August 2018 - July 2019

Wesley Kids Childcare and Preschool Parent Handbook Policies & Procedures

505.247.2404

5-Star FOCUS Program

Wesley Kids
Childcare and Preschool
A ministry of First United Methodist Church

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Wesley Kids has a racially nondiscriminatory policy, admitting students of any race and granting them the rights, privileges, programs, and activities generally accorded or made available to all students at this facility.

We do not discriminate on the basis of race in the administration of our educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

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GENERAL INFORMATION

MISSION

Wesley Kids Childcare and Preschool, a ministry of First United Methodist Church, is committed to providing high-quality childcare and a developmentally appropriate learning environment for a diverse population of young children.

PHILOSOPHY

The Wesley Kids Childcare and Preschool is a child-centered Christian learning environment providing developmentally appropriate education in a nurturing atmosphere designed to foster cognitive, social, physical, emotional, and spiritual growth.

Wesley Kids believes children learn best by having opportunities to learn through play, both inside and outdoors.

Our qualified childcare providers and teachers promote children's interests by challenging and stimulating them during the learning and discovery process. They also understand and respect children's different learning levels and cultural backgrounds. Some activities are teacher instructed, while others are child-initiated. We provide many opportunities for language development, literacy, arts, science, music, math, and creative play. We also introduce the Spanish language by teaching basic vocabulary skills. We actively encourage family participation in our program and have an open-door policy.

CURRICULUM STATEMENT

Wesley Kids' curriculum promotes active learners

through play experiences. Children are curious about how and why things work. When we encourage their explorations, they develop confidence in their ability to learn.

Preschoolers are increasingly social and need opportunities to relate positively to their peers. Appropriate activities for preschoolers include opportunities to engage in dramatic play, construct with blocks, experiment with art materials, explore natural materials through sand and water play, solve problems using manipulative toys, and explore literacy by "reading" or being read to. We also encourage outdoor play as a learning activity. Opportunities for both fine motor and gross motor skills are part of the daily curriculum. Through these activities, we nurture a child's sense of independence.

Each classroom is divided into learning centers. Each learning center is full of materials that are logically organized and easily accessible by the children. These are print-rich environments where everything is labeled. Teachers supervise and facilitate learning through play by guiding children and asking open-ended questions.

Each week, the classroom has a different theme or focus. All activities encourage the theme. Stories, songs, music, science, art activities, and field trips embellish the week's theme. Sometimes activities are child-initiated, and their interest and imagination leads them to other topics. Teachers remain flexible and are there to guide and facilitate the learning process in the direction that it takes.

Inclusion Policy

Wesley Kids welcomes children and families of all backgrounds and abilities to the program. Children

with identified special needs are included as much as possible with their typically developing peers in all activities.

Identified special needs are defined as a developmental delay, a diagnosed condition, a social/emotional or behavioral concern, a medically defined allergic response, an extenuating family issue. We collaborate with organizations and members of the community with training to address specific situations. We work with Albuquerque Public Schools (APS) Child Find and also welcome children's individual therapists to provide services on site, in order to provide the least restrictive environment for each child's learning opportunities. Wesley Kids staff members suggest referrals for developmental screenings when observations provide evidence that a child could benefit from specific developmental encouragement other than what is provided in our classroom environment.

Children of all abilities learn from each other in a mutually beneficial experience. We believe that all children deserve an opportunity to develop, learn and grow with their peers.
Wesley Kids utilizes all possible resources in order to encourage children and their families to remain in the program with children of differing abilities. For the child to fully benefit from the program, Wesley Kids requires full participation of the child's family. If, after careful consultation with staff, family and collaborating support services, the staff feels that Wesley Kids is not the best placement for an enrolled child, regardless of ability, the administration reserves the right to disenroll.

PROGRAM INFORMATION

Wesley Kids is located in the First United Methodist Church, at 315 Coal Ave SW. There is ample free parking. We are open from 7:00am to 6:00pm, Monday through Friday, except for some holidays. Wesley Kids is licensed by the State of New Mexico Childcare Licensing Bureau. Wesley Kids practices FOCUS accreditation standards and has attained a FOCUS Five Star Level.

Wesley Kids offers childcare and preschool to children and infants from six weeks through five years old. Wesley Kids offers both full-time and part-time positions, depending on availability.

ADMINISTRATION

The Executive Director or Assistant Directors can be reached at 505.247.2404 during business hours, 7:00am to 6:00pm, unless otherwise announced. They can also be reached at wkdir@firstumcabq.org and wkad@firstumcabq.org

The Wesley Kids' Board of Directors is available to all parents who have questions. For the Parent Liaison Officer's contact number, please ask the Executive Director.

HOLIDAY CLOSINGS

We are closed for many federal holidays and some religious days, including the week between Christmas Day and New Year's Day. Closings are announced each year, and will be included with the Parent Handbook at time of registration.

INCLEMENT WEATHER

Safety is of utmost importance. Wesley Kids follows the Albuquerque Public Schools' (APS) "Delayed" and "Closed" schedule. If APS is not in session, Wesley Kids will

follow the NM State schedule for Albuquerque workers when there is a delay or inclement weather. **Wesley Kids will open at 10:00am when there is a delay.** Parents should listen to TV or radio stations for information on the APS or the NM State schedule for Albuquerque workers, or check the website thenewmexicochannel.com. Wesley Kids will also try to leave a message on the school's answering machine with updates. Wesley Kids cannot be held responsible for weather related closures, "Acts of God," or any event beyond our reasonable control that results in a closure. Wesley Kids cannot issue make-up days or tuition reimbursements unless our insurance carrier reimburses the families for this loss of childcare.

ARRIVALS AND PICK-UPS

Wesley Kids is open from 7:00am until 6:00pm, Monday through Friday. Classrooms will not accept children before 7:00am even if a teacher is present. State regulations mandate, that each child must be signed in and out on a daily basis by the adult that brings or picks up the child, indicating the time and acknowledging by signature in our sign in and out book located at the front desk. This is one of our records for attendance as well as for the safety of the children. Pick-up and drop-off time can be hectic, please make sure, that a staff member has acknowledged your child's arrival or departure.

Each child must be picked up by 6:00pm. A late charge of $25.00 for any part of the first fifteen minutes will be charged when a child is picked up past closing time. After this it will be $1.00 a minute. If, after 15 minutes, the parents have not been found, and Wesley Kids cannot reach any emergency contacts, then we will contact Child Protective Services. Please update your contact numbers frequently. Please park in

the marked parking spaces and accompany your child to the classroom. Never leave young children alone in a parked car. We do not allow children to leave the building unless accompanied by an adult over 18 years of age with an age-appropriate car seat. (WK does have emergency seats to lend).

Speeding is forbidden on First UMC property; 5mph is the speed limit.

AUTHORIZATION TO PICK UP YOUR CHILD

Wesley Kids will not release any child to any person not on our authorized pick-up list. We must have verbal or written authorization for changes. The person picking up the child must show a photo I.D. You must bring to our attention any changes to the custody of the child or any restraining orders. Wesley Kids cannot become involved in child custody cases; our focus is on the well-being of the child. We will take all measures to ensure the safety of the child at all times.

