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Single Gender Education  
Inclusive Environment  
Personal Education Plans (PEPs)  
Developmental Interaction Approach  
Unique, Exciting, Developmentally Appropriate Curriculum

- Blocks
- Art
- Math
- Science
- Dramatic Play
- Literacy

Nob Hill / Albuquerque Transit Corridor Location  
Creativity, Discovery and Learning through Play  
Structured Out of School Instruction (OSI)  
Fine Arts  
Social Emotional Development

## Contact Us

Located in historic Nob Hill on Albuquerque's Transit Corridor, we are located one block south of Central on Silver, between Monroe and Washington. Our parking lot and entrance are off of Adams (as a point of reference, Loyola's is located on the corner of Central and Adams). The school building is directly behind Ron Peterson's. **Please park in our visitor spaces or on Adams; DO NOT park on Silver.**

Phone: 505-292-6725

Email: [bverploegh@coralcharter.com](mailto:bverploegh@coralcharter.com)

Web: [www.coralcharter.com](http://www.coralcharter.com)

# PreK Family Handbook



## CORAL COMMUNITY CHARTER SCHOOL

Family Engagement  
Special Education Program Policies and Procedures  
Transition: Entering PreK and Exiting to Kindergarten  
Staff Professional Development  
Out of School Instruction and Transportation  
Developmentally Appropriate Practice



**Coral Community Charter School**  
4401 Silver SE  
Albuquerque, NM 87109



# Professional Development

## NAEYC Code of Ethics

The CCCS NM PreK Team will review and follow the NAEYC Code of Ethics. (<http://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf>).

## NM PreK Required Trainings

The PreK Site Coordinator will monitor the training calendar and review the required trainings for PreK. The NM PreK Classroom Team will meet with a Public Education Department (PED) consultant during designated times.

## Professional Development Plan (PDP)

Each member of the CCCS PreK Classroom Team will complete a Professional Development Plan (PDP) and submit the document to the program Executive Director using the designated process. The PDP will be directly tied to the PreK Essential Indicators and documentation to support the PDP will be submitted to the program Executive Director.

PDPs will address any necessary coursework or training required to meet the NM PreK assurances.

## CCCS School Calendar

July 22 & 23	Staff Collaboration
September 6	Labor Day
September 10	Staff Collaboration
October 7 & 8	Fall Break
November 19	Staff Collaboration
November 24-26	Thanksgiving Break
December 20-31	Winter Break
January 14	Staff Collaboration
January 17	Martin Luther King Day
February 21	President's Day
March 4 Staff	Collaboration
March 21-25	Spring Break

# Table of Contents

Program Overview.....	1
Boys and Girls Program .....	1
Personalized Education Plan (PEP) .....	2
Meals and Snacks.....	2
Celebration Policy.....	2
Family Engagement .....	3
Recruitment.....	3
Registration and Orientation .....	3
Wait List.....	3
Attendance .....	3
Excessive Absences.....	3
Family Questionnaire.....	4
Classroom Volunteers.....	4
Parent Teacher Association (PTA) .....	4
Activities (Home Visit, Family Conferences, Family Workshops) .....	5
Family Supports .....	6
Communication .....	6
Lending Libraries.....	6
Calendar of Events.....	7
Developmentally Appropriate Practice (DAP) .....	8
Classroom Practices.....	8
Curriculum Model.....	8
Developmental Interaction Approach .....	8
Lesson Plans .....	9
NM PreK Observational Assessment .....	9
Dual Language.....	9
Classroom Environment .....	9
Early Literacy Practices .....	10
Pick Up and Drop Off Procedures.....	10
Special Education .....	11
Policies and Procedures.....	11
Individualized Education Plan (IEP).....	11
Natural Environments Plan.....	11
PreK Screening and Referral.....	12
Transitioning from PreK to Kindergarten.....	13
Entering PreK.....	13
Preparing for Kindergarten .....	13
Exiting to Kindergarten.....	13
Out of School Instruction (OSI).....	14
Permission Slips .....	14
Chaperones.....	14
Transportation .....	14
Professional Development .....	15
NAEYC Code of Ethics .....	15
NM PreK Required Trainings.....	15
Professional Development Plan (PDP) .....	15
Schedule of Professional Development .....	15

