



2626 Arizona St. NE
Albuquerque, NM 87110-3337
Phone: 505.883.9717
Email: info@stjohns-abq.org
Website: www.stjohns-abq.org

REV. RANDALL PARTIN
Senior Pastor
rpartin@stjohns-abq.org

REV. TIFFANY HOLLUMS
Associate Pastor
Family & Children's Ministry
thollums@stjohns-abq.org

Congregational Care
c.care@stjohns-abq.org

Jamie Davidson
Business Manager
jdavidson@stjohns-abq.org

MATTHEW GREER
Director of Music &
Worship Ministries
mgreer@stjohns-abq.org

THERESE MACALI
Associate Music Director
tmacali@stjohns-abq.org

JOY HEAVILAND
Office Administrator
receptionist@stjohns-abq.org

TIM NUZUM
Director of Food Service
Ministries
tnuzum@stjohns-abq.org

NICOLE CREATURO
Media & Communication
Director
ncreaturo@stjohns-abq.org

GIL FLORES
Director of Contemporary
Worship
gflores@stjohns-abq.org

CATHY LUBOLD
Preschool Director
clubold@stjohns-abq.org

SUSAN BRUMBAUGH
Mental Health Counselor
counselor@stjohns-abq.org

Greetings!

On behalf of the congregation of St. John's, welcome to St. John's Preschool Plus!

St. John's United Methodist Church is a vibrant, active community of faith that is committed to loving God, loving others, and changing lives. Our preschool program is but one key component of how we live out this calling and we consider it a blessing to serve the community through the school.

One vital aspect of our early childhood program is how the school is "wrapped around" with the larger purposes and programs of St. John's—our music ministry as well as our food and garden ministry (just to name a couple) support and add to the fantastic care and education that we offer. It is our most fervent hope and prayer that your child and indeed you and your whole family will be blessed by your time at St. John's. If you have any questions, or if you ever have any need for prayer or pastoral support, please feel free to contact me at any time.

Blessings,

A handwritten signature in black ink, appearing to read "R. Partin".

Randall W. Partin, Senior Pastor

505-883-9717, extension 122



St. John's UMC Preschool Plus Registration Dates 2023 - 2024



Dear Families,

We're getting ready for another wonderful year at St. John's Preschool Plus!
Attached is your registration packet for the 2023-2024 school year.

To enroll your child for the next school year you will need to complete the enrollment packet, send in an **updated immunization record**, pay the \$175.00 registration fee, and pay an Extended Care \$25.00 registration fee, if applicable.

Registration information is as follows:

- Registration for members of St. John's United Methodist Church will take place March 1 – March 11, 2023.
- Registration for current enrolled families will begin on Monday, March 1, - Friday, March 18, 2023.
- Open enrollment will begin April 1, 2023.

Registration Fee \$175.00

Extended Care Contract Registration Fee \$25.00

Infant and Toddler hours of operation: 7:30 AM – 3:30 PM
Preschool Program hours of operation: 7:30 AM – 5:30 PM



Monthly Preschool Tuition Rates for 2023 – 2024 School Year

Preschool Program - 2 years to 5 years		Infant/Toddler Program - Birth to 2years	
Monday – Friday	\$ 580.00	Monday – Friday	\$ 660.00
Monday/Wednesday/Friday	\$350.00	Monday/Wednesday/Friday	\$420.00
Tuesday/Thursday	\$245.00	Tuesday/Thursday	\$280.00
Extended Care Contract	\$6.00 per hour	Extended Care Contract	\$6.00 per hour
Extended Care Reservation	\$6.50 per hour	Extended Care Reservation	\$6.50 per hour

There is a 10% Sibling Discount applied towards Tuition.

St. John's Preschool Plus Accepts the ECECD Child Care Assistance: to apply visit nmeccd.org and click on "Apply for Services" or call 1-800-832-1321.



2626 Arizona St. NE * Albuquerque NM 87110
Preschooldirector@stjohns-abq.org * (505) 883-0496
Preschoolplus-abq.org

Welcome to Saint John's UMC Preschool Plus!

