



Sandia Presbyterian Preschool

Home of the Busy Bees!

Parent Handbook 2026-2027

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Albuquerque, New Mexico 87122
505-856-5040
sandiapres.org

Home of the Busy Bees

Where Busy Bees are always growing and learning through their play!



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Mission Statement

Sandia Presbyterian Preschool, grounded in Christian values, serves young children as they grow and develop. We provide an environment where children are guided with love and compassion and offered numerous learning opportunities through intentional play. We embrace and respect every child's unique qualities and promote the individual growth and success of each child. Sandia Presbyterian Preschool — Home of the Busy Bees!

Philosophy of Sandia Presbyterian Preschool

At Sandia Presbyterian Preschool, our Christian values guide our commitment to providing faith-based, developmentally appropriate educational opportunities that support the whole child's social, emotional, cognitive, language, and physical development.

We recognize that significant brain development occurs within the first five years, laying the foundation for lifelong learning and potential. Every child is nurtured, respected for their individuality, and encouraged to grow at their own pace. We provide opportunities that enable each child to experience success and reach their full potential.

We celebrate diversity as an important part of our school culture, creating opportunities for children and families to learn from and appreciate one another. We encourage children to explore and express their unique identities and interests while honoring differences. Our goal is to create a strong sense of belonging and acceptance, helping children develop a healthy sense of self that fosters future success and unity.

We believe that play-based learning leads to the strongest educational outcomes. Our teachers facilitate play that is both guided and child-directed, encouraging children to explore, experiment, solve problems, and interact with peers.

We understand that optimal development takes place through relationships, observation, and positive role modeling. Our staff is committed to valuing and embracing all children and their families through nurturing, respectful interactions.

Families are a child's first educators. We foster nurturing, responsive relationships with families and encourage their active partnership in guiding our environment, curriculum planning, and goal setting. We prioritize timely, ongoing communication to support each child's success and provide a positive, respectful learning community. Through ongoing evaluation and reflection, we continuously strengthen our program to best serve children and their families.

Curriculum

Children are eager learners, and we are dedicated to instilling a lifelong love of learning grounded in Christian faith. We use play as the primary mode of learning,

providing hands-on experiences with diverse materials that children can manipulate, explore, and master. Materials and activities are thoughtfully selected to be inclusive and to build upon each child's unique background, home language, family, and community strengths. Our curriculum connects learning to both our local community and the wider world, broadening children's perspectives and understanding.

Assessment

Every child develops at their own pace. We use ongoing, authentic observation aligned with the New Mexico Early Learning Guidelines to assess development. These guidelines outline key competencies typically observed from birth through kindergarten.

Through daily observations, we identify each child's strengths and areas for growth, allowing us to tailor learning experiences and supports that encourage individual growth and maximize each child's potential.

Anti-Bias and Anti-Discrimination Statement

Sandia Presbyterian Preschool welcomes all families, children, and staff without bias or discrimination. We promote equal access to services and prohibit discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age.

We joyfully embrace diversity, believing it enriches our community and cultural experiences. Our goal is to foster an environment where children grow to appreciate and celebrate differences as strengths, not divisions.

We provide a safe, supportive space where children can explore and express their own identities and interests. Our staff engages in ongoing self-reflection and annual anti-bias training to deepen their understanding of identity and equity.

We encourage children and families to respectfully celebrate differences and build a strong sense of belonging, acceptance, and respect for all identities and cultures. Through this, we hope to nurture dignity and self-confidence that will contribute to children's future success.

Family Engagement and Communication

At Sandia Presbyterian Preschool, we believe children learn best when they feel accepted and safe. We encourage all children to value each other's unique qualities and strive to overcome biases through trust and collaboration.

We actively involve families and communities in the learning process. Families receive weekly and monthly newsletters from teaching staff and administration to stay connected to curriculum themes and classroom happenings. Brief communications occur daily at drop-off and pick-up.

Parent-teacher conferences are held twice a year for children ages 3 to 5, and three times a year for children under 3, providing opportunities to discuss each child's progress in depth. Teachers and administrators are also available by appointment for additional conversations.

Staff Professional Development

We are committed to supporting our staff's growth by providing regular training and opportunities for continuing education. This ensures our teachers remain knowledgeable about best practices in early childhood education, benefiting the children and families we serve.

