



Welcome to a valued support team member!

Christina Kent Early Childhood Center (CK or CKECC) is happy to work side-by-side with you, a member crucial to the healthy and happy development of one of our children. In this packet, you will find information that might be pertinent to your time in our community. The goal is to provide you with information in advance, and strive to make communication as seamless as possible, so that you can spend the majority of your time focusing on what matters the most: our children and their goals.

We find that lack of communication between organizations can result in major setbacks in our children's development and outcomes, and hope to develop a system to create a kind of 'hub' where families, therapists, screeners, diagnosticians, educators, and any other members of the support team can reach out for information or requests. This should be a place where each child's therapy schedule, therapists or special education teachers information, IEP or IFSPs, Portfolios and Assessments, tracking data and any other pertinent information to facilitate individual needs most effectively will be held.

Please feel free to reach out at any time. We are happy to answer any additional questions, and will always respond to any inquiries as soon as we are able to.

Let's get the basics out of the way!

CKECC Main Contact Information

Name: Allison Holman

Title: Program Manager/PreK Coordinator/Family and Therapy Liaison

School Phone Number: 505-242-0557

Direct Text (Preferred for regular communication): 505-489-5476

Email: allisonckecc@gmail.com

Please communicate issues with Allison as they come up, and she will work with you to brainstorm and find solutions. Any additional concerns or complaints that you feel have not been adequately addressed can be directed to our Executive Director, Sondra Carpenter, at 505-242-0557 or sondra@christinakent.org.

School:	Christina Kent Early Childhood Center
Address:	423 3rd Street SW, 87102, Albuquerque, NM
Hours:	7:30am to 5:30pm: Most children are present by 9:30am and begin to get picked up around 3:15pm, depending on family needs. Please inquire about specific children's schedules.
Days:	Monday- Friday, year-round. You should receive a copy of CKECC planned closures with this packet. If you do not, please inquire with Allison.
Time Zone:	Mountain
Classroom Schedule:	You should receive a copy of the child's classroom schedule with this packet. If you do not, please inquire with Allison.
LEA:	Duran Elementary (Albuquerque Public School District: APS)
Current APS Child Find Special Education Teacher Assigned to CKECC:	Polly Barr
Webpage:	https://www.christinakent.org/

Allison will handle all of the following:

- Scheduling virtual therapy sessions
- Scheduling in-school visits or observations
- Sending pertinent information to the appropriate parties: IEP meeting invites, Transition meeting invites, IEP amendment meetings, IEP/IFSP's or summaries, children goals, specific inquiries about children's progress, assessment tools or feedback surveys on children's developmental status/progress.
- Intake of paperwork
- Organizing and maintaining each students schedule to ensure that they are receiving appropriate developmental supports through their IEP or IFSP, while fluidly interacting with their mealtimes, sleep schedule, outdoor, group meeting, and toileting times.

Allison can provide these things by request and with Guardian Permission:

- Current/Past portfolio assessments
- Ages and Stages Questionnaire (ASQ) Scores/page scans
- For children 3 and up, current and past Early Learning Guidelines ELG indicator scores, as documented to NM Prek via community based center database, EPICS.
- Behavioral tracking data sheets as applicable.
- Developmental documentation via educators notes in all pertinent domains as applicable.

What can we facilitate at Christina Kent?

- In-person therapies that will take place during group care time, with the group.
- An in-classroom table dedicated for individual activities, as needed, for one-on-one therapy sessions.
- Providing space in the classroom to set up a virtual station, log children into their virtual sessions, and maintain line of sight while they participate.
- If larger space is needed, or quieter space for greater focus, we can create a space in our upstairs area for children to work one-on-one with therapists. This space is not, however, licensed for children. We would require a permission slip to be signed by the child's guardian in advance, authorizing their child to use this space one-on-one with the therapist.
- By advance request, we can occasionally schedule a time in our main building to utilize the small office spaces for group or individual screening purposes. These offices are in daily use, and we would need to accommodate screening times around the schedules of the administrators who use the offices.
- We are always looking for training and strategies to add to our toolbox of resources for any developmental support. If you would like to come and collaborate with or offer training with our educators to better support a particular child, we would be happy to find the time.