St. John's Preschool Plus has served the early education needs of the neighborhood and community for over 36 years, offering an excellent preschool program for children from 6 weeks to preschool 5 years of age. Saint John's operates a five-Star, NAEYC Accredited Program. Both part-time and full-time enrollment schedules are available. We also offer an extended care program.

We are so happy you are choosing to be a part of our Preschool Family! We share a small amount of time in your child's life and are privileged to be given the opportunity. Our goal is to be a loving and supportive piece to our students and families lives educationally, emotionally, and socially so they start with a strong foundation for their educational career. We look forward to working with you as we, together, help each child reach their fullest potential. We strive to provide a safe, caring, and loving Christian environment to care and support each child and their family.

Here are a few things you can do to make your child's first experience enjoyable:

- Talk to your child about what happens at school, this helps them know what to expect.
- Make sure your child eats a good breakfast
- Dress your child comfortably
- Have a scheduled routine for you and your child in the mornings.
- Do not forget to sign in and out your child at our ProCare Kiosk
- Take your child to the classroom and greet your teacher
- Always say goodbye to your child. Never leave without your child knowing you are going.
- We know that separating from your child is hard. We are here to love, not only your child, but you as well. We will contact you to let you know how your child is doing.

First Day Items: *Please refer to the Family Handbook for a more information*

- A nutritious lunch and drink (Labeled)
- Water Bottle (Labeled)
- Change of clothes and shoes (if child is potty training, please bring 2 sets of extra clothes)
- Disposable Diapers and wipes (labeled)
- Drinking Cups/bottles/baby food for our little ones (Labeled)
- Crib sheet for Infants (labeled)

Extended Care Items:

- Crib Sheet, Small Blanket, comfort item (Please Label each of these)
- A small tote to put these items in on Friday. These items will go home to be laundered on Friday and brought back for school use on Monday

Illness:

For the wellbeing of all children who attend our program, we ask that you do not bring your child to school when he or she is sick.

We look forward to serving your family during this school year.



SAINT JOHN'S UMC PRESCHOOL PLUS
2626 Arizona St. NE * Albuquerque NM 87110
PreschoolDirector@stjohns-abq.org
(505) 883-0496



St. John's UMC Preschool Plus Preschool Enrollment Contract 2023 - 2024

Enrollment Date _____
 Disenrollment Date _____ Reason _____

Child's Name _____ DOB _____ Place of Birth _____
 Home Address _____
 Parent's Name _____
 Name of Legal Guardian _____
 Home Phone _____ Cell _____ Work _____
 Email Address _____

To enroll a child at St. John's UMC Preschool, a **NON-REFUNDABLE** fee is required. The enrollment fee is \$175. This fee covers registration for both the preschool and the use of the extended care program. If a guardian has paid the yearly enrollment fee but their child is unable to attend the program at the beginning of the school year, you may still use the enrollment fee later for that school year. Please keep in mind it would be based on classroom availability and the director's discretion.

Tuition shall be paid each month. Each monthly payment is due by the tenth of the month. A **\$20.00 late fee** will be applied to accounts not paid in full by the tenth. The full payment is required regardless of absences due to illness, vacation, or school closure. A two-week written notice is required prior to withdrawing a child from school. If a two-week notice is not given, the legal guardian agrees to pay two additional weeks of tuition. Tuition fees for the 2023-2024 school year are listed below. Preschool hours are from 9:30 a.m. to 1:00 p.m.

	Preschool	Infant/Toddler Classroom
Monday through Friday Program	\$580.00	\$660.00
Monday/Wednesday/Friday Program	\$350.00	\$420.00
Tuesday/Thursday Program	\$245.00	\$280.00

_____ Infant Room
 _____ Toddler Room
 _____ 2-year-old class
 _____ 3-year-old class
 _____ 4-year-old class

_____ Monday-Friday
 _____ Monday/Wednesday/Friday
 _____ Tuesday/Thursday

I agree that I will pay the registration fee at the time of registration and the tuition for the entire month by the tenth of each month. I will provide immunization records and emergency information. I agree to read the Family Handbook and abide by the policies. I accept the terms of the St. John's Preschool Enrollment Contract.