# Program Overview

## Boys Program



**Monday - Thursday**  
**8 am – 3 pm**

Powerful Interactions  
Research Based Strategies for Engagement and Interaction  
Power Days – Influential Men in Our Community  
The PreK team engages in weekly collaboration with the CCCS Boys' Academy.  
Alignment with The Leader in Me and 7 Habits for Highly Effective Students  
North Stars (character building)– honest, respectful, sacrifice, protector and hard worker  
Structured Out of School Instruction  
Boys Structure and Connection Strategies

## Girls Program

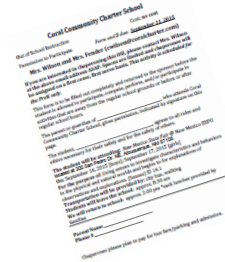


**Monday - Thursday**  
**8 am – 3 pm**

Powerful Interactions  
Research Based Strategies for Engagement and Interaction  
Power Days – Influential Women in Our Community  
The PreK team engages in weekly collaboration with the CCCS Girls' Academy.  
Alignment with The Leader in Me and 7 Habits for Highly Effective Students  
North Stars (character building)– honest, respectful, sacrifice, protector and hard worker  
Structured Out of School Instruction  
Girls Structure and Connection Strategies

# Out of School Instruction

## Permission Slips



Families will receive notice of all Out of School Instruction (OSI) plans and a permission slip will be required for students to participate.  
OSI is a vital part of our commitment to the Developmental Interaction Approach.

## Chaperones / Background Check Requirements

Families will be asked to support OSI activities by volunteering to chaperone. Chaperone spots may be limited and require families to purchase admission. All chaperones must participate in walking/public transportation and any other component of the assigned community instruction. In addition, all volunteers who work with students will be required to have a background check. Please contact Katy Sanchez at 505-292-6725 or [ksanchez@coralcharter.com](mailto:ksanchez@coralcharter.com) to make arrangements to complete the background check process.



## Transportation



Transportation for all community instruction will be organized by the school using public transportation. No private vehicle transportation will be permitted.

# Transitioning from PreK to Kindergarten

## Entering PreK

To begin your child's PreK experience, the classroom teachers provide a Meet and Greet activity on August 17, 2019. We will have a classroom visit as part of that event. A Boo Hoo or Yahoo Breakfast and Classroom Visit will be hosted on August 19, 2019. The PreK team will complete Home Visits the week of August 19 - 23, 2019. Our first day of school will be Monday, August 26, 2019.

Families are welcome to work with the classroom team to develop a transition plan unique to their child's individual needs.

## Preparing for Kindergarten

Our curriculum is designed to meet students at their current level and support their development, preparing them to succeed in the kindergarten classroom.

The PreK class will work with the kindergarten classes to engage in joint activities, and observe and develop familiarity with the classroom setting, teachers, and curriculum. Visits with the kindergarten teachers will be a routine part of the PreK curriculum throughout the school year.

## Exiting to Kindergarten

Throughout the school year, the PreK team will actively prepare your child to transition to Kindergarten. Through teacher collaboration the students' needs will be communicated to the Kindergarten teacher and program planning will continue. Families will experience the Kindergarten classrooms through class visits, transition meetings and question and answer sessions. As the year progresses, additional time in the Kindergarten environment will be established.

The PreK teacher and Kindergarten teacher collaborate weekly and share assessment data. Both teachers are trained in the Early Childhood Observation Tool (ECOT) and review the student data.

## Personalized Education Plan (PEP)

Coral Community Charter acknowledges and applauds each child's talent. Each child is known. Each child is encouraged to stretch and grow and expand. Coral Community Charter students are stimulated by a curriculum that is specially designed to challenge them. With Personalized Educational Plans, students can set their own pace, compete with their peers, and move forward as rapidly as they wish and are capable of doing. Set guidelines with checks and balances ensure that students are independent learners, reaching as far as possible on any given day.

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*Each child is encouraged to stretch and grow and expand.*

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No two students have exactly the same skills or learning style. That is why we create individual learning plans for each child. Your plan will combine direct instruction, small-group work, and one-on-one tutoring in a way that works for your student.

