



Parent Handbook

Stepping Stones Preschool/Child Care

Director: Cynthia Zbiegien

111 Industrial Park Loop NE

Rio Rancho, NM 87124

Phone (505) 333-8193

E-mail: steppingstonespreschool505@gmail.com

Welcome!

We are delighted that you have chosen us to provide for the needs of your child. You and your family are encouraged to visit us prior to the first day of enrollment to give us and your child an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our schedule, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. We are happy to address any of your questions or concerns. Once again, welcome!

Mission Statement

At Stepping Stones Preschool/Child Care children are encouraged to discover their individual strengths and unique talents. We believe that each child possesses a capacity to learn at their own pace. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!

Our Philosophy We believe...

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- Teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to and enhance the quality of care offered in our program.

Stepping Stones Preschool welcomes those of diverse faiths, ethnic origins, and race.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things, we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum:

- During enrollment we encourage families to share their home traditions with us and always have an open door policy for you to join us during our day.
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.
- Our teachers follow "Experience Early Learning Curriculum" and incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned areas.

Curriculum Statement

We believe that young children best learn by guided exploration through play with some direct instruction. Therefore, our schedule reflects a balance of exploratory learning, small group work, and some large group sessions. The teachers begin by observing and assessing each child's development and then include targets and activities for the individuals in their lesson plans. This happens on a regular basis and is reported to parents at least two times a year.

We also will promote the child's social and emotional development by teaching them manners, how to share, and teaching them about the world and people around them. Our playground is equipped to encourage development of both large and small motor skills and outdoor activities our planned learning times. Our

classrooms are set up with learning centers so that children may choose between different stimulation activities such as creative art, dramatic play, sand and water science, math and numbers, books, blocks, creative writing, music and manipulatives. Children are encouraged to play in all areas, which are set up to be opportunities for learning through discovery and exploration.

Our main curriculum is Experience Early Learning, a researched preschool curriculum that nurtures the whole child and supports the child's social, emotional and intellectual growth. Mother Goose Time offers monthly curriculum kits of theme-based, hands-on activities, art projects and early literacy and math games. The curriculum inspires both educators and children to experience learning through creative expression, play and open-ended discovery. Mother Goose Time preschool curriculum supports a child's social-emotional, physical and cognitive development. We also use Heggerty daily phonological and phonemic awareness lessons. It is a systematic 35 week program of daily lesson plans that provide a high level of explicit modeling and student engagement.

Inclusion Policy

Stepping Stones Preschool & Child Care is committed to supporting the needs of our various student populations. We value student diversity and respect individual learning differences, working to meet students where they are and helping them grow through scaffolded support. Our program believes inclusion is an ongoing process designed to increase access and engagement in learning for all students by identifying and removing barriers in a culture of collaboration, respect, and support. We believe that every student comes to us with unique needs; therefore, our Inclusion Policy celebrates the diversity of our students. With parental consent here is the process our facility follows.

Student identification:

Teachers, administrators, or concerned parties can refer students who may need special education services based on academic performance, behavioral concerns, or developmental delays to Child Find or appropriate agency.

Evaluation process:

Consent of parents: a team of professionals, including teachers, specialists, and sometimes outside evaluators, conduct assessments to determine if a student has a disability that impacts their education and qualifies for special education services.

Eligibility determination:

Based on evaluation results, a team decides if the student meets the criteria for special education services and is eligible for an IEP.

IEP meeting:

A meeting is held with parents/guardians, teachers, specialists, administrators, and sometimes the student (depending on age) to develop a personalized IEP outlining the student's current academic and functional performance levels, measurable goals, specific accommodations and supports needed, and how progress will be monitored.

Service delivery:

Teachers and other staff implement the IEP by providing the outlined accommodations, related services (like speech therapy or occupational therapy), and modifications to the curriculum as needed.

Progress monitoring:

Regular data is collected to track the student's progress towards their IEP goals, and necessary adjustments are made to the plan as needed.

Review and updates:

IEPs are reviewed periodically (usually annually) to assess the student's progress, make necessary changes to goals and services, and ensure the plan continues to meet their needs.

Parent involvement:

Parents/guardians will be actively involved in the IEP process, including participating in meetings, providing input, and being informed about their child's progress.

PETS:

There is a service dog (Roamie) on the premises M-F 7 a.m. to 5 p.m. She is fully vaccinated and licensing has her vaccines on file. If you have any concerns, please contact the Director. The dog stays primarily in the PreK room.