Preschool

Sandia Presbyterian Preschool believes that children must feel accepted and safe as they grow; therefore, all children will be encouraged to interact and value each other's unique qualities. We are committed to overcoming biases to build trust and establish collaborative partnerships that benefit the children, families and teachers.

Sandia Presbyterian Preschool is committed to involving its families and communities in the process of learning; therefore, we will provide weekly and monthly newsletters from both teaching staff and administration, which will encourage families to be involved in the development of current concepts and themes based on the curriculum. We provide brief communication at drop off and pick up each day. Parent/teacher conferences are scheduled twice a year for children 3 to 5 years old and three times a year for children under 3 years old. At conferences we explore in depth your child's growth. Our teachers and administrators are available by appointment for further conversation.

Finally, it is vital that our staff have ample opportunities to further their knowledge with regard to early childhood education. Staff will be provided regular training as well as opportunities to attend continuing education courses.

Program and Schedule

Sandia Presbyterian Preschool offers preschool classes for children in early childhood.

2 and 3 Year Olds Program

Monday through Thursday 9:10 am – 1:10 pm

3 and 4 year olds and 4 and 5 year olds Programs

Monday through Thursday 9:00 am – 1:00 pm

Chapel

Chapel is a non-denominational, age appropriate opportunity for the young children of our preschool to learn the basics of the Christian faith.

School Calendar

Sandia Presbyterian Preschool creates an annual school calendar that is shared with our families during Open House. We follow the Albuquerque Public School calendar for holidays, breaks, closures, and inclement weather with a few exceptions. In the event of a delayed opening at APS, Sandia Presbyterian Preschool will be canceled.

Fees, Payments & Penalties

Registration Fee \$175.00 per year, per child

(To secure your space and will be applied to August Tuition)

2-Day 2 and 3 yr old Program \$3,610.00/year (10 equal payments \$361.00)

4-Day Program \$5,910.00/year (10 equal payments \$591.00)

We extend a 15% discount for additional siblings, and a 10% discount for members of Sandia Presbyterian Church and Active Duty Military.

Discounts do not apply to registration fees or summer camp tuition.

Monthly tuition is based on the average daily cost per child that is then divided into 10 equal payments. There will be no refunds due to absences or illnesses. The monthly fees will remain the same each month regardless of the number of days in any given month.

Tuition is due by the 10th of every month. A late fee of 10% will be added after the 17th of each month. After the 27th of each month, the late fee will be 15%. A 15% late fee will be accrued every 10 days thereafter. We reserve the right to disenroll a child if tuition payment is delinquent over 30 days. **Please pay by check or money order made out to Sandia Presbyterian Church Preschool. Please print your child's full name on the front of the check.**

Please notify the school if you will be late picking up your child. **Parents whose children are late being picked up on a persistent basis will be charged a late fee of \$5.00 per 15 minutes at the discretion of the Preschool Director.**

Enrollment Procedure

Parents are required to submit the following information before a child can be accepted into Sandia Presbyterian Preschool:

- Completed Registration Form
- Completed Contract of Services Agreement
- Completed Emergency Information Form
- Completed Pick-Up Authorization Form
- Completed Emergency Information Cards (2)
- Signed Immunization Verification Form
- Signed Discipline Policy Form

- Signed Photo Release Form
- Signed Parent Handbook Agreement
- An official copy of immunization record
- Payment of non-refundable registration fee

Disenrollment Procedure

Sandia Presbyterian Preschool reserves the right, as circumstances may arise, to discharge a child from the program at the discretion of the Director and the child's teacher, in consultation with the Preschool Advisory Council. Parents will be consulted at any point where a child's behavior is at issue or there is a learning need the school is unable to meet. **Every effort will be made to avoid disenrollment.** Possible reasons for discharge include persistent disruptive behavior, behavior that the teacher is not equipped to handle or behavior that is a clear hazard to other children or staff.

A child may be disenrolled if parents fail to abide by the conditions described in the parent handbook, including the parent agreement. **Sandia Presbyterian Preschool reserves the right to disenroll a child if tuition payment is delinquent over 30 days.**

Parents are required to provide written notification to the school Director 30 days prior to a withdrawal date. Please be aware that you are financially responsible for the 30-day period following notification.

Arrival and Dismissal

Preschool hours are from 9:00 am to 1:10 pm. Children are not to be left at the school unless a parent or guardian has completed the check-in process and delivered him/her to a staff member.