Families meet with the PreK team to develop goals for their student related to observation and guided by Essential Indicators outlined in the New Mexico Early Learning Guidelines. Goals are updated with families three times per school year during family conferences.

## Meals and Snacks

Breakfast, snack and lunch are available to all students. Menus can be found online at [www.coralcharter.com](http://www.coralcharter.com) and the application for Free and Reduced priced meals is available. All families are encouraged to apply. To check the status of your application please email [alerner@coralcharter.com](mailto:alerner@coralcharter.com).

Food is prepared by the school nutrition staff and meets the USDA requirements. The PreK teacher will monitor student allergies, dietary restrictions and nutritional needs. Students with appropriate medical documentation will be provided meal substitutions. In accordance with a students' Individualized Education Plan and/or Emergency Care Plan the students' care will be individualized.

## Celebration Policy

Invitations for out of school celebrations will not be sent home with students unless there is one for every student in the classroom; the classroom team encourages families to connect with other families at pick up and drop off or at school wide events.

Any activity or food must align with the PreK initiative for the Full Participation of Every Child – food items are limited by allergies and cultural restrictions and need to be approved with the PreK team before being sent to school – **we recommend nonedible items for celebrations (i.e., party favors, bubbles)**. Items and food will be provided to students at an appropriate time in the instructional day, if families would like to be present please coordinate with the classroom team. No items will be passed out unless there are enough for all students. Please check with the classroom team to get an accurate count.

# Family Engagement

## Recruitment

PreK recruitment is ongoing through our school website, [www.coralcharter.com](http://www.coralcharter.com) and community involvement. Tours and information are available by emailing [jweeks@coralcharter.com](mailto:jweeks@coralcharter.com). Flyers are available and are posted throughout our community. Banners remain visible on the front and back of the school year round.

## Registration, Enrollment and Orientation

The law requires that your child must turn four by September 1, 2019 (born between September 1, 2014 and August 31, 2015) in order to register for CCCS PreK for the 2019-2020 school year. To register for PreK, bring an up-to-date immunization record (per NM law) and a birth certificate. There are no boundary requirements for attendance.

Families will be invited to visit the classroom through orientation and may complete registration and enroll to begin the program during business hours or by appointment.

## Wait List

If the number of students applying exceeds the number of spaces available, a wait list will be generated on a first come first-served basis. Families will be contacted once a spot is available. Families will be notified by e-mail and phone and given 24 hours to confirm. If they do not respond within the 24 hours the opening will be given to the next family on the list.

## Attendance

Attendance is expected unless students are ill. If your child has a fever, diarrhea, a skin rash, or other visible signs of illness please keep him/her home.

Absences should be reported to the school via phone, 505-292-6725 or email, [jweeks@coralcharter.com](mailto:jweeks@coralcharter.com). When available, please submit documentation for your child's absence. Absences are excused when appropriate documentation has been reviewed.

## Excessive Absences

In the case of excessive absences:

**3 days:** The PreK classroom team will contact the family.

**7 days:** The PreK Classroom Team, Site Coordinator or Executive Director will schedule a family meeting to review the student's PEP and establish necessary supports for educational success.

**10 days:** A Home Visit will be conducted and the student may be dis-enrolled from the PreK program.

## PreK Screening and Referral



Ages & Stages Questionnaires®,  
Third Edition (ASQ-3)  
Ages & Stages Questionnaires®,  
Social-Emotional (ASQ:SE)

### Ages and Stages Questionnaire

All PreK students will be assessed using The Ages & Stages Questionnaires®: Social Emotional and Ages & Stages Questionnaires® within the first three months of school.

**Screening results will be shared with the family at the first Family Conference or by the close of the semester.**

The PreK team will use screening results in the development of classroom curriculum and activities.

Students with assessed delays will receive classroom based interventions that will be reviewed after six weeks by the classroom team. If additional support is needed, the student may be referred for additional assessment. The PreK classroom team will collaborate with the family to document student progress and determine if the charter school's educational diagnostician needs to gather more information. The educational diagnostician will coordinate with the PreK team members to support the student's evaluation in the manner that meets the individual student's needs (i.e., accompanying him/her to testing, supplying anecdotal records, teacher interview, etc.). The family is included throughout the process and communication will be provided in the manner identified by the family as most effective.