PROGRAM OUTLINE

Wesley Kids provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. At Wesley Kids, you will see a supportive and loving Christian environment for your child. You will observe the following:

- Frequent, positive, warm interactions among teachers and children
- Planned learning activities appropriate to children's age and development
- Opportunities for children to choose from a rich social and material learning environment
- Specially trained teachers and administrative staff
- Ongoing professional development
- Enough adults to respond to individual children

- Many varied age-appropriate materials
- Respect for cultural diversity
- Healthy and safe environment for adults and children
- Inclusive environments
- Regular, two-way communication with parents, who are welcome visitors at all times
- Strong family involvement
- Effective administration
- Ongoing, systematic evaluation

Meet & Greet Visits

At the start of your child's new classroom, the Lead teacher will contact you to schedule a required meet & greet visit. This will help improve relationships with our families, getting to know our families better creating a more comfortable level of communication, increasing family involvement in our program, and observing how the child interacts at home in order to fulfill the child's individual needs at Wesley Kids. The visits are scheduled with the families' convenience in mind.

Assessment

Wesley Kids uses the "Ages and Stages Questionnaire" as well as "The NM Portfolio Collection Forms", and the "NM Early Learning Guidelines" as assessment tools. The purpose of assessment is to identify children's interests and needs, describe developmental progress and learning, improve curriculum and adapt teaching practices and the environment, plan program improvement and communicate with families. If during the course of assessment there is an indication that the child may benefit from intervention a referral maybe made for developmental screening.

The Ages & Stages Questionnaires (ASQ-3) is a Parent-Completed Child Monitoring System that meets the criteria for a first level comprehensive screening and

monitoring program. The ASQ-3 screening system is composed of 21 questionnaires and designed to be completed by parents or other primary caregivers at any point for a child between 1 month and 5 ½ years of age. At Wesley Kids parents have the option to either complete these required forms on their own or with their child's teachers. These questionnaires can identify accurately infants or young children who are in need of further assessment to determine whether they are eligible for Early Intervention or Early Childhood Special Education Services. Each questionnaire contains 30 developmental items that are written in simple, straight forward language.

Along with the ASQ-3, there is the Ages & Stages Questionnaires: Social Emotional (ASQ-SE) which is developed to assist with monitoring identification of children from 3 months of 5 ½ years of age. The ASQ-SE are designed to complement the ASQ-3, by assisting parents, caregivers, and early intervention and early childhood personnel in the timely identification of children with responses or patterns of responses that indicate possible future social or emotional difficulties. This screening tool helps to identify the need for further social and emotional behavioral assessment in children – that is, to identify those children who are in need of further evaluation and those who appear to be developing typically.

"The NM Portfolio Collection Forms", are a reliable evidence of each child's progress. Our observations include documentation of progress in all areas of development. We enhance this Portfolio by adding photographs, work samples, and anecdotes to document the individual child's progress throughout the year. The teachers use the portfolios and the NM Early Learning

Guidelines to successfully implement an individualized curriculum for the children. Children's progress is consistently communicated to the child's families via parent/teacher conferences and during visits. Families are welcome to schedule a parent/teacher meeting at any time.

Communication with families about any issue is delivered in a manner that shows awareness of family values, culture, home language, and individual identity. Wesley Kids is a fully inclusive program. Children with diagnosed special needs take part in all classroom activities to the extent that they are able. We participate in meetings with support staff and contribute to children's Individualized Family Service Plan and/or Education Plans. If the staff suspects that a child has a developmental delay, the observation will be recorded. Wesley Kids staff will NEVER request an assessment with an interventionist without written permission from a family member of the child. Wesley Kids staff will make referrals and encourage the family to seek an assessment for further intervention if, through observation over time, it is determined that the child could benefit from such intervention. Wesley Kids staff work closely with the interventionists on site, but are only permitted to discuss a child's progress with written permission from the family of the child.

Guiding Principles for the Full Participation of Young Children

We believe in and align our program to New Mexico's Early Learning System and their Guiding Principles for the full participation of Young Children. By integrating the unique cultures, languages, and abilities of each child within the framework provided by the Guidelines, educators are positioned to build on strengths and

scaffold opportunities to support each child's potential.

Our curriculum supports the Foundational Principles:

1. All children are respected as competent and unique individuals.
2. Infants are born learning and all young children are capable of learning.
3. Development occurs in the context of relationships.
4. Young children are eager learners.
5. Each child develops at his or her own pace.
6. Learning is integrated across domains.
7. Learning experiences begin with family.
8. The context of family and community culture influences every aspect of development.
9. Valuing children's home language is vital to their development.
10. Young children learn by doing. Play and active learning are the best strategies to enhance young children's development.
11. The most reliable and informative assessment process is the observation and documentation of children's performance in activities and routines that take place throughout the day.
12. The information gained through authentic, observational assessment related to the Guidelines is used to inform families and plan individualized curriculum activities and strategies to help each child grow and develop.

CLASSROOMS

Children in the Milky Way range in age from six weeks to older crawlers and young walkers. Our Little Dippers classroom has children who are steady on their feet (relatively speaking!) to older toddlers. Older toddlers who are ready for more structure will join the young two's in the Explorers classroom. Three-year-olds who are

developing longer attention spans and who are potty trained will be in our Rainbows. Four-year-olds who are working on their social and cognitive skills will be in our Asteroids class and our five-year-olds who are working to prepare for a successful entry into Kindergarten will be in our Martians class.

Spanish is incorporated into our curriculum and is introduced to infants through Pre-K by means of games, stories, singing, and activities.

Music, Chapel, and age-appropriate Christian educational activities are part of our weekly curriculum for all.

FOOD PROGRAM

Wesley Kids participates in the USDA Federal Food Program and adheres to its guidelines by offering nutritious breakfasts, lunches, and afternoon snacks served family style. The program provides daily nutritional needs for children enrolled here. All children will be offered the same meals without physical segregation of, or other discriminatory action against, any child because of race, color, age, national origin, gender, handicap, or religious belief. We ask that no outside food be brought to the center except in the case of substitutes for food allergies. Wesley Kids has a "nut-free and no peanut" policy in place. We require a "Diet Prescription" to explain any food allergies or restrictions that your child may have.

We have a form for signature by your physician. We cannot accommodate food preferences, but we do recognize your choice to restrict meat or dairy in your child's diet.

If your child is a vegetarian, please specify if all meats

and animal products should be omitted.
Each family must fill out an income eligibility form every year at Registration/Agreement Renewal. This form is required by the State Food Program and ensures that Wesley Kids gets government subsidies to help pay for the food.

Parents of children who are lactose intolerant are required to provide the alternative soy, rice, or goat's milk (except infants).

MEAL TIMES
We ask all parents to inform us by 8:30am if their child is not coming to school so that we can do an accurate meal count. Latecomers who arrive after a meal is over will not be fed. Parents are asked to feed their child beforehand if they are going to arrive after breakfast or lunch is served. (It is against regulations for staff to "save" meals.)