Signature _____ Date _____

St. John's UMC Preschool Plus

Admission Form

Date: _____

Personal Information:

Child's Full Name: _____ Gender: _____ DOB _____

Home Address _____

Home Phone _____

Mailing Address if different _____

Mother's Full Name _____

Mother's Occupation _____

Mother's Place of Business _____

Work Phone _____ Cell Phone _____

Father's Full Name _____

Father's Occupation _____

Father's Place of Business _____

Work Phone _____ Cell Phone _____

Emergency Information:

Child's Allergies _____

List any medical conditions that Educators should know about _____

List two individuals that can be called in case of an emergency, when neither parent can be reached:

1. Name _____ Relationship _____ Phone _____

2. Name _____ Relationship _____ Phone _____

Hospital Preference and Address _____

Physician's Name _____ Phone _____

Insurance Co/Policy# _____ Name of Insured _____

Emergency Release:

I give my permission for my child to be treated in an emergency. YES NO

I give my permission for my child to be transported in a medical emergency. YES NO

Parent Signature: _____ Date: _____

**St. John's UMC Preschool Plus
Extended Care
Enrollment Contract**

Enrollment Date _____

Disenrollment _____

Child's Name _____ Date of birth _____

Home Address _____ Zip _____

Parent's Name _____

Home Phone _____ Work/Cellular Phone _____

****CHILDREN MAY ONLY USE THE EXTENDED CARE PROGRAM ON THE DAYS THEY ARE ENROLLED IN PRESCHOOL****

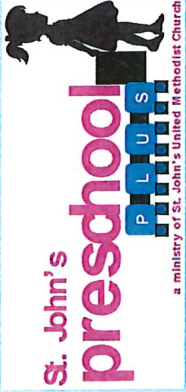
Families needing extended care on a regular basis should contract for monthly care. The hourly charge for this service is \$6.00/hr. A non-refundable extended care registration fee is \$25.00 is due at the time of enrollment. The monthly contracted extended care amount will be added to your tuition bill and is due in full by the tenth of the month. The full extended care payment is required regardless of absences due to illness, vacation, etc. There are no make-up days. Please note our school calendar for school closures. If at any time you decide to withdraw your child from the extended care program, please notify the preschool director. If notification is not given, you will continue to be charged for the time contracted.

MONTHLY CONTRACTED SCHEDULE

<i>Days of the Week</i>	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I agree to pay preschool tuition plus extended care fees for the entire month by the tenth of each month. I will provide immunization records and emergency information. I also agree to read the family handbook and abide by the policies in the handbook. I accept the terms of the St. John's UMC Preschool Plus Extended Care Enrollment Contract.

Signature _____ Date _____



St. John's Preschool Plus Child Pick – Up Authorization

Child's Name

AUTHORIZED PICK-UP LIST

1.	Name	Phone	Relationship to Child
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Only the Persons listed on the above Authorized Pick-Up List will be able to pick up my child from ST. John's Preschool Plus.

Parent/Guardian Signature

Date

If the Names on this list should change for any reason, it is the Families responsibility to notify the Preschool Director and update the Authorized Pick-Up List. All Persons listed here must be 18 years and older with a current Driver's License. All Persons will be required to show Driver's License upon entering the building.

If a child becomes ill during preschool hours, the child must be picked up within 30 minutes of being notified by St. John's Preschool Plus.

