lunch recess. All parents are invited to be a part of this transitional process and are encouraged to express any concerns they may have.

Preschool children are included in all activities the school provides.

The children are enrolled in the district and information is treated the same for all students.

### Multicultural Policy

Our program is committed to Multicultural education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff, and community. By recognizing the impact culture plays on families, we will attempt to provide culturally responsive services by affirming human differences and the right of people to make choices about their own lifestyles. We seek to recognize, appreciate, and respect the uniqueness of each child. We will:

- Recognize the beauty, value, and contribution of each child.
- Foster high self-esteem and positive self-concept in children.
- Teach children about their own culture.
- Introduce children to other cultures.
- Give children a positive experience exploring similarities and differences.
- Encourage children to respect other cultures.
- Increase children's opportunities to talk and play with people who are different from them.
- Help children to be group members.
- Help children live happily and cooperatively in a diverse world.
- Help children notice and do something about unfair behavior and events

## Abuse and Neglect Policy

All teachers and aides must report any suspected physical abuse, sexual abuse, or neglect to the proper authorities.

Child abuse and neglect (maltreatment) are serious and widespread problems. It is estimated that in the United States more than one million children are victims of physical abuse or neglect each year. At least 2,000 children die annually from circumstances associated with abuse or neglect. Statistics show that nationwide, as well as in New Mexico, the largest number of referrals on child maltreatment comes from the schools.

The following information is taken from the New Mexico Children's Code (New Mexico State Statute 30-6-1), the law regarding abuse and neglect.

A. Any licensed physician, resident, or intern examining, attending, or treating a child, any law enforcement officer, registered nurse, visiting nurse, school teacher, or social worker acting in his or her official capacity, or any other person knowing or suspecting that a child is an abused or neglected child, shall report the matter immediately to:

1. The criminal prosecution division of the office of the district attorney; or
2. The county social services office of the human services department in the county where the child resides; or
3. The probation services office of the judicial district in which the child resides; or
4. The toll-free child abuse hot-line, 1-800-348-3456.

B. Definitions:

1. A "child" is an individual who is less than 18 years old.
2. A "neglected child or abused child" means a child:
  - a. Who has been abandoned by his or her parents, guardian or custodian; or
  - b. Who is without proper parental care and control or subsistence, education, medical, or other care or control necessary for his or her well-being because of the faults or habits of his or her parents, guardian, or his or her neglect or refusal, when able to do so to provide them; or
  - c. Whose parents, guardian, or custodian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity; or
  - d. Who has been placed for care or adoption in violation of the law; or
  - e. Who has been physically, emotionally, psychologically, or sexually abused by his or her parent, guardian, or custodian; or
  - f. Who has been sexually exploited by his or her parent, guardian, or custodian; or
  - g. Whose parent, guardian, or custodian has knowingly, intentionally, or negligently:
    1. Placed the child in a situation that may endanger his or her life or health; or
    2. Tortured, cruelly confined, or cruelly punished him or her.

C. Immunity

Anyone reporting an instance of alleged child abuse or neglect or participating in a judicial proceeding brought as a result of a report is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by law unless the person acted in bad faith or with malicious purpose.

## Lost or Missing Children

If it is determined that a child is missing or lost, the teacher or person in charge will immediately notify the local police or sheriff, the program director, the parents, and other authorities as required by state regulation. If on a field trip, the management of the facility will also be notified to assist in the search for the child.

## Procedures for Recruitment, Enrollment, and Attendance

El Rito Schools will conduct an annual child find for the purpose of identifying students.

Compulsory attendance is not mandated for Preschool students; however, districts communicate with parents regarding attendance.



**El Rito Preschool**  
**Parent Policy Agreement**

I understand that the information in the Parent Handbook is critical. I have received a copy of the current handbook, and I have read it (or will do so) prior to the beginning of the school year.

It is my responsibility to see that the school has up-to-date information on my child at all times. Should my child's contact information change, I will inform the school immediately.

