**Ecos Infantiles Learning Center**

 

**Parent Handbook**

**5918 Edith Blvd NE, Albuquerque NM 87107**

**Office: 505-488-1224**

**Director/Owner: Mayra Hernandez -505-573-7458**

**WELCOME**

Dear Parents:

Welcome to the Ecos Infantiles Learning Center!

Thank you for choosing us, this is very important to us, over the next few weeks we will do everything we can to make sure you have chosen Ecos Infantiles as the right center for you and your child(ren).

This parent handbook contains information about our program, policies, and the day-to-day operation of our center. Please read it and save it for reference. Our goal is for your child to have a safe, fun, and loving environment in which she can learn while he is away from you. This handbook should answer most questions you may have regarding our program. Please feel free to speak with our office staff if you have any questions or concerns. We believe in an open and continuous line of communication with our parents.

Ecos Infantiles Learning Center

5918 Edit Blvd NE 87107

(505) 488 1224

You can contact the Director Mayra Hernandez directly at the following cell phone number (505) 573 7458.

**CURRICULUM**

At Ecos Infantiles Learning Center we believe that children learn better in an environment that promotes play as the main way of learning. This means that children will have multiple opportunities to become familiar with and eventually master basic life skills through a variety of hands-on activities. We are committed to providing each child with challenging daily experiences; presented in a user-friendly and development-appropriate way. This means that there will be a multitude of materials available for children to use with an activity of their choice or to enhance teacher-initiated activities. Teachers are dedicated to receiving ongoing professional development in the early childhood field and using that knowledge to improve our program in all that they do.

Each of our teachers uses the Focus Portfolio assessment tool to help us best meet the individual needs of each child. The activities are designed to take children through each of the learning levels: initial exploration, becoming comfortable with the skill, and finally mastering it. Children are encouraged to take risks without fear of rejection, understanding that often as much can be learned from an experiment that does not produce the expected results as from one that does. Lesson plans are designed with outcomes in mind and are flexible to allow children's interests to be the primary focus of learning. The curriculum consists of developmentally appropriate practices that are based on a holistic view of children, meeting their needs in the six areas of development: physical, motor, social, emotional, linguistic, and cognitive. However, every aspect of our curriculum is designed to enhance children's social/emotional well-being and reflect the mission of the program as a whole.



**Ecos Infantiles Learning Center**

**Mission**

Our mission is to provide care, trust, and respect to all children and parents. To offer them a safe and desirable environment where members feel at home, children reach their developmental and social-emotional milestones and build self-esteem.

**Vision**

Our vision is to provide parents and children a safe place where they feel welcomed and safe, communication between parents and teachers supports children’s development.

**Philosophy**

We are dedicated to help in the education of children and value cultural diversity, values, and beliefs of each child and parents.

**Program Information:**

Ecos Infantiles Learning Center
5918 Edith Blvd. NE, Albuquerque NM 87107

 Office: 505-488-1224

Owner/Director: Mayra Hernandez 505-573-7458

**Hours of operation:**

6:00 AM to 6:00 PM Monday to Friday

The entrance to the daycare must be before 9:30 am.

**Holidays:**

The center will be closed on the following days:

1. Jan New Year (2 days)
2. Feb Presidents' Day
3. Apr Good Friday
4. May Memorial Day
5. Jul Independence Day
6. Sep Labor Day
7. Nov Thanksgiving (2 days)
8. Dec Christmas (2 days)

When the holidays fall on Thursday, it will also be closed on Friday.

When the holidays fall on Tuesday, it will also be closed on Monday.

\*\* Rates remain the same for holiday closings.

\*\* In case it is necessary to close the center due to severe weather conditions, the rate remains the same. We follow the APS schedule.

**Meals:**

Ecos Infantiles Learning Center serves nutritious meals and snacks following the guidelines of the USDA Food Program.

**Schedule:**

Breakfast: 08:00 am - 08:30 am
Morning snack: 10:00 am - 10:30 am

Lunch: 12:00 am - 12:30 pm
Afternoon snack: 03:00 pm - 03:30 pm

Dinner: 05:00 pm - 05:30 pm

* 1. Please talk to us about any food allergies and/or food preferences.
	2. All infant food must be brought from home and clearly labeled.

**Daily Schedule**

06:00 - 08:00 Welcoming children- invite them to select areas/materials to engage with.

08:00 - 08:30 Breakfast- start and end with handwashing.

08:30 - 09:45 Playful learning in activity areas, with provider moving around to help children focus, re-engage, or problem-solve.

09:45 - 10:00 Clean-up.

10:00 - 10:40 Snack.

10:40 - 11:45 Outdoor time.

11:45 - 01:00 Lunch- start and end with handwashing.

01:00 - 03:00 Rest time.

03:00 - 03:30 Awakening- snack is available.

03:30 - 05:00 Playful learning in activity areas.

05:00 - 05:30 Dinner- start and end with handwashing.

05:30 - 06:00 Individual preparation for going home.

