



## May Center for Learning

### Early Childhood Program: 2023-2024 Family Handbook

#### 1. GENERAL INFORMATION

##### a. Mission Statement

May Center for Learning empowers intelligent students with learning differences to be successful, confident learners who recognize the importance of communication, collaboration, and community. We accomplish this goal by focusing on 4 specific success attributes: Literacy, Empowerment, Advocacy, and Principles (LEAP).

##### b. Philosophy and Curriculum Statement:

May Center Early Childhood Program provides a safe and nurturing environment for children ages three to five. Our Montessori environment emphasizes oral language, fine and gross motor skills, creative arts, and social-emotional development in a highly individualized setting. We believe that children build self-confidence, pride, and independence through engaging in developmentally appropriate, meaningful work, coupled with opportunities for explicit social-emotional learning and creative expression.

##### c. Program Information

- i. Location: 1200 Old Pecos Trail; Santa Fe, NM; 87505
- ii. Hours of Operation: Monday through Friday, 8:10am to 3pm.
- iii. Services Offered: Full-day, Academic-year Pre-school and Kindergarten for ages 3 to 6; Full-day Summer Program for ages 3 to 6.

##### d. Pre-School Director Contact Information: Daisy Guranich

email: [daisy@mayschool.org](mailto:daisy@mayschool.org)    Phone: 505-983-7407

e. **License Information:** #4313001 - issued by the New Mexico Early Childhood Education & Care Department

f. **Meals, Snacks and Types of Food**

Parents are to send their child to school with a water bottle, two healthy snacks and a healthy lunch each day. Parents may not send candy, cookies or other sugary treats with their child.

g. **Daily Schedule**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:10 - 8:30</b>	Student Arrival	Student Arrival	Student Arrival	Student Arrival	Student Arrival
<b>8:30 - 9:00</b>	Circle Time/Snack	Circle Time/Snack	Circle Time/Snack	Circle Time/Snack	Circle Time/Snack
<b>9:00 - 11:00</b>	Lessons/Work Cycle	Lessons/Work Cycle	Lessons/Work Cycle	Lessons/Work Cycle	PE + Work Cycle + Free Work + Lunch
<b>11:00 - 11:30</b>	Sensorial Room	Sensorial Room	Sensorial Room	Sensorial Room	
<b>11:30 - 12:00</b>	Recess	Recess	Recess	Recess	
<b>12:00 - 12:45</b>	Lunch	Lunch	Lunch	Lunch	
<b>12:45-2:00</b>	Naptime	Naptime	Naptime	Naptime	Naptime
<b>2:00-2:15</b>	Clean-up	Clean-up	Clean-up	Clean-up	Clean-up
<b>2:15-2:45</b>	Story Time	Story Time	Story Time	Story Time	Story Time
<b>2:45-3:00</b>	Closing Circle Dismissal	Closing Circle Dismissal	Closing Circle Dismissal	Closing Circle Dismissal	Closing Circle Dismissal

h. **Family Involvement**

We welcome parental involvement as volunteers in many areas, ranging from service on the Board of Trustees to working on a special event or fundraising committee. For more information, please email Patty Conway at [patty@maycenter.org](mailto:patty@maycenter.org).

i. **Appropriate Clothing**

Children are to wear clothing appropriate to the weather and closed-toe shoes. Rubber-soled slippers are required for children to wear in the classroom. Children should also leave sunscreen and a complete outfit at school (shirt, pants, underwear, shoes, socks) in case there is a need to change clothes.

j. **Holidays & Birthdays**

Children will learn about holidays and customs from around the world. There will not be an emphasis on any one culture. Children will be honored on or around their birthday. Family members are invited to provide a healthy snack (no cakes/cupcakes) and celebrate with their child.

<b>2. POLICIES AND PROCEDURES</b>
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a. **Enrollment Procedures**

Parents or guardians interested in enrolling a child in May Center’s Early Education Program should submit a completed application, the application fee, and the health & developmental history questionnaire. May Center will then schedule an admissions appointment with the parents or guardians, following which they will be notified of the admissions decision.

b. **Disenrollment Procedures**

Parents or guardians may disenroll their child by submitting written notification to the May Center for Learning Executive Director, **along with payment in full for the balance of the tuition due for the full academic year.** *As stated in the Enrollment Agreement with May Center: “I understand that if I withdraw my student after July 6, 2023, I will be responsible for tuition for the entire school year, the full amount of which becomes immediately due and payable.”*

c. **Fee Payment Procedures**

Academic-year tuition payments may be made in one installment, two installments or ten monthly installments, at the parents’ option. Monthly installments must be paid by electronic fund transfer from a banking account or by credit card. Consult the enrollment contract for additional details and annual payment dates.

Payments are applied first to the oldest balances due. Interest of 2% per month will be charged for each month, or portion thereof, on balances that are more than 30 days overdue.