I understand that my child cannot be admitted to class without an up-to-date immunization record on file. It is my responsibility to keep that record current.

I understand that I must meet with the Preschool teacher prior to the first day of school, and I must attend scheduled Parent/Teacher Conferences three times during the school year, unless special arrangements are made.

I understand that I must not bring my child to school before 7:45 a.m. or leave him or her at the school after 3:30 p.m.

I understand and agree that photographs or video recordings, which may include my child, may be made at El Rito Preschool and that these photographs or video recordings may be used for educational or promotional purposes or otherwise displayed or reproduced in the course of business at El Rito Preschool.

I understand that important school news may be placed in my child's backpack throughout the school year. I agree to be responsible for securing this information in order to keep updated on important school events and activities.

I understand that, although Preschool is not mandated for Preschool children, it is very important to send my child to school on a regular basis, unless illness or special circumstances prevent me from doing so.

I understand that my child will be screened and must receive the following health screenings by a school health care professional or private provider prior to the beginning of the program or within the child's first 3 months of attendance: Well child screening, Hearing screening, Vision screening, Dental screening, and Developmental screening with a social emotional component.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date





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# MESA VISTA CONSOLIDATED SCHOOLS

## Staff Directory

Phone:(505)583-2316

Fax: (505)583-2105

**Ojo Caliente  
Elementary**

**Extension**

District Wide Principal	Richard Apodaca	1201
Assistant Principal	David Salas	2310
Secretary	Sylvia Gurule	1100
4 <sup>th</sup> Grade	Kimberly Vigil	1221
5 <sup>th</sup> Grade	Lynne Nichols	1225
6 <sup>th</sup> Grade	Javier Arellano	1227
Cooks	Judy Rivera/ Patricia Garcia	1204
<b>Central Office</b>		
Phone: (505)583-2645 Fax: (505)583-2815		
Superintendent	Albert Martinez	1301
Payroll/Acct Pay HR/Exec	Jessica Lovato	1303
Asst.Transport/ Cafeteria	Monica Zamora	1300
<b>MV Middle/High School</b>		
Phone: (505)583-2275 Fax: (505)583-9133		
District Wide Principal	Richard Apodaca	1201
Assistant Principal	David Salas	2310
Athletic Director	Eric Vigil	1310/1224
Secretary	Sylvia Gurule	1100
Edgenuity	Amanda Griego	1103
Curriculum Director	Thomas Vigil	1200
Counselor	Kelly Cramer	1102
Maintenance	Anthony Vigil	1104
High School Math Teacher	Antonio Lopez	1122
MS/HS Teacher	Victor Jaramillo	1123
Social Studies Teacher	Victor Coronado	1129
MS/HS Ag Teacher	Connie Lujan	1132
MS/HS SPED Teacher	Pamela Gurule	1302

Gym/PE/Health Teacher	Eric Vigil	1124/1310
MS English/ Math Teacher	Bernadette Archuleta	1121
MS/HS Teacher	Renee Pena	6786
Art/ English	Lorraine Skelton	1189
School Based Health Clinic	Alycia Campos	2309/7006
Interventionist 4 <sup>th</sup> – 6 <sup>th</sup>	Erika Vigil	1224
<b>El Rito Elementary</b> <b>Phone: (575)581-4723</b> <b>Fax:(575)581-4403</b>		
District Wide Principal	Richard Apodaca	1501
Assistant Principal	David Salas	1501
Secretary	Cindy Garcia	1500
Pre-K	Mary Yamada	1504
Kindergarten	Jerralynn Terrazas	1505
1 <sup>st</sup> Grade	Mary Shoemaker	1507
2 <sup>nd</sup> Grade	Jennifer Lucero	1508
3 <sup>rd</sup> Grade	Teresa Sandoval	1502
Cafeteria	Rachelle Gallegos	1513
Interventionist Pre K – 3 <sup>rd</sup>	Larissa Pena	1515
Counselor	Kelly Cramer	5102