WELLNESS AND NUTRITION POLICY

NUTRITION
BREAKFAST AND LUNCH
We provide all children with breakfast between 8:30am and 9:00am, lunch between 11:30am and 12:00pm, and an afternoon snack at 3:00pm. The center uses a cycle menu of 4 weeks that changes with the seasons. We serve a variety of foods to broaden children's food experiences. Weekly menus are posted in each classroom and at the front desk. Menus are planned by our Assistant Director and reviewed by our Executive Director, both of whom have received training on the CACFP requirements. Meals and snacks emphasize nutrient-rich foods (e.g., fruits, vegetables, whole grains, low-fat or non-fat dairy and lean meats).

Teachers are trained in all aspects of the CACFP including positive mealtime behavior. Food is never used as a punishment or reward in our center. Our staff uses mealtime as an opportunity to teach nutrition and food concepts. Adults eat with the children to encourage social interaction and conversation, and ask questions and talk about nutrition concepts related to the foods being served. Our nutrition program provides and supports a social environment at mealtime where children wash their hands and eat family style. Children learn how to pour beverages, serve themselves, make independent food choices, and practice good table manners. Teachers are required to consume the same food offered to children during meals. No other foods and beverages may be consumed in front of children.

NUTRITION EDUCATION

We have a developmentally appropriate health education curriculum for children in the center that includes lessons and activities on nutrition and physical activity. Nutrition education is also incorporated into other content areas, such as language and literacy development, mathematics and science. Our staff members incorporate nutrition themes into planned learning experiences to reinforce and support health messages. Nutrition concepts are integrated into daily routines. Teachers are required to participate in annual trainings on nutrition, Civil Rights and physical activity for the children.

PHYSICAL ACTIVITY

All children are provided outdoor time at least twice daily, weather and air quality permitting. Children can go outside when temperatures are above 40 degrees Fahrenheit (including wind chill factor). In the case of

severe weather similar activities are provided inside. Our center provides equipment and materials for active play and movement that support the development of gross motor skills and are appropriate for all children. During outdoor play, children practice gross motor skills with a variety of activities, such as running, skipping, kicking, and throwing balls. Children with disabilities have opportunities to participate in physical activity with their peers. Teachers are required to participate in physical activity with their students to increase child participation and model healthy levels of activity.

SCREEN TIME

The American Academy of Pediatrics recommends that children under two years old do not engage in any screen time at all and older children watch no more than 30 minutes per week. We do not have any screen time in our center because we know that children watch television and play on the computer at home. On rare special occasions we allow for a special movie with parental permission up to 30 minutes maximum.

DAILY SCHEDULE

The daily schedule varies among the classrooms. Each classroom has a daily schedule posted announcing meal times, activities, nap times, outside play times, and diapering and feeding schedules for the younger ones. Special activities are announced weekly.

PARENTAL INVOLVEMENT

Wesley Kids is a family-focused center, and we require parent involvement in the program. Parental volunteer help is always needed and very much appreciated. There are a number of ways in which parents can take

an active part in the success and effectiveness of the preschool. Please contact your child's teacher whenever you would like to share something special with the class. You can help by going on field trips, organizing special classroom activities, helping with the annual fundraiser P'Sghetti Day, or with fix-up days, or by being a storyteller.

We also encourage parents who are interested to ask about positions on our Board of Directors/CQI Team. Our CQI Team is responsible for our Continuous Quality Improvement Cycle, which covers the 10 Essential Elements of Program Quality.
Those Elements include:

1. Authentic Observation Documentation and Curriculum Planning
2. Family Engagement
3. Inclusive Practices for Children with Developmental Disabilities or Delays
4. Culture and Language Including the Support of Dual Language Learners (DDL)
5. Promoting Social Relationships
6. Health Promotion and Developmental Screenings
7. Professional Qualifications
8. Ratios and Group Size
9. Environments
10. Program Administration and Leadership

CQI Team and Board of Directors meet together on a monthly basis.

A children's library is available for all families to use. They may read to their children on site or may borrow books and videos to take home. Wesley Kids believes strongly in reading to children from infancy.

Parent/Teacher conferences are held at least twice a year for all ages.

CLOTHING

Dress your child in play clothes and comfortable shoes that are appropriate for a preschool environment, and please mark all clothing with your child's name. Children will get messy, so no designer clothing, please. No flip-flops or slip-on sandals are allowed. Children should bring a change of clothes to school in case of accidents.

We believe that fresh air is important to your child's health. We go outside every day (providing weather permits), so please send hats, gloves, and snow boots when weather is cold, and sunscreen and hats when weather is hot.

If your child is too sick to go outside, your child is too sick to be at the preschool.

VISITS AND BIRTHDAYS

Parents are welcome to visit Wesley Kids during the day. It means a lot to the children to have you come for lunch, a visit, a special party, or a birthday celebration.

You are welcome to bring treats to help celebrate your child's birthday. We request that they be treats with little or no sugar for the snack time. Please notify teachers of party plans in advance.

In order that no child feel excluded, please hand out invitations for birthday parties to <u>all</u> the children in your child's class, or mail them to those you are inviting. We cannot give out addresses but we can mail them for you if you provide the stamped envelopes.
Visiting relatives or friends are welcome as long as the

classroom staff and/or administration are informed of the visit and it does not interfere with the normal routine of the classroom.

There is a designated room for mothers wishing to visit with or nurse their infants.

POLICIES AND PROCEDURES

ENROLLMENT PROCEDURES: Admission and Discharge
Wesley Kids will not discriminate against any child because of race, color, handicap, sex, national origin, or religious preference.

- Enrollment is on a first-come, first-served basis, and we give priority to: siblings of currently enrolled children, the children of church and school employees, and members of First United Methodist Church.
- We will consider dismissal of a child if the child seems unable to benefit from the program, or if the child seriously endangers other people or the integrity of the program. This decision will be made by the Executive Director, in consultation with the teaching staff, child's parents, and/or other support personnel, i.e., psychologist, therapists, and Board of Directors.
- Placement in a classroom is based on what is best for the child and the availability in the classroom. Developmental levels are considered before age.
- Ages in classrooms are approximate. Progression into the next age group is at the discretion of the child's teachers and the Executive Director, using their professional expertise in assessing the child's readiness.
- When a space has been secured, a registration fee will be required, along with the necessary forms.
- We ask that parents fill out a registration form with the necessary information and emergency contacts. Only use emergency contacts who are within

easy reach and are willing and able to pick up your child. We have car seats available for loan.

A parent must sign an enrollment agreement, and the child's physician must complete and sign a medical history form, including a verification that all required vaccinations are up to date. Before your child can start attending Wesley Kids all forms must be completed and returned to the office. Vaccinations and medical reports that need to be updated are required to be brought in within 5 business days of notification. In addition, a parent must fill out an eligibility form for the USDA Food Program.

- Make-up days are not permitted if a part-timer misses one of his/her regular days or if the day falls on a holiday. Our daily ratios are calculated to ensure a full program at all times, and we cannot accommodate extra children; doing so may jeopardize the care and safety of the other children.
- If you are going to disenroll your child from Wesley Kids, we require thirty days' written notice, or payment of one month's tuition in lieu of notice, unless we find a replacement.
- We expect parents to participate in our Annual P'Sghetti Day Fundraiser as a condition of enrollment into our non-profit program. Volunteers are needed on the event day or in preparation of the event. On the enrollment agreement, we ask that parents choose one area in which they are willing to volunteer. Your help will require only a few hours of your time each year and goes a long way to help us raise funds to maintain and improve the quality of our program.