If an Individual Education Plan (IEP) is required, the PreK team will attend the IEP meeting to support the student and family in meeting the student's educational needs and ensuring that all IEP goals are incorporated into the classroom curriculum.

### Health Screenings

In an effort to identify individual student needs early and effectively, all PreK students are provided with Health Screenings within the first three months of attendance. In addition, appropriate follow-up, referrals and services are accessed to address any concerns and monitored by the PreK Site Coordinator. All students receive a physical examinations, immunization review, and vision, hearing and dental screenings by the school nurse.

# Special Education

## Policies and Procedures



### Individualized Education Plan (IEP)

Special accommodations and therapies required in the child's Individualized Education Plan are funded by the school district's special education department.

The PreK Site Coordinator and Executive Director ensure that both special education and NM PreK child-staff ratios are maintained at all times through daily monitoring and communication. Training in any area necessary to meet the individual student needs will be provided.

At Coral our educators work together to complete the child's assessment using designated planning and preparation time. The New Mexico PreK Observational Assessment is completed through collaboration three times per school year. We collaborate to ensure that services are provided as required by the child's IEP and participate in IEP meetings. Modifications are reviewed at the time of the meeting and are included on the NM PreK Lesson Plan and remain in the teacher records.

### Natural Environments Plan

Coral Community Charter School PreK supports an inclusive environment; special education services are provided in the least restrictive classroom.

All families meet with the PreK Classroom Team at registration to address initial questions, schedule the NM PreK Home Visit and tour the classroom. These interactions occur in a manner that meets the individual child's needs.

Families join the classroom team to welcome the student into the classroom setting and practice the transition from family to classroom.

At Coral we are committed to seeing students succeed in the educational environment and individualizing instruction to meet the diverse needs of our students. Our educators work together to meet each individual student's needs in the natural educational environment. Therapy is provided in the natural environment where the student utilizes the skills.

All student and family information remains confidential and families can correspond with classroom staff and families of peers using the school Bloomz accounts that are provided to every family.

When families are involved in their children's education, children earn higher grades and receive higher scores on tests, attend school more regularly, complete more homework, demonstrate more positive attitudes and behaviors, graduate from high school at higher rates, and are more likely to enroll in higher education than students with less involved families. Family/community involvement has been shown to be an important variable that positively influences children's education.



### Family Questionnaire

To help us begin to meet your child's needs we ask that you complete a one page questionnaire to communicate your family values and your parenting style.

## Classroom Volunteers

Opportunities to participate in your child's classroom will be provided throughout the year.

Volunteers will be required to have a background check. Please contact Katy Sanchez at 505-292-6725 [ksanchez@coralcharter.com](mailto:ksanchez@coralcharter.com) to begin the process.

Coral Community Charter feels that all families, regardless of ability, culture, income, or educational background, can contribute to the success of students.

## Parent Teacher Association (PTA)

For information regarding the PTA, please email [pta@coralcharter.com](mailto:pta@coralcharter.com)

Opportunities to support our classroom as a room parent, chair of a committee or coordinator of a school activity will be provided.



## Activities for Families

### Home Visits

Home visits will begin our direct interactions with your student. We will schedule a Home Visit at a time convenient to you.

### Family Conferences

We will meet three times per year for family conferences to review students' progress in the PreK classroom. Schedules will be developed around family's needs.

Students will not attend school on the following dates to allow for Family Conferences:

**Beginning of the Year (BOY)** – October 5 and 6, 2021

**Middle of the Year (MOY)** – March 16 and 17, 2021

**End of the Year (EOY)** – May 25 and 26, 2021

During the conference families will receive information from the Early Childhood Observation Tool (ECOT), developmental screenings, information from the NM PreK website and develop goals specific to their child's learning and development in collaboration with the classroom team and their child.

### Family Workshops (tentative)

Meet the Teacher Classroom Visit

Open House

Introduction to the Early Childhood Assessment Tool (ECOT)

Literacy in the Environment

Transitioning to Kindergarten

Building Community Experiences that Matter

Transitioning to Kindergarten, Part 2

Transitioning to Kindergarten, Part 3

Transition to Kindergarten, Part 4

\*\* Due to the COVID-19 Pandemic Family Workshops may be offered virtually. Additional opportunities will be scheduled.