Promptness in arrival and departure is essential for the safety of our children and staff.

The arrival procedure is as follows:

- Once you enter the building, please sign your child.
- Next, please walk your child into the restroom and help wash their hands.
- Finally, please walk your child to his/her classroom, and help him/her place belongings in cubbies. Your child's teacher will be waiting at the classroom door to greet your child.
- **If you arrive after 9:20 the doors to the classroom hallway will be locked. Please enter through the main entrance of the church.**

At dismissal, please proceed to the south parking lot and join the car pick-up line. We will bring your child to you when your car is at the front of the line.

Your child's safety is our priority. Only those who have been added to your child's official "pick-up" authorization form will be allowed to sign your child out at the end of the day. **Compliance with these procedures will help ensure such safety.**

Lunch

Each family is expected to provide either a lunch for your child. **Per state licensing regulations, all water bottles and lunch boxes must be labeled with children's first and last name.** Please use the guidance below, which is provided by the New Mexico State Childcare Regulations and provide an acceptable, nutritious lunch or snack.

All lunches should meet two of the five following criteria:

1. Protein: Cheese, Meat, Eggs
2. Bread: Crackers, Pasta, or Cereal
3. Low Fat Milk
4. Fresh Vegetables or Fruit
5. 100% Fruit or Vegetable Juice

Please be sure to supply all necessary utensils required for your child's lunch or snack.

NOTE: Due to the extreme danger of many nut allergies, Sandia Presbyterian Church Preschool offers a **NO NUT** environment. Please, no snacks or lunches with peanut butter or any nut product. Thank you!

Attendance

If your child will be out of class for either the day or for an extended period of time please notify the preschool director and your child's teacher. Also, if your child will be arriving more than 10 minutes late OR if you will be arriving early to pick up your child from school in order to avoid undue disruption.

Should you have difficulty getting through to the director or teacher, please leave a message at 856-5040.

Daily Schedules

2 and 3 year olds (Pandas)

9:10-9:30 Arrival/Table Top Activity
9:35-9:45 Morning Meeting
9:50-10:25 Outside Time
10:30-10:45 Large Group Circle
10:50-11:20 Bathroom
11:25-11:50 Self Selection/Small Group
11:25-11:50 Lunch
11:55-12:20 Reading/Self Selection
12:25-12:55 Outside Time
1:00-1:10 Goodbye Circle/Line Up to go Home

3 and 4 year olds (Roadrunners)

9:00 Arrival/Tabletop Activity
9:15 First Circle
9:25 Self Selection and Small Group
10:25 Bathroom
10:35 Read a book
10:45 Outdoor Play
11:25 Bathroom
11:35 Lunch
12:05 Transition Activity
12:15 2nd Circle
12:30 Show and Tell/Question of the Day
12:40 Read a book
1:00 Dismissal

4 and 5 year olds (Hawks)

9:00 Arrival
9:00- 9:15 Arrival Activity (Table top)
9:15- 9:40 Morning Meeting
9:40-10:40 Self Selection
10:45-11:15 Circle/Large Group Activity
11:15-12:00 Outdoor Play
12:10-12:35 Snack Time
12:40-12:50 Last Circle (Storytime/Movement)
12:55-1:00 Dismissal

Standard Health Policy

For the protection of all children and staff, any child that comes to school appearing ill will not be admitted to the classroom. Please keep your child out of school if he/she has any of the following symptoms and until your child is symptom- free for at least 24 hours.

- Vomiting
- Pink eyes
- Contagious rash
- Fever
- Diarrhea

COVID-19 Health Policy

Children with household members who have COVID symptoms, or who are known to have COVID-19 (or who have come into contact with a positive case), should contact the preschool director for current guidance.

If your child becomes ill while in school, you will be called, and your child will be kept comfortable until you arrive to pick him/her up. Please come immediately once you are called.

Please inform the Director if your child has a reportable communicable disease. The Preschool Director will inform parents of any cases of reportable communicable diseases (i.e. chicken pox, lice, salmonella).

Medication

Sandia Presbyterian Preschool will NOT administer any medications to children during school hours unless there is an extenuating need and only with written parental authorization. This includes the application of all sunscreens.

Sunscreen

We do not apply sunscreen. Please apply sunscreen daily to your child as you see fit.

Accidents/Injuries

Our staff makes every effort to maintain an environment that provides safety and prevents accidents from occurring.

