

Adult Basic Education Child Care Guidelines

Welcome to APS Title I childcare program for adult basic education classes. I appreciate your expertise and commitment to helping our families learn and grow.

I encourage the lead childcare worker to keep a three-ring notebook of the following:

- all the guidelines,
- copies of attendance sheets,
- copies of Adult Basic Education Attendance Forms and
- other documents.

Required Training

Childcare workers need to have APS employee identification numbers and be background checked. These employees must be cleared to work through Roxann at Title I. She must have all their contact information.

Each childcare worker is **required to complete Mandatory Online Training**. Three hours can be paid for that training to be completed. See Appendix for list and directions.

Timesheet Process

Once Roxann Morris and Amesha have all the contact information for your childcare worker they will generate a blank timesheet template that the childcare workers can use.

Original timesheets and childcare attendance sheets are required to be submitted together.

Timesheets are submitted weekly to Amesha Griego in Title I. 912 Oak Street Building M.

Ratio of Workers to Children

Title I requires that 1 childcare worker be on duty for each 3 youth under 3 years old. Therefore, if you have 3 children under three years old one worker must be present. If you have any more children another worker must be present.

Two childcare workers are to be on duty for the first two weeks of program. The lead childcare person will send the second worker home after 30 minutes if no children or too few children come to class. Send an email reporting childcare attendance to Roxann.morris@aps.edu after each class the first two weeks.

If after the first two weeks too few students come to class let Roxann know and we will try and relocate your second childcare worker.

If after the first two weeks no students come to class then childcare will be cancelled for the semester.

If during the semester attendance falls for two sessions in a row, please let Roxann know and we will cancel childcare.

Supplies

An initial supply of childcare resources were given to sites. If you are needing supplies there is a small budget for those supplies. Plus, schools have committed to supply some items as well. Please check with your site administrators.

Each site has a budget for supplies in their 108 Cost Account. Please have secretaries or administrators contact Amesha for more information.

Contact Information

Roxann Morris, Resource Teacher, 253-0330 x 67003 roxann.morris@aps.edu

Amesha Griego, Budget Tech, 253-0330 x 67007, griego_am@aps.edu

APS Police Dispatch (505) 243-7712

School Snack Program, Dorothy Garcia, (505) 345-5661 x38215

In this packet

Parent Registration Form (English and Spanish)

On the first visit parents or guardians complete this form.

Review the information with each parent.

Have parents sign the form.

YOU keep it on file.

Blank Adult Basic Education Childcare Attendance Forms

Title I requires that 1 childcare worker be on duty for each 3 youth under 3 years old. Therefore, if you have 3 children under three years old one worker must be present. If you have any more children another worker must be present.

Please use this form.

Parents sign in and out each time.

Attach the originals to your timesheet each time you submit your timesheet.

Keep a copy for your records

Adult Basic Education Childcare Attendance Form

Today's Date _____ School Location _____

Name of Class _____ HSE or ESL

Childcare Provider _____ Time in _____ AM/PM Time out _____ AM/PM

Childcare Provider _____ Time in _____ AM/PM Time out _____ AM/PM

Childcare Provider _____ Time in _____ AM/PM Time out _____ AM/PM

	Parent Sign In	Child's Name	Child's Age	Parent Sign Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

APS Title I

Adult Basic Education PARENT REGISTRATION FORM

We are glad you are committed to expand your education and we support you in your goals. However, we would like you to know childcare does cost APS money and employees time. We want your commitment to bring your child each time you come to class. We will do our best to provide a safe and fun environment for your child. Please provide a number where you can be reached DURING class:

_____	Child(ren) Name
_____	Your Name
_____	Your Number

Please keep the following in mind:

- Please accompany your child to the childcare room.
- Sign your child “in” and “out” each day.
- Provide a change of clothing for your child including diapers, wipes and other accessories necessary for their care (pacifiers, favorite blanket etc.).
- Please place clean diapers on your child prior to class. If your child needs changing during class we will call or text you at the above number to come and change him/her.
- Medications of ANY kind will not be administered.
- Children who are sick or running a fever may not be in our childcare for the safety of others.
- Any sores or wounds need to be safely and completely covered in order to be in childcare.
- Children and parents need to help clean up the child’s play area prior to leaving for the day.
- Parents/Guardians are committing to bring the child(ren) regularly each class. Parents understand that APS Title I arranges and pays childcare services regardless of whether you are in attendance with your child. Unpredictable or irregular attendance may result in APS cancelling childcare services.
- Only the children of parents attending APS Title I Adult Basic Education classes are eligible to attend childcare.
- Parents will be notified of any safety or behavior issues that arise and will need to help us to create a safe and healthy environment.
- Parents need to pick up their child immediately after class.
- Is your child allergic to anything?
 - Foods? _____
 - Other _____
- What would you like the childcare workers to do if your child is continually crying for 15 minutes or more?
 - Call or Text parent at above number.
 - Let him/her cry as you try to console him/her.