Parent/Guardian Signature

Date

SAINT JOHN'S UMC PRESCHOOL PLUS
2626 Arizona St. NE * Albuquerque NM 87110
PreschoolDirector@stjohns-abq.org
(505) 883-0496

Saint John's UMC Preschool Plus

Confidential Student Health Information

Child's Name			DOB		Sex: Male _____	Female _____
Child's Health	Excellent	Fair	Poor	Weight		Height

Date of most recent Well-child check:

Please Attach a copy of the most current Immunization Record. If Record is not current, Please Explain:

Please Indicate whether your child has had any of the following concerns:

Concern	None	Date(s)	Resulting Diagnosis	Require Accommodation/Therapies Receiving
Physical/Mental				
Emotional (death, illness, family change, or trauma)				
Accidents/surgeries				
Premature/Traumatic Birth				
Allergies/chronic Disease				

Please indicate whether your child has had any of the following procedures:

Procedure	None	Date of Test	Treatment Required	If Yes, Explanations of treatment
Dental Exam				
Eye Exam				
Hearing Test				
Psychological Exam				
Testing for Developmental Delay/concern				

As required by our Accrediting Body: Parents of Children with special health care, Developmental needs, food allergies or special nutritional needs, must provide and individualized care plan from the child's health provider. Please attach Plan to this form.

I hereby consent to Saint John's UMC Preschool Plus discretely sharing information about my child's health needs where staff interacts with my child during the program day.

Parent/Guardian Signature	Date
Signature of Physician	Date

SAINT JOHN'S UMC PRESCHOOL PLUS
 2626 Arizona St. NE * Albuquerque NM 87110
PreschoolDirector@stjohns-abq.org
 (505) 883-0496

*This form is to be filled out by Child's Physician

MEDICATION PERMISSION FORM

CHILD INFORMATION

CHILD'S NAME: _____ DATE OF BIRTH: _____

ALLERGIES YOUR CHILD HAS: _____

MEDICATION INFORMATION/OVER THE COUNTER MEDICATION

NAME OF MEDICATION: _____

EXPIRATION DATE LISTED ON BOTTLE: _____

DATE TO START MEDICATION: _____ DATE TO STOP MEDICATION: _____

DOSAGE TO ADMINISTER: _____ HOW OFTEN: _____

TIME AND DATE OF LAST DOSE: _____

KNOWN SIDE EFFECTS FOR YOUR CHILD:

PRESCRIBING HEALTH PROFESSIONAL'S NAME: _____

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND SAINT JOHN'S PRESCHOOL PLUS POLICY AND PROCEDURES FOR ADMINISTERING MEDICATIONS AND UNDERSTAND THE CENTER WILL ADHERE TO ALL WRITTEN GUIDELINES FOR THE MEDICATION BEING ADMINISTERED.

I HERBY GIVE PERMISSION FOR A SAINT JOHN'S PRESCHOOL PLUS STAFF MEMBER TO ADMINISTER THE MEDICATION AS PRESCRIBED TO MY CHILD.

PARENTS SIGNATURE: _____ DATE: _____

MEDICATION LOG FOR PRESCRIPTION MEDICATION

CHILD'S NAME: _____

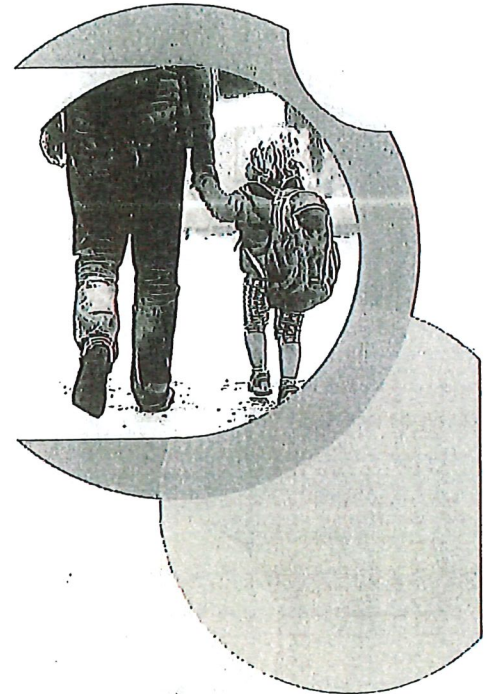
NAME OF MEDICATION	DOSAGE GIVEN	DATE	TIME	ADMINISTERED BY	PARENT SIGNATURE



NAEYC Accreditation Early Learning Programs
NAEYC.org/academy

Congratulations!