PROGRAMS

Infants – 6 weeks to 15 months

Toddlers – 15 months to 36 months

NM PreK (Grant) – 3 years to 5 years (Must be Potty Trained and turn 3 by September 1st)

Before and After School – 5 years to 12 years

Summer Camp - All ages

RECRUITMENT PLAN

Stepping Stones Preschool recruits children via many resources. We use social media campaigns, post openings on community boards around the city and we also collaborate with other child care centers in Rio Rancho and we share lists on google drive.

HOURS OF OPERATION

The Preschool/Child Care will be open from 7:00 am to 5:00 pm Monday through Friday. Hours of care will be contracted from child to child. You are welcome to visit us anytime your child(ren) is present. You are asked to avoid visiting/pick up/drop off during nap/quiet time (about 12:45 – 2:30 pm). Parents are also free to call the Director at any time. If we do not answer, please leave a message or text and we will call you back as soon as we are finished with the current activity.

ENROLLMENT REQUIREMENTS

Parents agree to complete all forms required and given by the Director/Teacher. Parents agree to update personal information as it occurs. Parents understand that a child cannot remain in care without proper documentation on file. Please be sure to notify Stepping Stones Preschool of any changes that may occur. It is very important that we have the most up to date information to ensure your child's safety.

Signed Contract

Child's Birth Certificate

Current copy of Immunizations or exempt form

Handbook acknowledgment form

Family Information and Alternate Contact Release Form is signed and dated

Non-Prescription Medical Release Form. No child will be given any medication unless written permission and the Non-Prescription Medical Release Form is signed and dated. **(Prescription medicine will NOT be administered by the Director/Teacher under any circumstance!)**

Photograph Authorization Form

Transportation Authorization Form

FEES FOR CARE 2025

Please see the program director for prices.

**Please indicate the enrollment options you would like for your child:
FULL DAY PRESCHOOL/CHILD CARE OPTIONS
(Fees are based on enrollment, not daily attendance):**

Number of Days	Pick-up (3:00)	Pick-up (5:00)	Desired Days
5-day _____	_____	_____	M T W TH F
Program Option~ Full-year _____ 10-month (ends in June) _____ Summer (July/August)_____			

GUIDANCE POLICY

All discipline will be consistent and age appropriate. It will include positive guidance technique, modeling and encouraging expected behavior, redirecting the children to more acceptable activities, setting clear limits, and intervening to enforce consequences for unacceptable, harmful behavior. If these techniques are not effective parents may be notified or the Director will request that the child be picked up immediately.

DISCIPLINE PROCEDURES

Practices that are prohibited are:

- Physical punishment
- Withholding of meals
- Abusive or profane language
- Any form of public or private humiliation
- Threats of physical punishment
- Withholding of rest time or bathroom privileges
- Unsupervised isolation of the child
- Any other type of punishment that is hazardous to the physical or mental health of the child.

Children whose behavior poses a danger to themselves and/or others, will be physically restrained by a staff member and will be held quietly until they gain self-control. If a pattern of aggressive behavior is displayed by a child the Director will request a meeting with parents/guardians. If a resolution cannot be reached the child will be dis-enrolled.

EXPULSION

Every child enrolled will have a two-week probationary period Stepping Stones Preschool reserves the right to terminate the enrollment agreement at any time with a family for any reason, including, but not limited to the following:

1. Chronic disruptive behavior that interferes with the provision of quality of care for the other children in the program.
2. Nonpayment of fees and tuition.
3. Physical and/or verbal abuse to staff or children by parent or child.
4. A child and/or parent whose needs our program cannot meet adequately.

5. Failure to observe the rules and policies of this Center as outlined in the parent handbook.
6. Failure to complete required hours per **NM PreK grant (1080 hrs)**
7. Failure to attend hours approved for by ECECD child care assistance contract.
8. Excessive absences from the program (non medical reasons)

The staff at Stepping Stones Preschool makes every effort to meet each child's individual needs and to provide an optimal setting for each child. If, after a conference with the parent, and the Director/Assistant Director we feel that the child's needs cannot be met, a more appropriate setting may be recommended. Owner/Director reserves the right to dis-enroll a child immediately if the violation is extreme. Please remember if you plan on dis enrolling your child you must give 2 weeks notice prior dis enrollment to avoid additional charges. We require a two weeks' notice that your child will be leaving Stepping Stones Preschool's Child Care. If your account is one-week delinquent, your child will be dis enrolled and will not be able to return to the center until full payment is rendered. If you are on vacation more than two weeks your child will be dis enrolled. Whether the child would be able to return will also be based on available space.