What can we not facilitate at Christina Kent?

- CK does not have the resources to dedicate a single person to virtual therapy session facilitation. This means that though we will do our best to redirect and encourage our virtual learners to participate in their virtual sessions, educators have responsibilities for 15 to 19 other children's academic, social, emotional, nutritional, health, and safety routines simultaneously. We are always happy to welcome someone in from the coordinating organization to facilitate one-on-one virtual support.
- We do not use food or any other forms of material motivation to encourage behaviors. If there are specific inquiries for specific children, please reach out to Allison for further discussion.
- Christina Kent does not believe it is in the best interest of the children to schedule sessions during mealtimes, sleep schedules, morning meetings, or outdoor times, unless the session goals can be appropriately integrated into the focuses of those times.
- Due to a previous inquiry, we do not organize or facilitate IEP meetings... but we request that we are invited.

What we ask of you...

Please provide us with pertinent goals, JEP Summaries (At a Glance), JEP meeting invitations, complete and return the attached information form, and stay in communication with us as needed for each child!



For our records, we ask that each member of a child's regular support team that works directly with the child to fill in pertinent information below and return to allisonckecc@gmail.com.

Name _____ Title _____

Organization _____

Contact Phone Number _____

Contact email _____

Child Serving _____ Service Type _____

Minutes/Hours per week with child _____

I will be working with this child on these days and times:

(Please fill in as applicable, or speak with Allison to organize visitation times)

Day	Time	Main Goals

I authorize CKECC to share this information as necessary with other members of

(Childs Name)

support team including and limited to this child's direct guardians, IEP/MET team, pediatrician, APS, NM PreK, ECECD, or other pertinent agency as listed here:

_____.

Print Name _____ Signature _____

Date _____

Commonly Asked Questions from Families

- **Do you allow in-house therapy?**

Yes! We welcome all types of therapies and therapists into our center during school hours!

- **How do I ensure that everyone working with my child is on the same page?**

Great question. Communication between entities can be very confusing and challenging, but we also want to make sure that we are in regular communication with everyone involved! This provides continuity of care between environments, let's us share updates on children's progress, and collaborate on strategies with other professionals of varying expertise in the field of early childhood development. Though Christina Kent cannot reach out directly to organizations to request information, families can provide our Family/Therapy Liaison information to all of them and request that they reach out to us. Oftentimes, you will be asked to sign a permission slip from each organization that authorizes them to share pertinent information with us. Once that is complete, our Family/Therapy Liaison can organize communication as needed to ensure that all members are on the same page with your child's development.

- **What do you ask families to provide to you?**

Thank you for asking! We really want to be involved in discussion and strategies surrounding your child's development. They are with us for a good portion of the day, and being involved helps ensure we can continue working towards the goals as a team. To help us accomplish this, we ask that families provide us with IEP's, personal goals for your children, and any other pertinent information/documents/resources that can ensure your child's success. We also request that families ask their IEP/IFSP teams to invite us to IEP meetings, IEP amendments, or transition meetings.

Here are some common words/acronyms that you may hear or read at any given time in relation to your child's screening, IEP/IFSP, or evaluations:

Term	Meaning
OT	Occupational Therapy
PT	Physical Therapy
ABA	Applied Behavior Analysis [Therapy]
DPC	Developmental Preschool Classroom
SLP	Speech & Language Pathologist
IEP	Individualized Education Plan (3yo +)

IFSP	Individualized Family Service Plan (Early Intervention, Birth- 36m)
IDEA	Individuals with Disabilities Education Act
PED	Public Education Department
MET	Multidisciplinary Evaluation Team
PSEST	Preschool Special Education Support Teacher

The goal is to add on to this packet when needed. If you as a family, therapist, educator, diagnostician, etc have any ideas for additional information that might not be included but you would find helpful, please reach out to Allison. She will happily accept feedback!