Payments which are not processed due to insufficient funds (NSF), whether returned checks, declined credit card payments, or rejected electronic fund transfers, will be subject to a \$35

service charge. May School may resubmit such a payment request five days after the first attempt, and at five-day intervals thereafter until it is paid; each additional attempt which is declined will be subject to a service charge.

**d. Attendance, Absence, and Tardiness**

Students MUST be signed in by a parent or guardian when they arrive each day and signed out when they depart. Please email May School at [attendance@maycenter.org](mailto:attendance@maycenter.org) as soon as possible if your child will be tardy or absent to school for any reason. If email is not available, please call the school office at (505) 983-7407.

Because timely attendance is crucial to the success of our students, written notice will be sent to parents or guardians of any student with multiple tardies or absences in a given semester. If these absences continue, administrators will meet with the parents and teacher to create an Attendance Improvement Plan. *\*\*If a student has an extended planned absence, parents should email [attendance@maycenter.org](mailto:attendance@maycenter.org) and notify the student's teacher well in advance so that they can devise a plan for making up any work that will be missed.*

**e. Field Trips and Off-Campus Activities**

Parents will receive a permission slip to be signed and returned in advance for all field trips or other off-campus activities.

**f. Health Policies, Student Medical Information & Prescriptions, Accidents**

All students must have on file an immunization record (including any COVID-19 vaccinations) or a copy of the state-approved waiver.

Please keep your child home from any May School activity if they have symptoms of a contagious illness. Your child must be free of fever for 24 hours before returning. May Center faculty and staff are expected to follow the same guidelines in case of illness. Please refer to the COVID Safety Plan for more information specific to COVID-19.

If your child becomes ill while at school, you will be called and asked to pick them up as soon as possible. Please ensure that we have the appropriate contact information for you at all times.

It is very important that we are aware of all medication your child takes. Please be sure to update your emergency contact form should prescription medications change.

If your child needs to take medication while at school, please email Patty Conway at [patty@maycenter.org](mailto:patty@maycenter.org) to complete the appropriate paperwork. Be sure to provide the medication in its original container (no baggies, envelopes, etc.).

Please inform May School on the Emergency Contact Form of any food or other allergies your child may have.

If your child has an accident while at school, all of our staff members are trained in First Aid & CPR and will attend to your child as far as their training permits. Should the accident be of a low-level nature, staff will complete an Incident Report form and will also contact you in writing or by phone the day of the incident. Should the accident require the child to convalesce at home, you will be called and asked to pick them up as soon as possible. If the accident requires emergency attention, medical services will be alerted and staff will contact you immediately. Please ensure that we have the appropriate emergency contact information on file at all times.

- g. **Complaints from Parents or Others:** If someone has a concern that is appropriate to bring to the teacher, please do so. If the complaint or concern cannot be addressed by the classroom teacher, please contact the May School Director by phone or in writing. If the concern involves the teacher or May School Director, the May Center for Learning Executive Director should be contacted. Should the complaint or concern need to be addressed at an organization-wide level, please contact the May Center for Learning's Board of Trustees. All complaints or concerns will be addressed in a timely manner.
  
- h. **Safety Policies:** May Center has an emergency plan in place which includes procedures for fire, evacuations, shelter-in-place situations and lockdowns, as well as faculty roles and responsibilities during emergencies. We adhere to all state regulations regarding safety drills and inspections and consistently review and revise our emergency plans based on emerging best practices. In addition, May Center has invested since 2021 in the RAVE Mobile Safety System, a critical communication platform allowing staff members to communicate directly with first responders and other staff members during school safety, medical and other emergencies. To learn more about the RAVE Mobile Safety we use, please visit <https://www.ravemobilesafety.com/industries/k-12/>.

**i. Emergency Procedures:**

**Designated Sweepers:** The designated sweepers are the May School Director and a lead teacher chosen at the beginning of the academic year or summer session by the May School Director. When both designated sweepers at either campus will be away from the facility simultaneously, a substitute designated sweeper will be appointed.

***Missing Child Plan***

1. The Elementary School Director calls 911 to request assistance and calls the parents or guardians to ask them to "stand-by."
2. An immediate search by the May School Director and other available personnel begins, focusing on the school interior and exterior, playgrounds, and immediate area.

3. If the missing child is found within five minutes, the parents are immediately notified. Otherwise, the Director calls the parents and encourages them to come to the school.