WESLEY KIDS DISENROLLMENT PROCEDURES

Wesley Kids reserves the right to disenroll for the following reasons:

Non-payment
Missing documentation and required forms
Lack of parental participation
Aggression and biting
Disenrollment will be decided by a collaborative process between Wesley Kids Director and Wesley Kids Board President.

TRANSITIONING
All children moving up into the next classroom will follow a transition schedule agreed to by the teachers, the parents, and the Executive Director.

Parents will be introduced to the child's next classroom, its staff, and the new procedures. Transitioning is progressive over one or two weeks. If a child is not ready, then the procedure will be tried again at a later date. It is important that this move be a happy one for the child.

FEE PAYMENT PROCEDURES
Tuition is due monthly on or before the fifth, or bi-monthly by the first and fifteenth of the month, as specified in the enrollment/renewal agreement. A late fee of $15.00 will be included on all late payments. Failure to pay the late payment charge may be considered grounds for disenrollment. After payment is due, a reminder letter will be sent. If the account is not paid by the end of the month, the child will be disenrolled.

Checks should be made to Wesley Kids Childcare and Preschool. They may be mailed to Wesley Kids Childcare and Preschool, PO Box 1638, Albuquerque, NM, 87103-1638, or left in the Wesley Kids office. There will be a $20.00 charge for all returned checks that are not rectified immediately.

We also accept money orders or cash but ask that you not leave cash unless the Executive Director or Assistant Director is available to give you a receipt.

We will not give refunds for vacations, illnesses, or dis-enrollment due to lack of compliance of Wesley Kids Policies & Procedures. Tuition is based on contracted hours and not the actual time the child attends.

You must notify Wesley Kids in writing one month prior to the withdrawal of your child from Wesley Kids. If you do not give one month's written notice, you will be charged one month's tuition. One month's notice is needed for all changes to contracts.
Any contract that is temporarily reduced from full time to part time is not guaranteed a return back to full time unless the space is available.

If a child is transitioned up during the first two weeks of the month, we will apply the new rate from the beginning of the month. If a child is transitioned during the last two weeks of the month, we will apply the new rate at the beginning of the next month.

Drop-ins can be offered part-time contracts for a fee if space is available. Please check at front desk for rates and availability.

We ask all families to respect the designated days of their contract; no floating schedules will be permitted unless a full-time contract is paid for.

SCHOLARSHIPS

- When economically feasible, scholarships for up to 10% of the student population will be available for needy children, for a percentage of the tuition.

- Preference will be given to children of members of First United Methodist Church, Albuquerque, who meet the criteria.
- The Scholarship Committee of the Wesley Kids Board of Directors will determine recipients.
- Names of scholarship recipients and all records not required by the State of New Mexico will be kept separate and confidential.
- Budget considerations determine how many children may be helped at any one time.
- To apply for a scholarship, please see the Executive Director for details.
- We accept State-assisted contracts that are offered through Children, Youth & Family Department.

TUITION FEE STRUCTURE

We offer five-day, three-day, and two-day programs to meet the developmental needs of infants, toddlers, and preschoolers. We ask that parents keep to their contracted days so that we do not exceed our ratios.

REGISTRATION FEES

Non-refundable Initial Enrollment Fee	$ 100.00 per child
Renewal Fee, due every August	$ 25.00 per child
Supply Fee, due every January	$ 35.00 per child

(These fees are waived for First United Methodist Church members and children on CYFD contracts only.)

TUITION

Classrooms	Approximate Age	5-Day Agreement
Milky way	6wks-1yr	$1055.00
Little/Big Dippers	1yr-2yrs	$ 965.00
Explorers	2yrs-3yrs	$ 905.00
Rainbows	3yrs-4yrs	$ 865.00
Asteroids	4yrs-5yrs	$ 865.00
Martians	5yrs-6yrs	$ 870.00

Classrooms	3-Day Agreement	2-Day Agreement
Milky Way	$775.00	$550.00
Little/Big Dippers	$700.00	$485.00
Explorers	$675.00	$470.00
Rainbows	$640.00	$445.00
Asteroids	$640.00	$445.00
Martians	$645.00	$450.00

RATIOS

Wesley Kids practices at FOCUS Accreditation Levels and has a FOCUS Five Star Level. We try to maintain the lowest teacher/child ratios under normal operating conditions. Wesley Kids never exceeds state ratios.

Under normal operating conditions, our ratios are:

Milky Way	3 teachers/10 babies	~1:3
Little Dippers	2 teachers/8 toddlers	~1:4
Big Dippers	2 teachers /8 toddlers	~1:4
Explorers	3 teachers/15 children	~1:5
Rainbows	3 teachers/24 children	~1:8
Asteroids	3 teachers/24 children	~1:8
Martians	2 teachers/16 children	~ 1:8

NOTIFICATION OF ABSENCE

Parents are asked to inform Wesley Kids of any changes in their child's schedule. For part-timers, if your child is absent on one of his/her regular days, we are unable to do "make-up days" to compensate.

FIELD TRIPS

Field trips are an integral part of our program. They allow the children to broaden their understanding of the world through experiences that cannot be provid-

ed in the classroom. Teachers depend upon parents' willingness to drive and help supervise these outings. Your involvement in your child's education is important to your child.

Parents will be given specific information with the date, place, and time, in writing, prior to each field trip. If you do not want your child to go on a particular field trip, then you will need to notify us in writing so that we can honor your request. You will also need to notify us in writing if your medical or emergency information changes.

HEALTH POLICIES: IMMUNIZATIONS RECORDS

All children must have the following immunizations, and have the signed medical report on file at Wesley Kids, before they can attend. These requirements are determined by New Mexico Department of Health. Children's records have to be updated after each new shot.

DTaP/DT/Td: ***Required* —** Four doses of diphtheria, pertussis, tetanus vaccine (i.e., **DTaP, DT, Td/Hib combo**, etc.) by age two. The series can be started at six weeks of age with recommended intervals of two months between first three doses. Dose number four must be administered after age one and at least six months after dose three. One dose is required after age four.

Polio: ***Required* —** Three doses of polio vaccine (IPV and/or OPV) by age one. The series can be started at six weeks of age with recommended intervals of two months between first two doses and at least six months between doses two and three. One dose is required after age four.

Hepatitis B: ***Required* —** The series can be started at birth with at least four weeks before dose two. At least eight

weeks is required between doses two and three, with four months required between doses one and three. By six months of age, your child should have received three doses of Hepatitis B vaccine.

Measles, Mumps, Rubella, (MMR): *Required* — after age one, and a second dose at four to six years.

Varicella: *Required* — after age one unless your child has a reliable history of chickenpox disease, such as a medical record documentation or signed parental affidavit.

Hib*: Required* — Children under the age of five are required to complete this series. The three-dose series can be started at two months of age, with recommended intervals of two months between each of the three doses, and one dose after age one. Hib is not routinely administered to children older than age four.