You have chosen a program for your child that is accredited by the National Association for the Education of Young Children (NAEYC). For over 30 years, families have relied on NAEYC Accreditation to ensure that high quality education and care are provided in programs for young children.

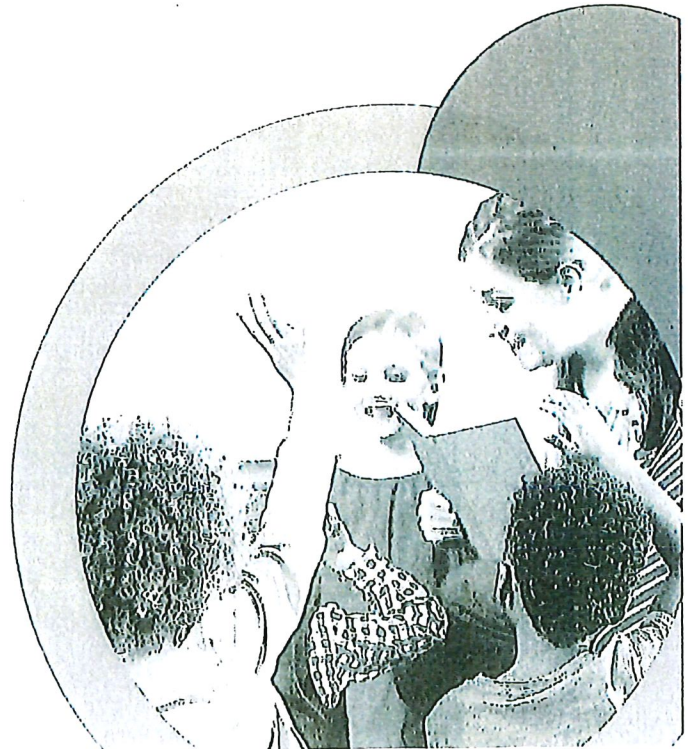


What is NAEYC Accreditation?

Early childhood programs accredited by NAEYC Accreditation of Early Learning Programs have voluntarily undergone a comprehensive process of internal self-study and continuous quality improvement.

What does high-quality mean for an early childhood program?

A high-quality program will provide a safe and nurturing environment while promoting healthy development for young children. NAEYC-Accredited programs demonstrate their quality by meeting the 10 NAEYC Early Learning Program Standards, which are research-based best practices for young children's development and learning.



Updated July 15, 2021

Need Child Care?

Your Local Providers Are Here to Help

Since the beginning of the public health emergency, New Mexico's child care providers have been open for business.

The state of New Mexico—in partnership with child care providers—have developed some of the clearest, most detailed health and safety regulations in the country. As a result, child care providers have kept COVID cases low.

- Handwashing
- Temperature-taking
- Cleaning and sanitation
- Distancing
- Mask-wearing
- Rapid response and testing if a positive case occurs

Here's what you'll need to apply:

- Current proof of income
- Birth Verification for all applicant household children
- Verification of Educational Activity/School Schedule for adults (if applicable)
- Picture ID for Applicant
- Proof of New Mexico Residency (lease agreement, utility bill, mortgage)
- Contact info for selected child care provider (If you need help selecting a child care provider, please call Child Care Resource and Referral at the number below.)

Visit nmececd.org and click on "Am I Eligible?" or call 800-691-9067.

Email child.care@state.nm.us if you have questions or concerns about child care.



Expanded Eligibility

Beginning Aug. 1, New Mexico will raise Child Care Assistance income eligibility for families from 200 percent of the federal poverty level to 350 percent of the poverty level -- with a phase-out at 400 percent of the poverty level, meaning a modest increase in income won't mean losing access to assistance. These changes will help increase access and quality in the state's child care industry and help remove barriers that could prevent New Mexicans from reentering the workforce as the pandemic subsides and the economy reopens.

Household Size	Maximum Monthly Household Income
2	\$5,080.83
3	\$6,405.00
4	\$7,729.17
5	\$9,053.33
6	\$10,377.50
7	\$11,701.67
8	\$13,025.83



NEW MEXICO

Early Childhood

Education & Care Department