

TURQUOISE

TRAIL

CHARTER

SCHOOL

Early Childhood Handbook

**For Three Year Old,
Mixed-Age and Four
Year Old Programs**

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Welcome!

We are excited to offer your family an opportunity to participate in Turquoise Trail's Pre-K program for three and four-year-old children. This Family Handbook has been prepared to help answer any questions you might have specifically about Pre-K at Turquoise Trail.

Our dynamic Pre-K program offers five full-day classrooms with 16 to 20 students enrolled in each class. Our play-based Pre-K curriculum supports the growth and development of the whole child including:

- physical development, health and wellbeing
- literacy
- numeracy
- aesthetic creativity
- scientific conceptual understandings
- self, family and community, and approaches to learning.

As we are a public program, no funds are used for religious purposes.

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Mission Statement

Turquoise Trail Charter School Pre-K programs provide opportunities for students to achieve, create, play, problem solve and have fun while exploring new skills. Physical games and activities, healthy eating habits, academic successes and relationship building are the foundation of our curriculum and vision for student growth.

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Philosophy

The Turquoise Trail Charter School Pre-k strives to establish a safe, caring environment with a flexible structure that allows for individual and social growth. We create a space and program where children have access to a variety of indoor and outdoor activities and where they have the opportunity to make choices and explore new opportunities for self-awareness. The Pre-K staff are there to assist children with materials and supplies, act as partners in acquiring new skills, and become role models for cooperation, collaboration, problem solving and respect.



Curriculum Statement

The Turquoise Trail Charter School Early Childhood Program provides a diverse curriculum to support and develop creativity, physical awareness, healthy eating habits, productive study skills and strong relationships. Our program uses developmentally appropriate, structured play opportunities to guide their learning.

Our teachers provide a wide range of choices in activities, materials and equipment allowing children to explore new interests and develop their skills. We ensure that children have unique opportunities to participate in non-competitive, challenging and age-appropriate curriculum and activities, which promote physical and emotional growth.



Culturally and Linguistically Responsive Instruction

To promote equity for multilingual children, it is vital for educators to take intentional steps in the planning of their instruction to ensure it is developmentally, culturally, and linguistically appropriate for all children.

Our early childhood programs:

- Ensure respect for and celebration of New Mexico's multicultural and multilingual diversity.
- Deconstruct systemic racism, sexism, and other entrenched and unfair biases.
- Increase family engagement through a multi-generational approach that supports different family structures and addresses the integrated factors which affect family stability and well-being.
- Foster consistent transparency and clear communication to build trust in all areas and relationships with early childhood programs and tribal partners.
- Use developmentally appropriate approaches and inclusive practices for working with all children and families.



Family Engagement

Our Pre-K teachers offer six family engagement events each school year. We also schedule visits to each child's home before the first day of school and three family conferences per year.

Not only do the children and families get to meet their teachers during home visits, but our teachers and parents are given the opportunity to learn any pertinent information to help them design and develop instruction so children are set up for a successful school year. Any child entering our Pre-K programs during the year will receive a home visit as well.



2023-2024 Pre-K Calendar

https://docs.google.com/spreadsheets/d/1-kUBoGW82-XAfJHQnf_TlH3jdiACThRWwnyKh3003Ds/edit?usp=sharing

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Eligibility/Enrollment

All children enrolled in our NMPED 4 Y Program must have reached their fourth (4th) birthday before 11:59 pm, August 31st of the current calendar year.

All children enrolled in our ECECD Community Based Mixed Age and 3Y Programs must have reached their third (3rd) birthday before 11:59 pm, August 31st of the current calendar year.

Sixty-six percent (66%) of the children served must live within the attendance zone of a Title I school. Enrollment documentation includes a birth certificate and vaccination record. Any student living in New Mexico may apply to attend TTCS. TTCS advertises the lottery process on our website and on social media.