TUITION AND FEES

Stepping Stones Preschool offers several payment plans for full time and part time rates. Monthly payments are due by the 1st of every month if paid after the 1st of the month a \$5.00 per day late fee will be charged. If you choose to pay by the week, payment must be received on Monday of that week. If your child is not in attendance on the first of the month or on Monday, payment must still be made. The family is allowed one week vacation per year and days are to be taken consecutively, not broken up between weeks; otherwise your tuition must be paid to hold your spot. If your child is enrolled as part time you will not be eligible for vacation. State reimbursement contracted customers must pay their co-pay by the 1st of every month or you will be charged a \$5.00 per day late fee. ANYONE USING EXTRA HOURS NOT IN THEIR CONTRACT WILL BE BILLED NO EXCEPTIONS! We do not reimburse or discount tuition for unused or sick days. Any unpaid tuition will be reported to a collection agency. Failure to pay tuition will result in dismissal from Stepping Stones Preschool, Inc. There is a \$60 per child annual fee charged at enrollment. This fee is used for supplies that are needed throughout the year. Tuition and/or fees are non-refundable.

There will be a \$25.00 returned check charge. From that point on tuition will be accepted in cash only. ECECD Contract Hours-Parents on a ECECD contract need to make sure that they follow their contract agreement. Parents need to make sure to have their children dropped off/picked up according to their contract agreement time. Failure to follow agreement may result in being charged drop in rates or dismissal from Stepping Stones Preschool, Inc. Late pick up fee: NM PreK hours are 8:30 am to 3 pm if you dont have after care set up, late fees apply after 3 pm! SSP child care hours are 7 am to 5 pm and we close promptly at 5:00 pm no exceptions will be granted. Therefore a \$5.00 per minute fee will be charged. The fee will increase to \$10.00 per minute after 5:15 pm. Children may not return until fee is paid. Emergency contacts will be contacted if we have not heard from you by 5:15 pm. Authorities will be notified if we cannot make contact with anyone listed on the childrens "Emergency Contact Form."

HOURS OF OPERATION/HOLIDAYS

Stepping Stones Preschool is open from 7:00am-5:00pm Monday thru Friday. We will be closed for the following Holidays:

- New Years Eve & Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth

Independence Day (We close for the week)

Labor Day

Indigenous Peoples' / Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day (We close for the week)

We will also close early at 4pm on Good Friday & Halloween.

TRANSITION PLAN

Stepping Stones Preschool & Child Care has implemented strategies to successfully transition children and families into and out of our classrooms.

Transitions INTO our Center.

Prospective family visits—families considering enrolling their children are invited to visit the Center for a tour. During this tour, families learn of our approach to teaching and learning (philosophy), see our learning environments, meet our teaching staff, and have opportunities to have their questions answered. The goal of this visit is to make sure that our Center is a “good fit” to prospective families. Upon enrollment parents are provided with a comprehensive Family Handbook. This handbook clearly explains the Center’s purposes, policies, and procedures.

Family information sheet—when a family chooses to enroll, we provide the parents with several forms to complete. One form is a “Family Information Sheet.” This document provides parents the opportunity to tell us all about their child and their family. After this form is returned the Director, Assistant Director and teachers of the room, read the form as a means of getting to know the child and family better.

New family welcome—teachers warmly welcome new (and continuing) children into the classroom with a well prepared learning environment and warm interactions.

New family info sharing—teachers encourage parents to call later in the day to see how their child is doing. Teachers also try to send a quick text during nap time so parents can know how their child’s first day is going.

Transitions WHILE enrolled:

Transition schedule: As we find your child is ready to transition from one classroom to the next; the following steps take place.

* Parent/family is contacted for approval

* Letter is sent to families outlining expectations of new room, copy of schedule, etc.

* A 3 day transition schedule takes place: (Ex: Day one: Child visits for one hour. Day two: Child visits through nap-time. Day three: child spends entire day in new room.

Blended classroom—we open and combine two classrooms (Toddlers & Preschool) from 7:00 – 9:00 am. During the summer months if the enrollment is low we close a classroom and combine children in a mixed-age classroom. helps our preschoolers develop relationships with their older peers thereby making moving from to our Older Classroom easier at the start of the fall semester.

Community Services and Specialists—when children enrolled in our Center have special learning needs necessitating the use of specialists (ex., speech or physical therapists), the specialists spend time at the Center either working with children directly in the classroom or in our multipurpose room.

Transitions WITHIN the program day.

Written daily routine—each of our classrooms follows the same daily routine. (Posted). This routine includes: free play/choose areas, breakfast, lunch, snack time, bathroom breaks, group time, small/large group activities, and outdoor play time.

Plentiful time for play—we minimize the number of transitions we have by providing generous amounts of playtime.