Hepatitis A: *Required* — for children aged 16 months and over; receive two doses of Hepatitis A vaccine with recommended interval of six months between the two doses.

Pneumococcal (PCV): *Required*— for children at ages 2, 4, 6 months with a booster at age 12-15 months. Cath-up: Administer one dose of PCV13 to all healthy children aged 12-59 months who are not completely vaccinated for their age.

If you are a conscientious objector to the immunization of your child, Wesley Kids must have a certificate verifying the fact. This certificate must be renewed every nine months. The address to request exemption from immunization is:

New Mexico Department of Health
Box 26110
Public Health Division Immunizations
Santa Fe, NM 87502-6110

COMMUNICABLE DISEASES

Please notify us if your child has a communicable disease. In accordance with New Mexico state requirements, after a child has had a communicable disease, Wesley Kids will readmit the child only upon written approval of the child's physician.

PROCEDURES FOR HANDLING OF MEDICATIONS

- All medications shall be labeled with the child's name, and dated. Wesley Kids will not give any medications to a child without the written permission of the parents or guardian.
- Over-the-counter medication can only be given for one day without a doctor's prescription. If the symptoms persist, a doctor's visit will be requested. Over-the-counter medications could be masking a more serious condition.
- Medications shall be in their original container, with written instructions that include the child's name, the medication name, dosage, and times to be given.
- When the medication is no longer needed, it shall be returned to parents or guardians or destroyed.
- Medications requiring refrigeration shall be kept in a closed and identified container in the refrigerator.
- All medications shall be inaccessible to children. This means no medications of any kind may be left in a child's cubby or diaper bag.
- The facility shall keep a written record of all medications given to children on file for at least six months.
- One of the employees shall be responsible for giving medication to children.
- The facility shall keep a daily record of all medications given to children, which specifies name of child, medication, dosage, hour the dosage was given, and signature of the designated employee giving the dosage.

Wesley Kids does not keep medication of their own on the premises and cannot administer medication that is not in the child's name.

PROCEDURES FOR HANDLING THE ILL CHILD

The child should stay home if she/he has any of the following symptoms:

- A fever over 100 degrees, or the need to control the fever with medication within the last 24 hours
- A runny nose with yellow or green mucus
- Eye drainage
- A red throat or earache
- Unexplained rash or skin eruption
- Swollen neck glands
- Communicable disease
- Vomiting or Diarrhea
- A cold that is less than three days old
- Significant pain complaints
- Difficult or rapid breathing or wheezing
- Evidence of scabies, head lice, or other infestation
- Severe or uncontrolled coughing

If the child:

- has conjunctivitis (pink eye), continual eye drainage, or strep throat, he/she must be on an antibiotic 24 hours before returning.
- has chicken pox, he/she must not return to school for seven days, and/or until all sores are completely dry.
- becomes ill while at Wesley Kids, the parent will be notified and expected to pick him/her up within the hour. Although we try to make the child feel as comfortable as possible while waiting, we do not have an infirmary to care for the child for an extended time nor do we have medication to administer.
- is sent home sick, he/she is expected to stay home until there has been an absence of fever and the symptoms listed above for twenty-four hours without

medication.
- is considered too sick to go outside at recess, then the child is too sick to be at school. Wesley Kids cannot accommodate individual children who cannot go outside.

We require a doctor's certification before we will allow the child to return to school if he/she has been sent home with a suspected communicable condition or if he/she has had unexplained vomiting, diarrhea, a skin condition, or a persistent fever. Wesley Kids reserves the right to request a medical certificate from the child's physician when the health of the child is questionable. By following these guidelines, we enable the child to get better more quickly, and we also protect the other children and staff at Wesley Kids.

ALLERGIES AND SPECIAL MEDICAL CONDITIONS

You must provide a written notification from the child's physician about any serious condition requiring special attention from our staff. We will make all reasonable efforts to accommodate a child's special needs, including severe food or other allergies, within the reasonable scope of our facility.

Medical treatment is the ultimate responsibility of the parents. Wesley Kids will only administer lengthy treatments if we have adequate staffing to do so. If we have staff shortages, parents may be asked to come to the center during the day to administer the treatment.

EMERGENCY PROCEDURES AND SAFETY POLICIES

Wesley Kids practices monthly fire drills and emergency evacuation of the building. In the case of a real emergency, children and staff will congregate in the front

parking lot. Emergency contact information is kept on file for each child, and the teachers take this information with them during an evacuation or drill. We take a head count and implement plans to proceed to the emergency shelter. We have two emergency shelter locations: St. John's Episcopal Cathedral on 4th Street and Christina Kent Day Nursery, next door to Wesley Kids, on 3rd Street. A copy of our emergency evacuation plan is available to all parents.

Parents must always enter and exit through the Wesley Kids doors on the southeast side of the building, facing Coal.

ACCIDENTS AND EMERGENCIES

- In case of any serious accident or injury, we will call 911 immediately. We will then notify the parent. If we cannot reach the parent, we will contact the emergency numbers listed on the child's registration form. Be sure that those you list as emergency contacts understand their responsibility. Also be sure to update all phone numbers on your emergency card when any changes occur.
- In case of less serious accidents or injuries, we will contact the parent or emergency contact, and follow their instructions.
- For minor accidents or injuries, the staff will administer first-aid, and advise the parent.
- We document all incidents or accidents on a special form to be acknowledged and signed by the teacher or witness, the Executive Director, and the parent.

MISSING CHILD POLICY

If a child is missing and not located after a fifteen-minute search, the parents and police will be notified by the Executive Director or staff member in charge. (Children

are not left unattended at any time.)

CONFIDENTIALITY POLICY
All information received about a child and his/her family is kept strictly confidential. Wesley Kids' staff understands that no information pertaining to a child or a family is to be released or discussed with any other party or outside source without the prior consent of the family concerned.

SUSPECTED CHILD ABUSE
Staff members are familiar with the signs of abuse/ neglect as described by the state Children, Youth, and Families Department. As required by New Mexico law (children's code), staff members will report any known or suspected case of child abuse or neglect.

EXPULSION POLICY
AGGRESSION AND BITING POLICY
We have the following policy regarding physical forms of aggression manifested by children.

If your child is involved in a form of aggressive behavior, we will follow these steps:

- Comfort the victim and remind the perpetrator that their behavior is unacceptable.
- Notify the victim's parents immediately if the child's skin is broken or medical attention is required.
- Notify the perpetrator's parents immediately.
- Written reports are made for both families.

Staff cannot reveal the identity of the perpetrator to the victim's family, as it is against state regulations.
If the behavior persists we will:

- Require a parent/teacher conference with the

parents of the aggressor.
- Consult with the parents of the victim.
- Consider the conditions under which this incident occurred and research ways in which they can be changed.
- Find alternative solutions to dealing with the behavior.
- Recommend outside resources for professional consultation.

If the behavior persists after all of the above have been tried, if Wesley Kids considers that a child's presence is an endangerment to others in the program, if the child is not benefiting from the program or the child's behavior is a reason for staff members to resign or parents to disenroll their children, we will recommend that the perpetrator be expelled from the center.