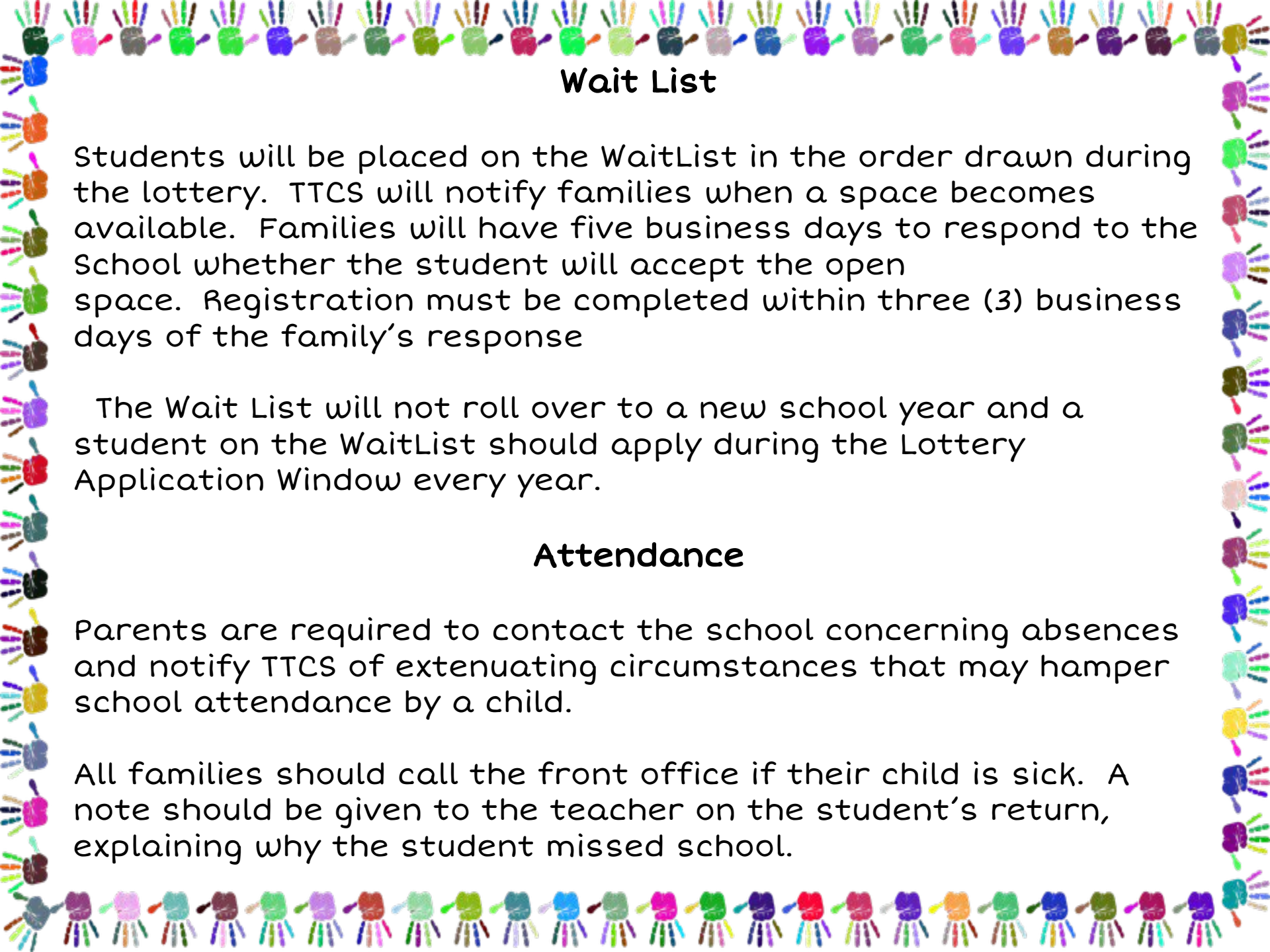
TTCS Early Childhood programming creates an environment where all young children have access to inclusive, high-quality, early childhood programs, where they are provided individualized and appropriate support to succeed in their learning environment.



Application and Lottery Process

Students wishing to apply to attend TTCS for the following school year must complete TTCS online application found at the "Lottery Link" on TTCS website during the Lottery Application Window. Families who do not have access to the Internet may use a computer at TTCS or contact the school for assistance (505) 986-4000.

After the Lottery Application Window has closed, TTCS will use a computer-based, random selection process to conduct a lottery to fill the open spaces from applications received during the Lottery Application Window. Once all open spaces are filled, students will be placed on a Wait List in the order selected by the random selection process. The date for the lottery will be announced on TTCS's website as well as on the Lottery application webpage.

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Wait List

Students will be placed on the WaitList in the order drawn during the lottery. TTCS will notify families when a space becomes available. Families will have five business days to respond to the School whether the student will accept the open space. Registration must be completed within three (3) business days of the family's response

The Wait List will not roll over to a new school year and a student on the WaitList should apply during the Lottery Application Window every year.