Notice of change of activity—prior to switching activities (ex. from child-choice play time to group time), teachers walk around the room and give children time reminders such as “in ten minutes, we will be cleaning up for group time. For example, at the conclusion of meal time, the teacher not facilitating meal time sends children in small groups to the bathroom for hand washing. This process minimizes waiting time.

Summary

The above mentioned practices are consistently implemented to help children and families to best handle the various transitions that they face as they enter our center, while enrolled in our center, and as they exit our center. Since one of our goals is to develop lifelong learners, we believe that helping children and families learn to successfully navigate transitions while they are with us will help them learn the skills needed to handle transitions in their future.

POTTY TRAINING POLICY

Potty Training Policy for Pre-K Rooms - Children must be fully proficient in potty training. In order to bring your child to Stepping Stones Preschool classrooms, he/she must have been going through the potty training stage for at least two to three full months, being consistent with using the toilet with the help of a parent or adult with minimal accidents. Teachers will assist in some wiping. Each case will be viewed individually, but please make sure to communicate with staff on how toileting works at home and any specific words/phrases that are used at home, this will enhance the progress. Potty training needs to begin at home and then supported at the center. We want to help and support families during this transition but it needs to start at home first, our classrooms are busy with activities and it takes staff away from the classroom to change a child. It is important to bring changes of clothes and any extra items needed in their backpack in a ziploc bag. If your child has an accident, the soiled clothing will be in a bag in your child’s cubbie or backpack. There will be a note on Procure when the child is in need of more clothing items at school.

TOILET TRAINING

We will be glad to assist you when your toddler child is ready to start toilet training. We will not train your child for you! This is an important period for your child and is generally most successful when we work together. You must provide at least two complete changes of clothing, including socks, and an adequate supply of training pants or pull-ups for your child. Clothing should be easy to get on and off. Children will be changed every 2 hours and will sit on the toilet regularly for exposure to toilet training skills. We help with potty training in our toddler room when children show signs of being ready. If your child is in diapers bring a minimum of five diapers for each day your child is enrolled or you may bring a full package of diapers. Diapers will be labeled with your child's name and you will be notified when to re-stock. A notification on Procure will be posted with each child's daily meals and diaper changing. Needs and Service plans must be updated every 3 months.

SNOW DAYS

Stepping Stones Preschool follows the RRPS inclement weather policy or if adjacent facilities are on a weather delay we will follow too. We will notify everyone via Procure or our Facebook page. If a two-hour delay occurs, we will open at 9 am. If RRPS is closed Stepping Stones Preschool will be too.

CHECKING IN/OUT (Procure)

Parents Initials _____

Checking your child in and out is a regulation of the child care licensing bureau stating that a record of the time the child arrived and left the center and dates of attendance; initialed by the parent/guardian or person authorized to pick up the child must be kept. An adult must be the one to bring the child in and be the one to sign them in/out for the day. Please escort your child into the building and make sure the teacher is aware of your child's arrival or departure. **If children are not signed in or out you may be charged for our before or after school care rate!** Anyone picking up your child must show proper ID and be listed on your child's enrollment or consent form.

OFF HOUR SERVICES

Stepping Stones Preschool prohibits any employee from babysitting any child attending our program after hours. Please find care for your child elsewhere! If an employee is found to be caring for a child after hours, Stepping Stones Preschool, Inc. is not responsible and can be a conflict of interest. Fraternalizing with employees is not allowed outside of child care hours. Employees and families abusing these policies may be immediately terminated.

DAILY SCHEDULE

Children can expect a typical day to consist of these activities

- 7:00-8:30 Greetings/Arrival/Free Play
- 8:30-9:00 Breakfast/Snack
- 8:30-8:45 Wash hands/Bathroom
- 8:45-9:00 Transition to classrooms
- 9:00-10:15 Circle Time/Planned activities
- 10:15-10:45 Free Play in Designated Areas
- 10:45-11:00 Bathroom/Hand Washing
- 11:00-11:30 Outside Play
- 11:30-11:45 Clean up/Bathroom Hand Washing/Set Table
- 11:45-12:15 Lunch
- 12:15-1:45 Rest Time
- 1:45-2:30 Bathroom/Hand washing/Table Activity
- 2:30-3:00 Afternoon Snack
- 3:00-3:15 Clean up/Hand Washing/Dismissal
- 3:15-3:45 Free Play in designated areas
- 3:45-4:00 Clean up
- 4:00-4:30 Dance/Movement
- 4:30-5:00 Outside Play/Departure (Circle time in winter)

DRESS CODE

Parents please make sure to dress your child comfortably and appropriately according to weather conditions. Shoes and socks or sandals are always a must. Please also bring a complete labeled change of clothes that they may keep in their cubby for emergencies. Please remember messes do happen from time to time, so please do not dress children in clothes that are not replaceable.