We have the following policy regarding biting by children:

- When a child or an infant starts to show a pattern of regular biting, parents are notified by means of dialogue and incident reports.
- Wesley Kids tries to find reasons for the biting and uses all the remedies available to them in accordance with State Regulations.
- Parents are given documentation materials on biting to help them understand the various possible causes for this type of behavior.

If aggressive behavior/biting occurs, the following measures are implemented:

- Parents of the biter/aggressor will be notified immediately by phone.

If the child bites or continues aggressive behavior a second time in one day, if

the skin is broken, the bite is on the face, or a bite requires medical attention, the parents of the child will be asked to take their child home for the remainder of the day. Parents are required to pick up their child within one hour of being notified. This is to break the pattern of biting/aggressive behavior, ensure the safety of the other children, and to reassure the parents of the victim that we are taking the necessary measures to ensure that it does not reoccur that day.

- If the parents of a biter/aggressor have to be notified a third time within one week, or the continued biting/aggressive behavior results in losing an enrollment, a Parent/Teacher/Administrator Conference will be required to discuss how to resolve the biting/aggressive behavior. Possible resolutions will include recommending outside resources for professional consultation. The Executive Director will have the ultimate authority to recommend temporary or permanent suspension from the program.
- Aggressive behavior includes, but is not limited to biting, hitting, spitting, throwing toys/furniture, etc.

GUIDANCE POLICY

Both independence and cooperation are nurtured. Teachers facilitate self-control in children by using positive guidance and redirection techniques. We use clear limits that encourage the child's ability to become self-disciplined. Discipline will be age-appropriate and consistent. Wesley Kids will not use the following disciplinary actions:

- Physical punishment of any type, including shaking, biting, hitting, pinching, or putting anything in a child's mouth.
- Withdrawal of food or rest, bathroom access, or outdoor activities.

- Abusive or profane language, including yelling.
- Any form of public or private humiliation including threats of physical punishment and/or unsupervised separation.

We do not allow parents to physically discipline or verbally abuse their child while on Wesley Kids or First UMC property, including the parking area.

MEDIA POLICY

To ensure consistent messaging and coordinate responses to media inquiries, the Senior Pastor is the designated media spokesperson . If you are contacted by the media and are not the designated spokesperson, you should direct the media inquiry to the Senior Pastor. You should only speak with the media about the Church and/or Wesley Kids, including its activities, persons served, and fundraising practices, if you are the designated spokesperson for that inquiry.

EMERGENCY DISASTER PLAN:

Assignments during emergency

Rana Cordova, Executive Director

- Direct Evacuation and Person Count
- Transportation
- Media
- Final Check

Classroom Lead Teachers: First Aid

Pamela Duran, Assistant Director

- Telephone Emergency Numbers
- Distribution of Supplies

Emergency Names and Telephone Numbers

Fire/Paramedics: 911

Red Cross: 505.265.8514

Mid-Rio Grande Chapter
142 Monroe, NE
Albuquerque, NM 87108, redcrossalbq.org
Physician: Per information on child's contact sheet
Dentist: Per information on child's contact sheet

Child Protective Services: Children, Youth, & Families Department, 800.677.7975
Hospitals: Presbyterian: 505.841.1234
St. Josephs: 505.848.8000
Lovelace: 505.262.7000
UNM: 505.843.2111

Police, emergency: 911
Police, non-emergency: 505.242.2677
Poison Control: 505.843.2551

Ambulance: Albuquerque Ambulance Service
505.761.8200
Superior Ambulance Service
505.247.8840

Health Department: 505.841.4100

Exit through front Wesley Kids Door
Facility Exit Location
Exit through the back doors of each classroom
Exit through the Courtyard doors
Exit through the Sanctuary

Temporary Relocation Site
Christina Kent Daycare, 423 3rd Street, 505.242.0557
St. John's Episcopal Cathedral, 315 Silver, 505.247.1581

Communication Plan
The Executive Director of the facility will provide the

directions and instructions during an emergency situation. The Assistant Director is the next decision maker.
All classrooms should be headed to the meeting spots. If a classroom is separated, the Executive Director will check the center first and then call the lead teacher of the missing classroom at the meeting places.
If the Executive Director is unable to contact the lead teacher by phone, she will alert the proper authorities of the meeting places so that they can search for the missing class.

During an emergency evacuation, groups must leave the building on orders of the authorities of emergency units.

- 1st Location: All classrooms should be at the meeting spot when authorities arrive. This would be at the Wesley Kids parking lot (depending on situation).
- 2nd Location: If the children need to go in an ambulance, one teacher must ride with them, while the other teacher calls the parents.
- 3rd Location: If a situation arises and children are bused to the meeting place, teachers must accompany the children and contact the parents.

SHELTER PLAN

Shelter Location

Christina Kent Daycare, 505.242.0557
From the parking lot of Wesley Kids, head southeast toward Coal Ave., turn left on Coal, and go east to 3rd street; take another left on 3rd Street, and you will come to Christina Kent Daycare.

Shelter Location

St. John's Episcopal Cathedral, 505.247.1581

From the parking lot of Wesley Kids, head west to 4th street; at 4th Street take a right. Go north on 4th Street, cross Lead Avenue, and you will come to St. John's.

Person in charge: Executive Director
Contact Parents: Assistant Director
Contact Red Cross: Executive Director

Once at the shelter location, we will contact all parents for reunification. All teachers will remain with the children until all are reunited with their families.

EMERGENCY SUPPLIES KITS

Copies of all contact lists, including names, current phone numbers, and emergency contacts

Water: Adequate amount per classroom average
There should be at least one gallon of water stored in each classroom; estimated one gallon per four children

Nonperishable Food
Granola bars, cereal, cheese crackers, cans of fruit, dried milk, formula for infants, and infant cereal
Extra Diapers, Baby Bottles, Formula
One-day supply as space allows
Flashlight with extra long-life batteries
First Aid Kit
Gloves
Tissues
Tweezers
Duct Tape
Plastic Garbage Bags
Can Opener – Spoons
Disposable Cups
Wet Wipes
Hand Sanitizer/Disinfectant
Whistle
A change of seasonally appropriate clothing per

child
One blanket per four children

Children with Disabilities

Physical disabilities

All children with physical disabilities or using a wheel chair will have one-on-one assistance by a prear-ranged person during an evacuation.

Hearing/Visual Impaired

All children with a hearing/visual impairment will have an assistant teacher assigned to help during an evacu-ation.

All other disabilities

Each child with a disability that is enrolled in our center will have an individualized evacuation plan in his/her room. This plan will be discussed with the teachers and parents of the child and individualized to the child's needs.

Fire Response Steps

- Remain Calm
- Evacuate immediately if the fire alarm sounds
- When evacuating, bring sign-in book and Emergen-cy Supplies Kit if needed
- Close as many other doors between you and fire as possible
- Proceed directly to any designated relocation or assembly areas
- **If smoke or heat is present:**
  - Stay low, following the wall toward an exit
  - Take frequent short breaths through your nose
  - If possible, hold a cloth in front of your nose
  - If trained, and if safe, suppress the fire using the proper fire extinguisher

- Teachers must begin taking attendance as soon as they arrive at designated area.
- Once attendance is taken, proper authorities should be called, and parents should be notified.
- If situation is under control, return to classroom.