Parent Signature _____

Date _____

APS Title I

Educación Básica Para Adultos

Nos da gusto que se haya comprometido a continuar con sus estudios y queremos apoyarlos a completar sus metas. Queremos que usted sepa que el cuidado de niños le cuesta dinero a APS y tiempo a los empleados. Queremos su compromiso de traer a su hijo cada vez que venga a clase. Haremos todo lo posible para proporcionar un ambiente seguro y divertido para su hijo. Por favor dejen número donde pueda ser contactado DURANTE la clase:

Nombre de su hijo/a(s)

Su Nombre

Su Numero

Por favor tenga en cuenta lo siguiente:

- Por favor acompañe a su hijo(a) a la sala de cuidado de niños.
- Registre la entrada y salida de su hijo/a con su firma.
- Traiga un cambio de ropa para su hijo(a), incluyendo pañales, toallitas y otros accesorios necesarios para su cuidado (chupetes, cobijas favoritas, etc.).
- Por favor, asegúrese que su bebe tenga pañal limpio al momento de dejarlo en la sala de cuidado. Si su hijo necesita cambio de pañal durante la clase, lo llamaremos o le enviaremos un mensaje de texto al número de arriba para que venga a cambiarlo(a).
- No se administrarán medicamentos de ningún tipo.
- Los niños que están enfermos o con fiebre no pueden quedarse en nuestro cuidado de niños por la seguridad de los otros niños.
- Todas las llagas o heridas deben ser cubiertas de manera segura y completa para que el/ella se pueda quedar en el cuidado de niños.
- Los niños y los padres deben ayudar a limpiar el área de juego del niño antes de irse al final de la clase.
- Los padres/guardianes se comprometen a llevar al niño de forma regularmente a clase. Los padres entienden que APS Título I organiza y paga los servicios de cuidado infantil, la asistencia irregular de su hijo(a) puede resultar en que APS cancele los servicios de cuidado.
- Solo los hijos de los padres que asisten a las clases de educación de APS son elegibles para asistir a la guardería.
- Los padres serán notificados de cualquier problema o mal comportamiento que ocurra con sus hijos para poder crear un ambiente seguro y saludable.
- Los padres deben recoger a sus hijos inmediatamente después de clase.
- ¿Su hijo es alérgico a algo?
 - ¿Alimentos? _____
 - Otro _____
- ¿Qué le gustaría que hicieran los cuidadores de niños si su hijo(a) llora continuamente durante 15 minutos o más?
 - Llame o envíe un mensaje de texto al padre al número de arriba.
 - Déjalo llorar mientras lo consola.

Firme del padre _____

Fecha _____

Required Training Page 1

Albuquerque Public Schools is using SafeSchools.com to offer training courses online for your convenience. Follow these easy steps to complete your Albuquerque Public Schools safety training requirements:

Using your web browser, go to the SafeSchools website for Albuquerque Public Schools:
<https://aps-nm.safeschools.com/>

Enter your Username: e[REDACTED]

Once you log into the site, click on a course title to begin the training. Each course has audio, so be sure to turn up your speakers if you'd like to listen. You must complete each section of the course in order to receive full credit.

Your Albuquerque Public Schools SafeSchools contact:
APS Human Resources
training@aps.edu

Below is your complete SafeSchools training plan along with your coursework status:

Mandatory Training

Course	Days Till Due	Due Date	Time Required	Course Status
Bloodborne Pathogen Exposure Prevention (Refresher (en Espanol))	90	Sat Nov 3rd, 2018	18 minutes	Not Started
Browser Security Basics (Full Course)	90	Sat Nov 3rd, 2018	15 minutes	Not Started
Bullying: Recognition & Response (Refresher)	90	Sat Nov 3rd, 2018	25 minutes	Not Started
Child Abuse: Identification & Intervention (Full Course)	90	Sat Nov 3rd, 2018	33 minutes	Not Started

Required Training Page 2

or import from another browser. [Import favorites](#)

CIPA: Compliance with the Children's Internet Protection Act (Full Course)	90	Sat Nov 3rd, 2018	14 minutes	Not Started
Customer Service Overview (Full Course (Support Services))	90	Sat Nov 3rd, 2018	10 minutes	Not Started
Discrimination Awareness in the Workplace (Full Course)	90	Sat Nov 3rd, 2018	15 minutes	Not Started
Email and Messaging Safety (Full Course)	90	Sat Nov 3rd, 2018	12 minutes	Not Started
FERPA: Confidentiality of Records (Full Course)	90	Sat Nov 3rd, 2018	14 minutes	Not Started
Health Emergencies: Overview (Full Course)	90	Sat Nov 3rd, 2018	20 minutes	Not Started
Making Schools Safe for LGBT Students (Full Course)	90	Sat Nov 3rd, 2018	20 minutes	Not Started
Password Security Basics (Full Course)	90	Sat Nov 3rd, 2018	7 minutes	Not Started
Sexual Harassment: Staff-to-Staff (Refresher)	90	Sat Nov 3rd, 2018	15 minutes	Not Started
Sexual Misconduct: Staff-to-Student (Full Course)	90	Sat Nov 3rd, 2018	35 minutes	Not Started
Student Mental Health (Full Course)	90	Sat Nov 3rd, 2018	23 minutes	Not Started
Youth Suicide: Awareness and Prevention (Full Course)	90	Sat Nov 3rd, 2018	39 minutes	Not Started