MEALS

Stepping Stones Preschool provides morning snack/drink and afternoon snack/drink. Children participate in family style dining. Staff is encouraged to dine with children at meal times as well as for children to serve themselves so that they develop a sense of choice. The center does not provide meals for the children therefore the parents or guardians are permitted to bring outside food into the center in a lunch box to be kept in the school's refrigerator and warmed at lunch time if needed.

ABSENCES

Please notify Stepping Stones Preschool by Procure as soon as possible if your child is going to be absent for the day. This helps us with any illnesses that the child has and also with staffing.

FIELD TRIPS

NM PreK does take 2 field trips during the year!

ILLNESS AND HEALTH POLICIES

Parents/Guardians are the best judge of children's health and we trust you will not bring a sick child to the center. However, if in the opinion of the office staff after conducting a quick health assessment of your child when you arrive it is determined that your child is sick you will not be allowed to leave him/her that day. If your child has had more than one loose stool during the previous night do not bring her/him to the center. If your child has been seen by a doctor and has been prescribed antibiotics do not bring the child to the center until she/he has been on the antibiotics for a full twenty-four hours. The following will be considered in determining if your child will not be allowed to stay and must go home:|

- Fever of 100.4 degrees or more
- Inflammation of the eyes
- Vomiting
- More than one incidence of diarrhea
- Suspicion or confirmation of a communicable disease
- Rash of unknown origin
- Has been on an antibiotic for less than 24 hours.

If your child becomes sick during the day, you will be notified and asked to pick up your child within thirty minutes. Please keep your child home if he or she has a fever or otherwise appears ill. Contagious conditions such as head lice, impetigo, and conjunctivitis require treatment before your child can return to the center. Please notify the center immediately if your child is diagnosed with a communicable disease such as strep throat, chickenpox, or pinkeye. Under no circumstance may a parent bring a sick child to Stepping Stones Preschool, Inc. Do not bring your child if he or she shows any signs of illness or is unable to participate in the normal routine or regular program. Contagious diseases must be reported to the Director by the parent as soon as the illness has been diagnosed, so that other parents may be notified of the exposure. When a potentially contagious illness occurs a note will be sent home to parents of children who may have been exposed. To keep all children as healthy as possible, we ask that you keep your child home if there are any signs of:

- Fever
- Vomiting
- Pain
- Diarrhea
- Coughing
- Nasal discharge
- Conjunctivitis

After your child has been ill, it is important to adhere to the following guidelines when determining whether your child is ready to return to the program; mood, appetite, behavior, and activity are normal again, and /or if there has been no fever for 24 hours or more, Antibiotics (if prescribed) have been used for a full 24 hours. Vomiting and diarrhea has cleared for 24 hours or when frequent coughing and excessive nasal discharge is resolved. Finally, when pain, earache, cramps, headaches, etc. has been resolved.

Stepping Stones Preschool is a nit free center. If nits are found children cannot return to SSPCC until they

are completely free of all nits. Upon your child's return the director will do any inspection and determine if your child can return.

Despite the best intentions and careful monitoring of potential safety hazards minor injury is inevitable in childcare. All minor injuries will be treated with soap and water, ice and band-aids may be applied. We are required to keep a written record of accidents that occur to children while in our care. All accident reports are located in the office. In addition, we will supply you with a written record of the incident listing as many details related to the injury as possible. If your child suffers from a more serious accident or suffers more than a minor injury, we will notify you or the emergency contacts listed on your registration form by phone immediately to pick up your child. If the injury is serious enough to warrant immediate medical attention, we will call 911 first and then we will immediately contact you. Be sure that medical information is completely filled out on your child's enrollment and registration forms. Please make sure that we have a number where you can be reached every day. Parents are responsible for all cost involved in emergency medical treatment, including emergency transportation, if required. Neither the Director nor Stepping Stones Preschool will be liable for any sickness/injury or cost of treatment of either parent/guardian or child while on the premises. We do regular monthly fire drills so that the children are prepared in case of an emergency. If there is an emergency that requires evacuation children will be directed to either of the following locations:

Calvary Chapel Rio Rancho, 138 Frontage Rd NE, Rio Rancho, NM 87124 (505) 896-2990
Sunrise Veterinary Clinic, 132 Frontage Rd NE, Rio Rancho, NM 87124 (505) 892-6538

COVID-19:

Front door drop offs/pickups

Daily health screenings w/ temp

No fever over 100.4

Children over 2 years are required to wear a mask indoors (if required by State mandate)

Hand washing upon entry

Disinfecting toilet hands/sink handles before and after each use

Teaching tots to use a tissue to flush the toilet

No visitors (other than parents/employees)

No community visits (Parks/public library)

MEDICATION POLICY

Stepping Stones Preschool DOES NOT administer any medications! The only exceptions to this will be the following:

Teething medication

Diaper Rash Crèam

Sunscreen

A permission slip must be completed by parents before the above medications can be administered.