*****Fire drills must be performed monthly, occasionally setting up blocks to test both meeting places.**

Severe Weather

- Remain calm
- Keep all children indoors and away from doors
- If weather is severe to the extent the electricity goes out, all classrooms should have at least one flashlight
- Battery operated radio should be used for current information regarding the weather
- All classrooms should be taken, upon arriving, to the designated area
- Proper authorities, as well as parents, should be contacted

Uninvited Visitors/Child Abduction

All visitors should be checked in at the front desk!

If someone uninvited enters, there will be an immediate lockdown of classrooms. Proper authorities will be called and parents or guardians notified. Until the uninvited visitor leaves, the school must remain under lockdown until the Executive Director, security, or police arrive and handle the situation.

If a child is abducted from the playground or classroom, lock down and search school. If within 15 minutes the child is not found, notify the police and the parents/guardian of the child of the time and location of the incident. If child is found, call the police and the

parents and inform them of the place and time the child was found.

Bomb Threat

If you answer the phone call:

- Remain calm
- Try to stay on the phone for as long as possible.
- Continuously ask questions regarding Who, What, When, Where, Why, and How this is taking place. Write all the information down.
- Contact someone in your facility while communicating on the phone.
- Have the other person call the police.
- Inform the proper authorities and follow every direction.
- Evacuation may be necessary to designated areas.
- Take emergency supplies kits and sign-in books to designated area.
- Take attendance and notify parents.

The police will inform the Executive Director or the Assistant Director when it is okay to re-enter the facility.

Chemical Emergency

A major Chemical Emergency is an accident that releases a hazardous amount of a chemical into the environment. Accidents can happen under ground, on railroad tracks or highways, and at manufacturing plants. These accidents sometimes result in a fire or explosion, but many times you cannot see or smell anything unusual.

Notification of a Major Chemical Emergency:

Public safety agencies will provide emergency information to the public. To get your attention, sirens may sound, you may be called via telephone, emergency

personnel may drive by and give instructions over a loudspeaker, or officials could even come to your door. Listen carefully to radio or television emergency alert stations, and strictly follow instructions.

Shelter In Place:

- Take children indoors immediately
- Close all windows in facility
- Turn off all fans, heating and air conditioning systems
- Go to an above-ground room (not the basement) with the fewest windows and doors
- Take the emergency supplies kit
- Wet some towels and jam them in the crack under the doors
- Tape around doors, windows, exhaust fans/vents
- Use plastic garbage bags to cover windows, outlets, and heat registers
- If you are told there is danger of explosion, close the window shades, blinds, or curtains
- Stay away from the windows
- Stay in the room and listen to your radio until you are told all is safe or to evacuate

Heat Disorders

Sunburn Symptoms: Skin redness and pain, possible swelling, blisters, fever, and headaches

First Aid: Take a shower, using soap, to remove oils that may block pores preventing the body from cooling naturally. If blisters occur, apply dry, sterile dressings and get medical attention

Heat Cramps Symptoms: Painful spasms, usually in leg and abdominal muscles. Heavy sweating.

First Aid: Firm pressure on cramping muscles or gentle massage to relieve spasms. Give sips of

water. If nausea occurs, discontinue.

Heat Exhaustion Symptoms: Heavy sweating, weakness, skin cold, pale and clammy, and weak pulse. Normal temperature possible, fainting, and vomiting

First Aid: Get victim to lay down n a cool place. Loosen clothing. Apply cool, wet cloths. Fan or move victim to air-conditioned place. Give sips of water. If nausea occurs, discontinue. If vomiting occurs, seek immediate attention.

Heat Stroke (Sun Stroke) Symptoms: High body temperature (106+). Hot, dry skin. Rapid, strong pulse. Possible unconsciousness. Victim will likely not sweat.

First Aid: Heat stroke is a severe medical emergency Call 911 or emergency medical services or get the victim to a hospital immediately. Delay can be fatal. Move victim to a cooler environment. Try a cool bath or sponging to reduce body temperature Use extreme caution. Remove clothing. Use fans and/or air conditioners. **Do not give fluids.**

Wesley Kids Facility Support

Wesley Kids pays for the time Church Facility Support provides for Wesley Kids. During this time facility support personnel remain in the parking lot and/or by the Wesley Kids front door. This time is not used for church business or personal activities.

Requirements for Wesley Kids Facility Support is to be in the parking lot or general area and monitor for loitering, speeding, and general safety of the Wesley Kids staff, parents, and children.

Any issue, incidence, or unusual events that occurs during this time needs to be written up and turned into the First UMC Business Manager.

If a Wesley Kids staff/employee, parent, or volunteer makes a request to the Facility Support employee outside their duty, they will be directed to the Wesley Kids Executive Director.

DISPUTE POLICY

Wesley Kids does not actively participate in child custody, guardianship, divorce, or marital disputes involving the children, parents, or guardians either previously or currently enrolled at the center.

QUESTIONS AND CONCERNS

If there is a question or concern regarding your child or the procedures of the school, please contact us. We ask you to communicate with your child's teacher, the Executive Director, and the Board Chairperson.

Parent/Teacher conferences will be held at least twice a year to share information regarding your child's experiences and development both at home and here at Wesley Kids.

STAFF

Wesley Kids chooses its staff members for their loving and nurturing qualities, their respect for children and their families, and for their desire to impart knowledge to and guide young children through the learning process.

Wesley Kids' staff has to pass a criminal records background check, have, at a minimum, the 45-hour Early Childhood Education Certificate or be in the process of

obtaining it. We prefer that they be working towards a Child Development Associate Certificate, Associates Degree, or higher degree in Early Childhood Education, and have a current CPR and First Aid training certificate.

All staff has to complete a minimum of twenty-four hours of training a year in the seven competency areas of Early Childhood Education including safety, hygiene, nutrition, growth and development, professionalism, and curriculum.

References are required and checked before hiring. All teachers work to NAEYC accreditation and FOCUS standards, and follow their code of ethical conduct.

CURRICULUM
Learning Centers
What you will see and why: Materials in every interest center that reflect the curriculum and the specific interests of the children.

Writing Center (Language Arts): Here you will see children developing interest in language and literacy by looking at books, drawing pictures, pretending to write letters, make signs, and make up stories (looking at pictures and telling the story, etc.). These activities develop fine motor and cognitive skills. Children are motivated to learn to read and write when they understand that written words have meaning.

Dramatic Play: Here you will see children role-playing real-life experiences or acting out their imaginative play. These activities aid in social development, communication skills, self awareness, and negotiating skills by interacting with their peers. In addition, fine motor and gross

motor skills, along with verbal skills are developed. Props and materials such as household items, dress-up clothes, puppets, and pretend play money, food, cooking utensils, etc., are rotated often.

Blocks and Building Center/Woodworking Center: In both centers you will see children working together constructing or creating objects or structures. Children practice math concepts such as shape or size, balance, and counting. Children develop eye-hand coordination, fine and gross motor skills, visual discrimination, and communication skills and vocabulary. We provide tools and a workbench, pieces of wood, goggles, nails and screws, blocks of different shapes, sizes and materials, hard hats, construction toy vehicles.