Each member of our staff is trained and certified in basic first aid. If a child is injured, a member of our staff will assess the type and extent of the injury and provide immediate basic first aid as required for minor injuries. Each injury will be documented.

If your child has a minor accident at school (i.e. scraped knee, etc.), a staff member will notify you when you pick up your child. Documentation of accidents, minor or otherwise, are kept on file. If a child is involved in a more serious accident, the parent and emergency services will be called immediately.

Safety Protocol

Sandia Presbyterian Preschool prioritizes safety. All classroom doors remain locked throughout the day. Visitors must report to the Preschool Director's office before being allowed in the classroom. Visitors, other than parents or guardians, will be

allowed in our classrooms only when an appointment has been scheduled and a staff member accompanies the visitor, or the Preschool Director has approved the visitor in advance. A staff member will be present at all times with any visitors.

Emergency Evacuation Plan

Sandia Presbyterian Preschool is equipped with an approved fire alarm system, overhead sprinkler system and strategically located fire extinguishers. Classrooms and hallways are equipped with fire alarm pull stations and illuminated exit signs.

All preschool staff members are regularly trained to carry out our emergency evacuation procedure. Emergency evacuation exercises are practiced quarterly and fire evacuation exercises are done on a monthly basis. A detailed emergency evacuation plan is posted in every classroom as well as the back of your parent handbook. Each family will be presented with a complete copy of our Emergency Evacuation Plan.

Parents will be notified by the preschool staff via telephone as to where to locate their child if it becomes necessary to evacuate the building and transfer the children to another location. Children will only be released to those listed on the pick up authorization and/or emergency contact card.

Pandemic Emergency Response

A pandemic is a global disease outbreak. A pandemic occurs when a virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily person-to-person and causes serious illness.

Sandia Presbyterian Preschool will implement a pandemic emergency response plan under the guidance of the CDC, federal and local governments, and the New Mexico Department of Health.

To ensure the safety of children, families and the staff, Sandia Presbyterian Preschool will monitor the situation and review guidance and suggestions from the authorities in this situation. Decisions made by the school will consider the safety of the children, family, staff and the community as a whole. Decisions may be made in accordance with or a combination of the New Mexico Public Education Department, Department of Health, and the New Mexico Early Childhood Education and Care Department. These decisions may include:

- Closure of the school
- Adjusted hours of service
- Adjusted class size
- Daily health checks of children and staff
- Limited entry into the building and access to the property
- Limitations on what the children may bring into the school

Due to the foreseen nature of COVID-19, refunds will not be made for preschool tuition due to COVID-19 closures or absences.

Sandia Presbyterian Preschool will communicate all plans through various means of communications such as mail, email, and Facebook.

Special Celebration Days

All children enjoy celebrating birthdays and other special days. We encourage every family to bring in birthday treats to share with the class. Please let the teacher know of your plans ahead of time.

If you are planning a birthday party, outside of class, and want to invite children from the class, please do not pass out invitations at school if the entire class is not being invited. If only girls or only boys are being invited, please check with the teacher prior to passing out invitations.

Most Christian and seasonal holidays are celebrated if your family does not celebrate a particular holiday and you would prefer your child not participate in a school celebration, alternate childcare should be made on the day's celebrations occur in the classroom. Please share these wishes with your child's teacher in advance.

Dress

Please dress your child in "play" clothes and closed toed shoes. Preschool is a place where children experiment with some messy things, such as paint, markers, play dough, sand and water.

It is important for children to use their large muscles every day; therefore, we will play outside even on cold days. Please consider this when dressing your child and include coats, hats and mittens. As the weather warms up, please remember to send a shade hat and apply sunscreen daily.

An extra set of clothing should be on hand in your child's cubby in case of accidents.

Toys from Home

Please do not send toys from home unless it is your child's assigned Show and Tell day. After Show and Tell, children will be asked to place their item in their cubby for the remainder of the school day.

For the safety and well-being of all students, toy guns, weapons of any kind, and action figures are not permitted at school.

Child Abuse/Neglect Policy for Reporting to CYFD

Sandia Presbyterian Preschool Staff are required by law to report suspected cases of child abuse or neglect to the New Mexico Department of Human Services. Staff members are to report to the Director any unexplained injury,

incident or behavior that may indicate abuse or neglect. The Director will work with the Associate Pastor and the staff member that reported the information.