### ***Evacuation Plan***

1. The sound of the whistle and announcement of “evacuation” signals evacuation of the building.
2. Faculty should direct their classes to leave the building by the closest accessible exit door.
3. If doors are inaccessible, students should exit through the windows in their classrooms.
4. After leaving the building, proceed to the meeting spot—the far west side of St. John United Methodist Church parking lot.
5. Students should line up by class. Each teacher is responsible for taking attendance for their students. Any missing students should be reported to the designated sweeper immediately.
6. The designated sweeper is responsible for checking all interior spaces to ensure that the spaces are vacant.
7. The designated sweeper will check attendance with all teachers as soon as s/he is finished with the building check.
8. Students and faculty are to remain in the parking lot until the “all-clear” announcement or further information is given.

### ***Fire Plan***

1. Activate fire extinguishers to fight small, non-threatening fires and notify the designated sweeper immediately.
2. For a major fire, activate the nearest fire alarm.
3. Evacuate the building, following the evacuation plan above.

### ***Weather-Related Emergency Plan***

1. The sound of the whistle and announcement of “weather emergency” triggers the weather-related emergency plan.
2. Immediately move with your students to the hallway, away from the exterior windows and close your classroom door. Students should line up by class. Each teacher is responsible for taking attendance for their students.
3. The designated sweeper is responsible for checking all interior spaces to ensure that the classrooms are vacant.
4. The designated sweeper will check attendance with all teachers as soon as s/he is finished with the building check.
5. Students and faculty are to remain in the hallways until the “all-clear” announcement or further information is given.

### ***Lockdown Plan***

1. The sound of the whistle and announcement of “Lockdown” triggers implementation of the Lockdown Plan.
2. Immediately check the exterior space directly outside your classroom and instruct any students to go to your room.
3. Close the classroom door and lock it.
4. Close the blinds (interior and exterior windows) and turn off lights.
5. Move students away from the view of interior and exterior windows and remain in the room. Get under tables or other sturdy furniture.
6. Do not leave the room until the official all-clear, “**Emergency is over.**” Return to regular schedule. Further information will be given.

### ***Shelter-in-Place Plan***

1. The sound of the whistle and announcement of “Shelter in Place” triggers implementation of this plan.
2. Immediately check the exterior space directly outside your classroom and instruct any students to go to your room.
3. Close the classroom door and lock it.
4. Close the blinds (interior and exterior windows) and turn off lights.
5. Move students away from the view of interior and exterior windows. Students must remain in the room except for trips to the restroom, during which they must be accompanied by an adult.
6. Do not leave the room until the official all-clear, “**Emergency is over.**” Return to regular schedule. Further information will be given.

**During any of the above emergency precautions, parents will not be allowed to pick up students until the “all-clear” announcement is given.** In an emergency situation, the safety of the students is a preeminent responsibility of the faculty, who will stay until dismissed by the Executive Director, the May School Director, or a designated sweeper.

### **j. Snow Days and School Closure**

Whether the Santa Fe Public Schools call a two-hour or three-hour delay, May School classes will always begin at 10:30 am. When the Santa Fe Public Schools cancel classes, all May School classes, tutoring, and after-school activities will be canceled for the day.

### **k. Confidentiality Policy**

Confidential information about students and their families includes, but is not limited to, grades, progress evaluations, academic assessments, addresses and contact information, diagnostic reports, medical information and diagnoses, behavior reports, financial aid awards, family financial information, and guardianship information. May Center will provide such information to

outside parties only when its distribution has been requested by the student's family or when it is required to do so by legal statute.

#### **l. Reporting Suspicion of Abuse or Neglect**

If an employee of May School suspects that a student is being abused or neglected, the employee should immediately report the matter to their May School Director, who will follow up on all reports with the appropriate authorities. **Under no circumstances should an employee contact a student's parent about such allegations.**

#### **m. Guidance Policy**

May School classrooms are designed to support a child's social-emotional development through explicit social-emotional learning and consistent guidance. Children begin the year by learning the expectation of demonstrating acts of grace and courtesy. For example, children are taught to treat peers, adults, materials and classroom space with respect through explicit lessons and role play activities.

Students are positively recognized for following classroom rules and expectations either verbally or visually. If a child does not follow the rules and expectations the teacher will first attempt to redirect the child by telling the child what they need to do (i.e. sit up) or to invite them to a different task. If redirection does not correct the behavior, the teacher will invite the child to work next to them and encourage the child to shift their behavior.

When a child is displaying a pattern of similar unwanted behaviors the teacher will work with a team to go through a behavioral analysis process. This process will help to determine the root cause of the behavior, create a plan to support the child and a systematic way in which to monitor student progress.

Another strategy the teacher can use is to invite the child to the peace carpet. The peace carpet is a place where the teacher can remind the child of the expectations in the classroom and get feedback from the child if needed. Children will also learn they can invite others to the peace carpet if they have a grievance they need to communicate.

If a child displays aggressive behaviors that endanger self or others, parents will be notified and the child will be sent home until a meeting can be held with the parent, teacher and May School Director. May Center reserves the right to dismiss a child if their behaviors or needs require more support than what May Center is able to provide.