## Early Literacy Practices

The Coral Community Charter School NM PreK classroom will ensure daily, intentional, developmental appropriate literacy practices consisting of:

- daily phonological awareness activities (finger plays, songs, rhymes, beginning sounds)
- oral language and vocabulary activities
- alphabet knowledge activities
- concepts of print activities
- daily read alouds with comprehension strategies
- daily, ongoing individual and small group read alouds (our goal is for each student to be read to or with individually at least once per day)
- opportunities for developmentally appropriate writing activities

## Pick Up and Drop Off Procedures

### Drop Off Procedure

1. Gates open at 7:45am (on Silver Avenue). Students are to be dropped off by walking in through the walkup line. Drop off line begins at McCleod and Silver.
2. Students should not arrive to be dropped off before 7:45am. **There is no supervision for your child(ren).**
3. Vehicles may park in the Salvation Army parking lot across the street to walk children in. (Vehicles cannot be left in the parking lot, for longer than 10 minutes).
4. After 8:15, students **MUST** be walked in and signed in at the front desk in the notebook as late or excused with a note. **DO NOT release child(ren) from vehicle and drive away.**
5. The main parking lot (Adams Street) is for staff and visitor parking. It is **NOT** a drop off/pick-up lot.

### Pick Up Procedure

The school day ends at 3pm. It is requested that you do not pick up your child(ren) from classroom. Please refrain from picking up your students before 3pm. This will eliminate interruption of the educational process. If picked up 15 minutes early for 5 days is 1 hour and 15 minutes of education, you are depriving your child(ren) of.

1. Gates open at 3:00pm for students pick up.
2. Students must be picked up by 3:10.
3. Students being picked up early must be signed out.

**The Drop-off and Pick-Up Procedures were established to ensure the safety of our students.**

With the **cooperation of ALL drivers**, please help us keep our children safe by doing your part to comply with the following:

The **NO PARKING ZONE** directly in front of the school (Adams street parking lot) is enforceable by the City of Albuquerque. It is illegal and a safety hazard. Vehicles are not permitted to stop, park, pick up items, drop off items, unload or load students. If you need to quickly stop (and there are no parking spaces), you may park on a side street or the Salvation Army parking lot.



## Lesson Plans

Weekly Lesson Plans are completed and posted using the NM PreK Lesson Plan form. Archived lesson plans are kept in a binder for monthly review by the PreK consultant and annual review by the PED site monitoring team.

Lesson Plans are posted in the NM PreK classroom on the bulletin board near the student cubbies. If families prefer to receive an email copy they may be requested from the teacher.

## PreK Observational Assessment

Observational Assessment is conducted in accordance with The NM PreK Authentic Observation, Documentation, and Curriculum Planning Process and results of student observations are reported to families at Family Conferences scheduled three times per year.

### Dates of Assessment

Students will participate in observation throughout the school year and assessment results will be presented to families. Beginning of the Year (BOY) assessments will occur in September 2021 and be reviewed with families at Family Conferences on October 5 and 6, 2021. Middle of the Year (MOY) Assessments will occur in February 2022 and be reviewed with families at Family Conferences on March 16 and 17, 2022. End of the Year (EOY) Assessments will occur at the end of April, beginning of May 2022 and be reviewed with families at Family Conferences on May 25 and 26, 2022.

## Dual Language

Coral Community Charter School PreK supports Dual Language Learners (DLL) through conducting a Home Language Survey at registration and interviewing families about language use in the home at Home Visits. The environment is labeled in student's home languages and strategies for second language acquisition are imbedded in all aspects of the curriculum. Student relationships are fostered across all differences, including language differences and the home language of the child is supported by the teachers in addition to the acquisition of English.

## Classroom Environment

Coral Community Charter School PreK classroom environment will obtain an average score "5" or higher on all domains of the Early Childhood Environment Rating Scales (ECERS). The ratings will be assessed by the NM PreK Classroom Team, Site Coordinator and Executive Director and reported to the Public Education Department by October 4, 2019. Families may review the rating scale by contacting [bverploegh@coralcharter.com](mailto:bverploegh@coralcharter.com).