**Family involvement**

* 1. Parents are welcome to linger at drop-off and pick-up to see what your child is experiencing during care.
	2. Please call me to arrange for visits during the care giving day, or for an appointment to discuss any concerns you may be experiencing.
	3. Activity suggestions are sent home from time to time to support your engagement with your child’s learning at home.

**Clothing**

* 1. My program encourages active play and exploration of materials. I ask that your child(ren) wear suitable clothing. Please keep an extra set of clothing at my center for the times when your child(ren) might get extra dirty or have a toileting accident.
	2. Diapers, wipes, and diaper cream must be provided for infants and toddlers.

**Special celebrations**

* 1. Please talk with me in advance of your child’s birthday so we can plan an appropriate celebration (or none if you prefer).
	2. I welcome your input about handling holidays such as Christmas, Easter; I seek your input about holidays important to your family.

**Insurance coverage**

We do have insurance (One 80).

**Additional Policies and Procedures to be followed:**

1. **Enrollment**
	1. Families are asked to make an in-person visit by arrangement prior to enrolling. I like to talk with you about the program and find out what kind of program you are particularly hoping to find for your child.
	2. There is a 1-week “trial period” after which either party can decide if there is a good fit, or if it does not seem that my program will work well for you and your child(ren).
	3. Please refer to our Contract for payment policies.
2. **Attendance**
	1. If your child is going to be absent from our care for any reason, please notify me as soon as you know. This is so that our scheduled activities, such as field trips, are not interrupted or postponed due to waiting for an absent child. Please remember that my expenses remain the same whether your child is present or not and I am, therefore, not able to offer a rate reduction due to absence, vacation, or illness**.**
3. **Entry Time**
	1. We have prepared a daily educational plan for your children, which is why we want everyone to be able to participate and meet the goals that we are setting for each one of them. We are currently working with the FOCUS program which focuses on children's growth, development and learning, so that each one has an equal opportunity to succeed when they enter school. For this reason, **the check-in time is before 9:30 am.,** If your child has a medical or therapy appointment on a certain day, please let us know ahead of time.

**We will not receive children who arrive after that time**. Please, if you have any problem meeting this schedule, discuss it directly with the Director.

1. **Field trips**
	1. When we take field trips away from my center, I will seek your written permission in advance.
	2. Field trips may include:
		1. Walks to the neighborhood park
		2. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Notification of absence**

I appreciate you letting me know as soon as possible when your child(ren) is ill and unable to attend, and to notify when your child(ren) will be returning to care. (Please note that payment is still due for absences.)

1. **Health policies**
	1. Illness
		1. I will care for a child with a mild illness such as the common cold or fever associated with teething.
		2. If your child becomes ill during the day, I will contact you and make appropriate plans for the child’s care.
		3. You must make other care arrangements if your child shows any of the following symptoms: fever of 100 or higher; vomiting 2 or more times; diarrhea; a parasitic infection (lice, scabies); pink eye.
		4. Your child cannot come back to my program until he or she has been symptom-free for 24 hours.
	2. Administering medication
		1. If you would like me to administer medication to your child, you must sign a separate written authorization for each prescription. The medicine must be in its original container and the label must include the directions and the child’s name.
	3. Your child’s up-to-date Immunization Record must be provided.

**Emergency procedures**

* 1. You must keep me informed at all times of how you can be reached in an emergency, including contact information for at least one other person to call if I cannot reach you in an emergency.
	2. I post a list of emergency numbers and the emergency contact information for all my clients.
	3. If your child is involved in a serious or life-threatening emergency, I will call 911 and get immediate medical care, and then call you as soon as possible.
	4. If your child is involved in an emergency that is not serious or life-threatening, I will call you as soon as possible.
	5. I have the children practice fire drills monthly
	6. I have a back-up caregiver who can care for the children in case I have a personal emergency.
	7. Snow days and other closures: I follow the closings announced by Albuquerque Public Schools.

**Confidentiality policy**

I will do all that I can to protect your family’s privacy. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.

**Child abuse and neglect mandated reporting**

I am a state-mandated reporter and am required to report any suspected cases of child abuse or neglect.

**Guidance policy**

**I will NOT use:**

* Physical punishment of any type, including shaking, biting, hitting, pinching, or putting anything on or in a child’s mouth
* Withdrawal of food, rest, bathroom access, or outdoor activities
* Abusive or profane language, including yelling
* Any form of public or private humiliation, including threats of physical punishment; or unsupervised separation
	1. When there is a child with persistent and serious challenging behavior, we will work closely with the parents on positive behavior support techniques.

You can also include therapists or external support professionals; they can work with parents and teachers always with the commitment of teamwork to obtain positive results.

If your child persists in inappropriate behavior, he or she may be asked to participate in a parent-teacher conversation with the principal, teacher, and child. A behavior intervention plan will be signed.

If you do not want to cooperate with the terms and conditions, this will be a reason for immediate cancellation of the disenrollment.

**Parent Handbook**

I certify that I have **received, read, and understand** the information contained in the “**Parent Handbook**”.

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Parent or Legal Guardian’s Name (Please Print)

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Parent/Guardian Signature Date

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Child’s Name (Please Print)

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Director’s Signature Date