Art Center: You will see painting supplies, easels, paintbrushes, sponges, colored paper, markers, colored pencils and crayons, and glue or paste in this center, where activities help develop a child's creativity, imagination, and self-expression. Gross and fine motor skills develop through painting, drawing, making collages, and cutting. These activities provide a release of feelings and help prepare the child for reading and writing readiness.

Manipulatives: Children engage in activities that use and develop their fine motor skills and eye-hand coordination. They also learn to work independently on activities they have chosen for themselves, such as putting together a puzzle. These activities develop math and sequencing skills as the children count and sort. We provide objects to sort and classify; beads to string; puzzles; lacing cards; Legos; pattern blocks; self-help frames for buttoning, tying, zipping; and stacking rings.

Science Center: Children observe plants, shells, and other materials based on the week's theme. Children experiment weighing different materials or working together on projects such as making a weather chart or a bird feeder. These activities engage a child's curiosity and give them a better understanding of the environment and the world around us, in addition to developing better observation and vocabulary skills.

Sand and Water Play area: We provide tables or basins for sand or water, funnels, scoops, squirt bottles, jugs for pouring, measuring cups, toys that float, gelatin molds, and so on. Here, children learn by pouring, measuring, experimenting, floating objects, and playing together. Sensory awareness and opportunities for problem solving and creativity are encouraged. Children learn concepts involving space, measurement, and volume.

Music and Movement: Here we provide musical toys and instruments, and a listening center equipped with books and audio tapes with various types of music. Children develop rhythm and self-awareness, an appreciation of sounds and music, listening skills, and large muscle coordination.

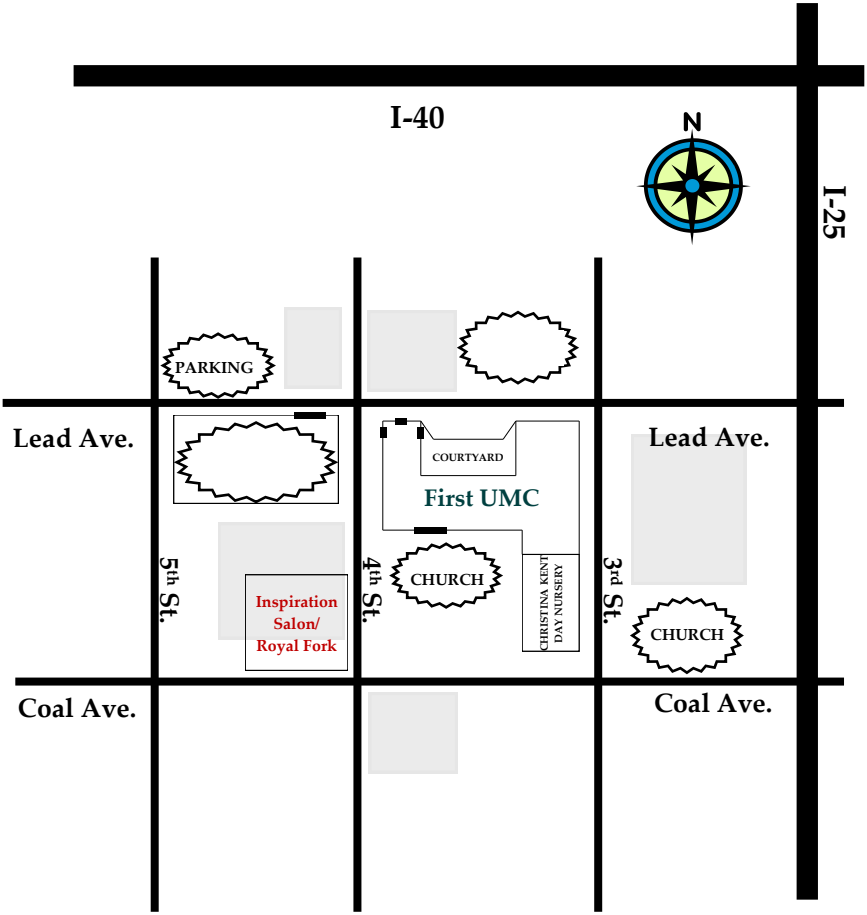
Large Muscle and Outdoor Play: We have slides and climbers, balls, jump ropes, tricycles, push and pull toys, scooters, toy vehicles, and a sandbox area with shovels, pails, funnels, spoons, and molds in our outdoor courtyard and sandbox areas. Here you will see children benefiting daily from exercising their large muscles. Outdoor play contributes to positive self-esteem as children develop confidence in their gross motor skills.

Library Center: Wesley Kids has a wonderful children's library, which is available for the children and their families at any time. Classrooms rotate their books regularly and according to the theme of the week. Story time is an important part of our daily schedule.

TOYS FROM HOME

Unless a child needs a favorite toy at the beginning of childcare to ease the transition from home to childcare, we ask that your child not bring toys to school. Wesley Kids cannot be responsible for toys.

PARENT BEHAVIOR: We ask our guardians to show respect and courtesy to all Wesley Kids staff and children. If you have a grievance regarding a staff member or child, we ask that you take that to the Assistant Director or the Executive Director and not express those grievances directly in the classroom.


I-25
N
Lead Ave.
Coal Ave.
3rd St.
CHURCH
CHRISTINA KENT DAY NURSERY
First UMC
COURTYARD
Lead Ave.
Coal Ave.
4th St.
CHURCH
5th St.
Inspiration Salon/ Royal Fork
PARKING
I-40

Wesley Kids Daycare and Preschool Directory

Office **505.247.2404**
Fax **505.247.1542**
Executive Director ..... **wkdir@firstumcabq.org**
Assistant Director ..... **wkad@firstumcabq.org**
Website ..... **www.firstumcabq.org**

Board of Directors

Chairperson Libbiey Lill ..... **libbiey.lill@gmail.com**

Vice Chairperson Ann Lyn Hall ..... **annlynhall@gmail.com**

Street Address
315 Coal Ave SW
Albuquerque, NM 87102

Mailing Address:
PO Box 1638
Albuquerque, NM 87103-1638

First UMC Directory

First United Methodist Church

First UMC phone 505.243.5646

First UMC fax 505.842.6675

First UMC e-mail..... **mail@firstumcabq.org**

First UMC Web site .....**www.firstumcabq.org**

Pastoral Staff

Senior Pastor :

Rev. Jon Moore 505.243.5646

..... pastorjon**@firstumcabq.org**

Program Staff

Music Director, ... 505.243.5646 x17

.....**musicdir@firstumcabq.org**

Wesley Kids Executive Director, Rana Cordova..... 505.247.2404

.....**wkdir@firstumcabq.org**

Administrative & Support Staff

Business Manager, Lisa Perko 505.243.5646 x10

..... **manager@firstumcabq.org**

Church Accountant, Jeannie Corley 505.243.5646 x20

.....**finance@firstumcabq.org**

First United Methodist Church

315 Coal Avenue SW
Albuquerque, NM 87102
505.243.5646
mail@firstumcabq.org
firstumcabq.org

Sundays At First UMC

Worship Service	10:30am	Sanctuary
Sunday School (All Ages)	9:15am	Classrooms

July 2018