If you suspect any child of being abused or neglected by any person (staff or otherwise), please notify the Director immediately, who will work with the Associate Pastor in appropriately and legally addressing concerns.

Emergency Procedure if a Child Should Go Missing

Children at the Preschool are never left unattended. In the event that a child is found to be missing, all preschool staff and employees of the church will be immediately notified, and the facility will be locked down. Staff will conduct a thorough search of all church buildings, both inside and out. Parents will be advised immediately and if appropriate, the Bernalillo County Sheriff's Department will be contacted.

Guidance Policy

Our guidance policy is based on the protection of each child's self-esteem and the safety of others. We do not believe in physical correction or any correction that ridicules or humiliates a child. If a child is in a situation that is harmful to him or herself or any other child, the child will immediately be removed from the situation.

If the child is disruptive, he/she will be offered choices to encourage development of regulation. With this approach, we are generating a loving atmosphere that encourages emotional growth.

When children are praised without evaluation, they grow in confidence. When mishaps occur and no one is blamed, they are able to focus on solutions. When their feelings are heard and understood, they become more sensitive to the feelings of others. When their autonomy is encouraged, they begin to accept responsibility for their lives.

At all times, parents will be kept informed of any circumstances that the staff is working on with your child.

Confidentiality Policy

All children and their families are held in the highest regard by our Preschool Staff. Be assured that all special circumstances that may arise will be kept in the strictest of confidence. The staff will not discuss individual children with anyone but their parent or guardian, other than for the purpose of daily planning. Information given to the teacher or director will only be shared with other staff on a need to know basis.

The staff is always available to discuss any parent concerns. However, the staff asks that parents schedule an appointment to do so that discussions may occur in a confidential setting. **If there is an immediate need to consult with the Director**

or Staff member, please allow them time to complete their immediate duties with the children before beginning a conversation.

Procedure for Filing a Complaint

Input by our families is held in the highest regard by the Preschool Staff. If at any time a parent experiences dissatisfaction with any aspect of our Preschool Program, the parent may speak with the child's Lead Teacher. If the situation is not resolved to the satisfaction of the parent or teacher, then further consultation with the Preschool Director should be pursued in an effort to resolve the issue. Should the problem persist, the parent may contact the Minister of Sandia Presbyterian Church, who will then work with the parent and Preschool Director to resolve the issue.

Parent Involvement

Parents are the most important teachers in the life of a child. Because we feel so strongly about this, we encourage your participation in some of the family engagement opportunities that are offered and believe that in doing so, your child's early learning experiences will be greatly enhanced. We offer an "Open Door" policy and encourage your involvement by volunteering. Please contact your child's teacher or the Director to sign up.

- Family school, classroom, and offsite events
- Being a guest speaker in the classroom
- Volunteering outside of the classroom for your child's teacher
- Participate in fundraising for a specific purpose
- Being a member of the Preschool Advisory Committee
- Participating in parent "Workdays"
- Serving on one of our committees

Preschool Advisory Committee

The Preschool Committee supports the preschool Director by advising on operational and resource development issues. An Elder who is an elected member of Session, the church's governing body, chairs the Preschool Committee. All major policy matters are referred to the Session approval, via the Elder.

Please consider becoming involved!

Sandia Presbyterian Preschool Staff

Director

Christy Lutz

School Phone: 505-856-5040

Email: clutz@sandiapres.org

Assistant Director

Kassie Olvera

School Phone: 505-856-5040

Email: kolvera@sandiapres.org

Hawks Team

Cate Sweeney

Leigh Slater

Roadrunner Team

Ingrid Domonkos

Valerie Moreno

Pandas Team

Naomi Moores

Kyra Bahe

Shelby Fredericksen

Floater

Grace Miller

Heather Gordon

Senior Pastor

Rev. Aaron Nagel

Director of Spiritual Growth and Discipleship

Krista Peterson

Address

Sandia Presbyterian Preschool

10704 Paseo Del Norte NE

Albuquerque, NM 87122

Office Phone 505-856-5040

Sandia Presbyterian Preschool operates under the provisions of the New Mexico Regulations Governing Facilities Providing Day Care/Preschool to Children. (See www.newmexicokids.org for further information.) The Preschool is licensed to provide preschool services and abides by all regulations governing licensed preschool services in the State of New Mexico.