# Family Supports

## Communication



### Weekly Newsletter – SchoolMessenger

Weekly Communication will be sent via SchoolMessenger to all families. Communication includes Important Dates, School Events, Classroom Learning and General Reminders.

## Lending Libraries

### Future Seahorses Lending Library

This library is located just west of the PreK classroom. Families with young children who are not yet enrolled in PreK are welcome to visit, play, read and borrow items. Email [bverploegh@coralcharter.com](mailto:bverploegh@coralcharter.com) for more details.

### Coral Student Honor Library

This library is located on the west wall near the south entrance to the school. Students and families visit weekly and borrow books to share with families or read on their own. Email [bverploegh@coralcharter.com](mailto:bverploegh@coralcharter.com) for more details.

### Educational Resource Lending Library

This library is located in the west hallway behind the west classrooms. At Coral, we believe families are a child's first teacher and we want to make curriculum and teaching resources available to families who would like to extend student learning. Contact your child's teacher at [bverploegh@coralcharter.com](mailto:bverploegh@coralcharter.com) for access.

### Family Resource Center

At Coral, we believe families are an integral part of our school community and their students learning. Resources are available to all families. Contact [bverploegh@coralcharter.com](mailto:bverploegh@coralcharter.com) for additional information. Family Resource at the school is currently under construction and should be open in the Spring semester.

Resources from the community, the NM PreK webpage and other information will be available as part of the Family Resource Center and through school communication folders and Bloomz weekly communication.

# Calendar of Family Activities

## 2021-2022 Calendar

August 30-31, 2021	Home Visits & ASQ/ ASQ SE Interviews
September 3 2021	Pre-K Open House
September 6, 2021	Labor Day (No School)
September 7, 2021	First Full Day of PreK (8am-3pm)
September 9, 2021	School Wide Open House
October 2, 2021	Family Engagement- Whitfield Wildlife Conservatory "Get Outside Day"
October 5 and 6, 2021	Family Conferences (No school for students.)
October 7 and 8, 2021	Fall Break (No school for students.)
October 15, 2021	PreK Family Workshop – Whitfield Wildlife Conservatory
October 29, 2021	PreK Family Workshop- Dia De Los Muertos Presentation by NM History Museum
November 12, 2021	PreK Family Workshop- Dion's Presentation
November 24 – 26, 2021	Thanksgiving Break
December 4, 2021	Family Engagement- Twinkle Light Parade
December 20 - 31, 2021	Winter Break (No school for students.)
January 17, 2022	Martin Luther King Day (no school for students)
February 21, 2022	President's Day (No school for students.)
March 16 and 17, 2022	Family Conferences (No school for students.)
March 21 - 25, 2022	Spring Break (No school for students.)
May 24, 2021	Last Day of PreK
May 25 and 26, 2022	Family Conferences (No school for students.)

\* subject to change

# Developmentally Appropriate Practice (DAP)

Developmentally Appropriate Practice means that the classroom belongs to the children (**adults are always welcome**). The environment is designed for four-year-olds to learn and adults in the room will be on the floor and at children's levels. Materials are accessible to the children.

## Classroom Practice

In the PreK classroom, students are encouraged to explore and move around their environment. Problem solving social situations is fostered and increasing independence is encouraged. Students are actively engaged in their learning throughout the day. Specific focus is given to building the individual child and meeting his/her needs so that he/she may fully access the learning environment.

## Curriculum Model

At Coral Community Charter School we design our curriculum to meet our individual student's needs using a variety of research based practices. We strive to individualize every aspect of our teaching and your child's learning. Students are engaged in a variety of activities throughout the day and assessment and observation are always occurring and guide teachers' instructional decisions. The PreK team uses the New Mexico Early Learning Guidelines in the development and implementation of curriculum.



## Developmental Interaction Approach

Coral Community Charter School NM PreK program implements a Developmental Interaction Approach emphasizing active learning in the classroom environment, outdoor classroom, and community. Students are exposed to a curriculum that is developmentally appropriate, designed with individual interests in mind and addresses individual learning strengths and areas of need.