

PreK Family Handbook



CORAL COMMUNITY CHARTER SCHOOL

Program Overview

Monday - Thursday 8:00 am – 2:30pm, Friday 8:00 am- 11:30am

- Powerful Interactions
- Research Based Strategies for Engagement and Interaction
- Power Sessions – Influential Men & Women in Our Community
- The PreK team engages in weekly collaboration with older scholars and their teachers
- 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
- Our “Big Two” strategies - Structure & Connection

Personalized Education Plan (PEP)

Coral Community Charter School (CCCS) acknowledges and applauds each child's talent. Each child is known. Each child is encouraged to stretch and grow and expand. CCCS 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. We work with families to set guidelines with checks and balances to ensure that students are independent learners, reaching as far as possible on any given day.

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 the 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 and lunch are available to all students. All students eat free of charge. The weekly order form and menu are posted in Bloomz every Monday. Please email ncisneros@coralcharter.com with questions. Food is prepared by APS Food and 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 after completing a CCCS background check. 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 and community involvement. Tours and information are available by emailing 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, 2024 (born between September 1, 2019 and August 31, 2020) in order to register for CCCS PreK for the 2024-2025 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 48 hours to confirm. If they do not respond within the 48 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, awillard@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.

Family involvement

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. Your child's teacher will provide you with the questionnaire.

Classroom Volunteers

Opportunities to participate in your child's classroom will be provided throughout the year. Volunteers are required to have a background check. Please contact Julia Weeks at 505-292-6725 or jweeks@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. 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 10 & 11, 2024

Middle of the Year (MOY) – February 13 & 14, 2025

End of the Year (EOY) – May 22 & 23, 2025

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**

Family Supports Communication

Weekly Newsletter – Bloomz

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

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 lbachman@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
2024-2025

August 2, 2024	Meet the Teacher
August 5-9, 2024	Home Visits & ASQ/ ASQ SE Interviews
August 12, 2024	First day of Pre-K
August 30, 2024	Off-site learning day for students, no in person attendance Labor Day (No School)
September 2, 2024	
September 5, 2024	Open House
TBD	PreK Family Engagement – Main Public Library
October 9, 2024	Off-site learning day for students, no in person attendance
October 10 & 11, 2024	Family Conferences (No school for students.)
October 14, 2024	Indigenous People's Day-no school
TBD	PreK Family Engagement:
November 5 and 11, 2024	Election Day & Veteran's Day (No school)
November 25 & 26, 2024	Off-site learning for students, no in person attendance
November 27-29, 2024	Thanksgiving Break- no school
TBD	Family Engagement- Twinkle Light Parade
December 23, 2024 to January 3, 2025	Winter Break (No school for students.)
January 20, 2025	Martin Luther King Day (no school for students)
TBD	EXPLORA Family Night.
February 13-14, 2025	Middle of the Year Family Conferences (No school for students.)
February 17, 2025	President's Day (No school for students.)
TBD	PreK Family Engagement- Planetarium Visit
March 17 - 21, 2025	Spring Break (No school for students.
TBD	Family Engagement: Literacy at Home
May 22 - 23, 2025	End of the Year Family Conferences (No school for students.)
May 26, 2025	Memorial Day, no school
May 29, 2025	Last Day of PreK

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-old 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.

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 just outside the NM PreK classroom on the bulletin board. 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 2024 and be reviewed with families at Family Conferences on October 10-11, 2024. Middle of the Year (MOY) Assessments will occur January 2025 and will be reviewed with families at Family Conferences on February 13-14, 2025. End of the Year (EOY) Assessments will occur at the end of April, beginning of May 2025 and be reviewed with families at Family Conferences on May 22-23, 2025.

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, 2024. Families may review the rating scale by contacting lbachman@coralcharter.com.

Policies and Procedures

Drop Off Procedure

- Gates open at 7:50am (on Silver Avenue). Students are to be dropped off by walking in through the walkup line. Drop off line begins at Adams and Silver.
- 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).
- After 8:00 am, students MUST be walked in to the front desk on the north side of the building. Families need to sign in at the front desk in the notebook. DO NOT release child(ren) from vehicle and drive away.

Pick Up Procedure

The school day ends at 2:30 pm. Please refrain from picking up your students before 2:30pm. This will eliminate interruption of the educational process. Gates open at 2:30pm for students pick up.

- Students must be picked up by 2:40pm.
- Please park and walk inside the gate to pick up your scholar
- Students being picked up early must be signed out at the front desk.

Special Education

Individualized Education Plan (IEP)

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

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 all families can correspond with classroom and school staff using Bloomz.

PreK Screening and Referral

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 examination, immunization review, and vision, hearing and dental screenings by the school nurse.

Transitioning from PreK to Kindergarten

Entering PreK

To begin your child's PreK experience, the classroom teachers provide a Meet the Teacher activity on August 2, 2024. We will have a classroom visit as part of that event. The PreK team will complete Home Visits the week of August 5-9, 2024. Our first day of school will be Wednesday, August 12, 2024. 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 classes 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.

Out of School Instruction

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 Julia Weeks at 505-292-6725 or jweeks@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.

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 time.

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

August 2, 2024	Meet the teachers
August 5-9, 2024	Home Visit at school
August 12, 2024	First day of PreK
August 30, 2024	Off-site learning day for students, no in person attendance
September 2, 2024	Labor Day
September 5, 2024	Open House
October 9, 2024	Off-site learning day for students, no in person attendance
October 10 & 11, 2024	Beginning of the year Personal Education Plan
October 14, 2024	Indigenous People's Day-no school
November 5, 2024	Election Day, no school
November 11, 2024	Veteran's Day, no school
November 25 & 26, 2024	Off-site learning day for students, no in person Attendance
November 27-29, 2024	Thanksgiving Break
Dec. 23 to Jan. 3, 2025	Winter break
January 20, 2025	Martin Luther King Day, no school
February 13-14, 2024	Middle of the Year Personal Education Plan