Attendance

Parents are required to contact the school concerning absences and notify TTCS of extenuating circumstances that may hamper school attendance by a child.

All families should call the front office if their child is sick. A note should be given to the teacher on the student's return, explaining why the student missed school.

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Collaboration and Coordination

Our Pre-K program is excited to work to create partnerships with all other pre-k and preschool community based organizations in Santa Fe. Our plan is to make family engagement a community wide practice.

Through agreements with other community partners, TTCS Pre-K will open its doors to invite families from every program to our family and community events and make our community resources available to all families in Santa Fe County.



Daily Schedule

Monday-Friday

| | |
|-------------|---|
| 8:00-8:30 | Playground and Transition-Sing Morning Song, Wash Hands |
| 8:30-8:50 | Breakfast |
| 8:50-9:05 | Whole Group-Morning Meeting |
| 9:05-10:00 | Center Time |
| 10:00-10:15 | Whole Group Read Aloud |
| 10:15-10:45 | Outdoor Explorations |
| 10:45-10:55 | Whole Group/Circle Time Center/Wash Hands |
| 10:55-11:20 | Lunch |
| 11:20-11:35 | Small Group-Math/Literacy |
| 11:35-12:15 | Center Time |
| 12:15-12:20 | Transition-get ready for rest |
| 12:20-12:50 | Outdoor Explorations |
| 12:50-1:50 | Rest Time |
| 1:50-2:05 | Snack |
| 2:05-2:20 | Small Groups-Journal |
| 2:20-2:30 | Whole Group-Closing Meeting |
| 2:30-2:40 | Outdoor Explorations |



Pre-K Necessities

Your child will need to bring these items the first day of school: Please label these items with your child's name.

- ❖ Backpack (full-sized no mini backpacks)
- ❖ 1-2 sets of extra clothes in a labeled Ziploc bag (socks, underwear, pants and shirt)
- ❖ Blanket and pillow for rest time
- ❖ Diapers and wipes if your child uses them



Reporting Requirements

We assess Pre-K students using the Early Childhood Observation Tool.

Teacher observations are shared with families at three family conferences in October, February and May.



Pre-K Health Screenings

Pre-school students will be screened by the school nurse/health care professional within the first three months of attendance. This is part of our commitment to comply with our grant requirements. These screenings include:

- Current immunizations required by the New Mexico Department of Health
- Physical exam with height and weight
- Vision (Distance acuity, Stereopsis, Color)
- Hearing (20 dB @ 1000, 2000, and 4000 Hz)
- Dental

These screening will happen at school without prior notice but parents/guardians will be notified in writing by the school nurse of any concerns, and a referral sent for professional care needed by a physician, eye doctor, or dentist. The referral includes an area for findings by the professional, which should be returned to the school health office for follow-up and support.



Developmental screenings and Child Find

All Pre-K students are screened using the Ages and Stages Family Questionnaire. If teachers or parents have concerns about a student's development, TTCS will then conduct more extensive screenings for developmental delays in fine motor, gross motor, speech, language and cognitive abilities. If the team decides that, from the screening results and concerns, a student should be evaluated, we will meet with parents to review all information and obtain a consent to evaluate.

After the evaluation has taken place, the team, including parents/guardians will meet to determine eligibility for special education services based on the results of the evaluation and if eligible create an IEP to meet the needs of the student. Services will be provided in the Least Restrictive Environment possible.



Transition Plans

Before students arrive, the Pre K teachers start the year with a home visit establishing a connection between school and families. To nourish this connection, teachers continue the communication with parents and families using family events, newsletters and messages over our Remind app.

As the year progresses, Pre-K students participate in all school assemblies, some specials like PE and cooking with kids.

As the school year ends, our students meet our Kindergarten teachers and EAs, they visit the kindergarten classrooms and end the year with a promotion event to move to kindergarten

Our transition goal is to make the move from Pre-K to kindergarten exciting, fun and stress free.



Meals and Food Service

Our early childhood programs offer two meals and a snack per school session in our full day program. This year, all meals and snacks are free either through a grant from the Child and Adult Federal Food Program or through a new state law. All meals and snacks meet USDA requirements for children. All food served by the preschool program is prepared by the district/school/program nutrition staff or food service contractor.

Please inform your child's teacher in writing of your child's special nutritional needs, including allergies, medical conditions, and physician requests for dietary restrictions.