Special Circumstances we will administered epipen and inhaler in a emergency when permission slop is signed.

MEDICAL CONDITIONS

Be sure to notify us of any special medical condition that warrants our attention. This is especially true of allergies. Please make sure we are aware of any **dietary restrictions and/or food allergies** that your child might have. You must notify us if there is any other medical condition that your child has that might require special care from our staff.

PARENT INVOLVEMENT

Our staff welcomes and will encourage parent involvement throughout our programs. The classrooms and playground are always open for participation and observation. Feel free to join your child for lunch, rest, or a designated time of the day. All visitors will be asked to sign in with the Director. Perhaps you could share your

career or cultural background, Stepping Stones Preschool welcomes all parent interaction with the kids. Good communication between staff and parents is also essential. Please let us know if there have been any significant events in your family's life that could affect your child. In return staff members will update you often as to how your child's day went or any new skill or accomplishment they have experienced. Please feel free to talk to any staff members any time during work hours if you should have any questions or concerns.

BIRTHDAY/HOLIDAY CELEBRATION

We celebrate each child's birthday unless otherwise requested by parents. When you bring a treat for your child to share with classmates on her/his special day please let us know. Out of consideration for all children please do not distribute invitations for private parties unless all children are invited. Stepping Stones Preschool does celebrate numerous holidays throughout the year. Stepping Stones Preschool will educate children of holiday celebration within different cultures of the world. Stepping Stones Preschool, Inc. s celebrates holidays with a theme party and activities. If you do not wish your child to participate you may want to make arrangements for him/her not to attend the day of the party. If your family would like to contribute snacks, please make sure to bring enough for the entire class.

ITEMS FROM HOME

We ask that items from home not be brought into the center. If your child brings toys from home, we cannot be responsible for lost or broken items. If items are brought to the center a staff member will take the item and leave it in the office for a parent or guardian to pick up at the end of the day.

NAP

All children are required to have a rest period in the afternoon. We provide each child with their own cot. Children need to bring a blanket or nap sack from home for nap time. Stepping Stones Preschool asks that parents take sleep items home every Friday for washing. Please remember to mark items clearly for rest periods that are mandated by state law. According to New Mexico child care licensing regulations, "children under six years in the centers for more than five hours will have a rest period." Our nap time is from 12:30-2:30, as we are required, by law, to provide this time.

BITING POLICY

Children two years and under often bite themselves and other children out of frustration, confrontation, or even just teething. Unfortunately, biting can become a serious problem if not addressed immediately. Incident reports will be completed for the children who are bit AND for the child that does the biting. If after several incident reports are made and parents are aware of the problem and the biting continues, parents will be called to pick up their child if their child bites more than once in the day. If the child comes back and continues to bite the next day, the child will be sent home and asked not to return for one week. If after the week off the child returns and bites again, the child may not return (possibly until the child is three years old). A biting policy will be required to be signed if an incident occurs.

COMPLAINT PROCEDURES

Anytime parents are concerned with the daily activities at Stepping Stones Preschool, Inc's please feel free to contact the Director or Lead Teacher on Procure. We are here to provide the best care possible. We rely on your feedback to provide the best possible quality of care for your child.

CONFIDENTIALITY POLICY

All information about your child and family will be held in the confidentiality and will not be released to anyone without prior written consent from you unless court ordered.

CHILD ABUSE/NEGLECT

We are required by the law to report all suspected child abuse and/or neglect to the New Mexico Children, Youth and Families Licensing Department. Please understand that we have your child's best interests as our primary focus. To avoid an unnecessary call to CYFD, please let the management and staff know of any injury that may have happened at home due to an accident.

CHILD FOUND MISSING

Children are never left unattended. A staff member is present with all children at all times, whether inside or outside the facility. If a child is found to be missing from the facility after a thorough search, the parent will be notified immediately. The teacher will be informed, and a report will be made to child care licensing and to the Rio Rancho Police Department.

CUSTODY POLICIES

Only those people you have authorized to pick up your child will be allowed to do so. If there are custody issues in your family, please keep us informed. We cannot legally refuse a biological parent, whether listed on the registration form or not, access to his/her child unless there is a court order. If you have concerns regarding a non-custodial parent, keep us informed, obtain the necessary legal documents to protect your child, and be sure to keep a current copy of that documentation on file with us. Please do not put your child or our center children and staff in the middle of your family situation. We will require written permission or official documentation from any person not listed on the registration form as authorized to pick up your child before granting access to your child.

EMERGENCY AND SAFETY POLICIES

Procedures to be followed in case of accidents or emergencies involving a child and/or staff.

1. Employees trained in First Aid will administer First Aid except in case of an extreme emergency. In an extreme emergency, first aid will be administered only when necessary.
2. In case of an emergency parent's will be contacted immediately. When we are not able to reach the parents, the emergency contacts provided by the parents will be contacted.
3. If neither the parents nor the emergency contacts are available, the doctor listed on the registration form or pediatrician or the pediatric clinic at UNMH 505-272-2345 will be contacted. In an extreme emergency, we will call 911.
4. In case of possible head, back, or neck injury or if there is an obvious fracture of arm or leg we will not move the child.
5. In case of fire or other event, requiring the evacuation of the building parents or emergency contacts will be called to pick up the children. If we are unable to return to the building, we will be at Calvary Chapel Rio Rancho, 138 Frontage Rd NE, Rio Rancho, NM 87124 (505) 896-2990 or Sunrise Veterinary Clinic, 132 Frontage Rd NE, Rio Rancho, NM 87124 (505) 892-65386. Emergency Cell Phone Number for Stepping Stones Preschool is 505-333-8193.

*Accommodations will be made for students/staff with disabilities.

FIRE DRILLS & INSPECTIONS

Each child will participate in fire drills as required by the state of New Mexico. The children are aware of our meeting place. These drills are not to frighten your child, but to teach them the skills they need in case of a fire. Our fire extinguishers are inspected monthly. The center has also passed safety requirements of a fire inspection from the City of Rio Rancho Fire Department. A fire escape plan and emergency phone numbers are located near the daycare's front door and in every classroom.

CHANGES TO POLICIES

Changes may be made to these policies as needed. The policies, contracts, and forms will be reviewed and updated as needed. Please give written notice of any changes that may occur, especially name, address, phone numbers (both you and your emergency contacts) and of updated immunizations.

Parent and Director/Teacher agree to comply with all policies above.

Child's Name: _____ DOB _____ Start Date: _____

Child's Name: _____ DOB _____ Start Date: _____

Child's Name: _____ DOB _____ Start Date: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Director/Teacher Signature

Date

Stepping Stones Preschool, Inc.
111 Industrial Park Loop
Rio Rancho, NM 87124
(505) 333-8193
Email: steppingstonespreschool505@gmail.com

Updated 1/24/2023

Parents Initials _____

Family Information and Alternate Contact Release Form

Childs Name: _____ DOB: _____ Gender: _____
Name of School Child Attends: _____
Date of Enrollment: _____ Date of Dis enrollment: _____

Mother Information:

Name: _____
Address: _____
Home Phone: _____
Cell Phone: _____
Work Phone: _____
Email: _____
Employer: _____
Address: _____

Father's Information:

Name: _____
Address: _____
Home Phone: _____
Cell Phone: _____
Work Phone: _____
Email: _____
Employer: _____
Address: _____

The Custodial Parent(s) is: _____

Alternate Contact:

Child will be released only to the custodial parent/guardian and the people listed below. If the custodial parent/guardian cannot be reached, the following individuals will also be contacted and are authorized to remove the child from the Director/Teacher in case of illness, accident, or emergency.

Name: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Work Phone: _____

Name: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Work Phone: _____

Name: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Work Phone: _____

We understand that it is my responsibility to update this form in the event that we no longer wish to authorize any of the authorizations listed above. We agree that this authorization will remain in effect during the term of my child's enrollment. We also agree that this is a legally binding form, and providing false information could be grounds for termination of Child Care services, forfeiture of retainer, or both.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Parents Initials _____

Non-Prescription Medication Release Form

We hereby (*circle one*) authorize / do not authorize Stepping Stones Preschool my child's Child Care Director/Teacher to use the following products on my child according to manufacturer's written instructions. We will not hold the above named Director/Teacher s liable for any allergic reactions or other symptoms when the products are used in accordance with these terms.

Baby Wipes, Diaper Ointments, Lotion, Baby Powder, First Aid Ointments, Vaseline, Insect Repellent, Sunscreen.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

The New Mexico Children, Youth, and Families Department included a provision in the New Mexico childcare regulations effective March 31, 1997. It states that sunscreen must be treated as a medication. Therefore, you need to provide sunscreen for us to apply to your child. Please sign below giving us permission to apply the sunscreen to your child.

Child's Name _____

Birthdate _____

Gender _____

Transportation Authorization Form

We hereby (*circle one*) authorize / do not authorize Stepping Stones Preschool Inc. my child's Child Care Director/Teacher , to transport my child(ren) _____ by car, public transportation, or walking. We understand that we will be notified in advanced of any field trips. We will also be responsible to provide any car restraints or booster seats necessary for safe traveling.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

We understand that it is my responsibility to update this form in the event that we no longer wish to authorize any of the authorizations listed above. We agree that this authorization will remain in effect during the term of my child's enrollment. We also agree that this is a legally binding form, and providing false information could be grounds for termination Child Care services, forfeiture of retainer, or both.

Parents Initials _____

Photograph Authorization Form

We hereby (*circle one*) authorize / do not authorize Stepping Stones Preschool Inc. my child's Child Care Director/Teacher , to photograph my child(ren) _____. To be used in Director/Teacher 's scrapbook, Facility's scrapbook, Facebook Daycare Group (Closed Group to only Daycare parents) or bulletin boards shown to current or prospective clients.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

We understand that it is my responsibility to update this form in the event that we no longer wish to authorize any of the authorizations listed above. We agree that this authorization will remain in effect during the term of my child's enrollment. We also agree that this is a legally binding form, and providing false information could be grounds for termination of Child Care services, forfeiture of retainer, or both.

Policies and Procedures Are Subject to Change At Any time.

Parent Acknowledgment of Parent Handbook

We acknowledge that we have read and understand all the rules and policies set forth by Stepping Stones Preschool, Inc. We will abide by all policies and procedures while my child(ren) is enrolled at the Stepping Stones Preschool, Inc. establishment.

Parent Name (Print) _____ Date _____

Parent Signature _____

Director's Signature _____ Date _____

Yearly Supply Fee Payment.

Yearly supply fee of \$75 will be collected in August every year and used throughout the year.

Received by: _____ Date: _____ Amount: _____

Parent Name (Print) _____ Date _____

Parent Signature _____

Director's Signature _____ Date _____

Parents Initials _____

Consent for Emergency Treatment/Medical/Surgical Care Authorization Form

We hereby (*circle one*) authorize / do not authorize Stepping Stones Preschool Inc. my child's Child Care Director to arrange for emergency medical/surgical/dental care and the treatment to preserve the health of our/my child(ren) _____.

We hereby voluntarily consent to the rendering of such care, including diagnostic procedures, surgical and medical treatment, and blood transfusions by authorized members of the hospital staff or their designees, and may in their professional judgments be necessary. We hereby acknowledge that no guarantees have been made to me as to the effect of such examinations or treatment on the child's condition.

We acknowledge we are responsible for all reasonable charges in connection with the care and treatment rendered during this period.

Name of Health Insurance Carrier: _____
Address of Health Insurance Carrier: _____
Phone Number of Health Insurance Carrier: _____
Health Insurance Carrier ID Number: _____
Insurers Name Account is under: _____

Pediatrician Name: _____
Pediatrician Phone Number: _____

Dentists Name: _____
Dentists Phone Number: _____

Child's Allergies: _____

Medication(s) child is currently taking: _____

Any medical conditions our staff should be aware of: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

We understand that it is my responsibility to update this form in the event that we no longer wish to authorize any of the authorizations listed above. We agree that this authorization will remain in effect during the term of my child's enrollment. We also agree that this is a legally binding form, and providing false information could be grounds for termination of Child Care services, forfeiture of retainer, or both.

Parents Initials _____

Medical Questions for Child

We are excited to have your student with Stepping Stones Preschool & Childcare. Your child's well being is of the upmost importance to us here at Stepping Stones Preschool and Child Care. Please answer the following questions regarding your child's medical visits. We will also provide you with resources for pediatricians, dentists, and vision centers in the area if needed.
Thank you

1. Has your child had a well child check up within the last year? Yes No

If yes, when? _____

2. Has your child seen a dentist within the last six months? Yes No

If yes, when? _____

3. Has your child seen an ophthalmologist within the last year? Yes No

If yes, when? _____

4. Has your child had a hearing screening? Yes No

If yes, when? _____

5. Have you filled out a ASQ form for your child in the past (maybe at a Dr. office)?

Yes No

If yes, when? _____