

NM Pre-K

Pre-K for 4-year-olds

Family Handbook 2025-2026

“A parent is a child’s first and most important teacher.”



Hobbs Municipal Schools

Booker T. Washington, Edison, Jefferson,
Mills, Murray, Southern Heights, Stone, Taylor, Will Rogers

WELCOME

We would like to welcome you to the Hobbs Municipal Schools NM Pre-K program. This information has been prepared to help parents understand the Pre-K program and Hobbs Municipal Elementary schools. Our goal is that the information presented will enable you and your child to have a more successful school year.

We have included information that will be of benefit to you and may answer many of your questions. If there is something you do not understand, please do not hesitate to contact the school office.

Hobbs Municipal Schools offer many educational opportunities. It is our wish that your school years are filled with hope and learning. The faculty and administration are here to help and serve you, and we want you to feel that this is your school and that you are an essential part of its success. Remember, you are always welcome at our school!

VISION STATEMENT:

The Hobbs Municipal School District believes that all children will learn the basic skills to be independent, productive citizens.

MISSION STATEMENT:

The mission of the Hobbs Municipal Schools is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach their optimum potential.

HOBBS SCHOOLS' PHILOSOPHY:

We believe that the Hobbs Schools should provide an educational program that gives each student the greatest opportunity to develop as an individual and as a contributing member of the community. The schools should motivate and help each student develop.

Pre-K

ELIGIBILITY

- How old does my child have to be to attend the Hobbs NM Pre-K program?

All children served must have reached their fourth (4th) birthday before 12:01 am on September 1 of the current calendar year.

Priority is given to students in the following school zones: BTW, Edison, Jefferson, Mills, Murray, Southern Heights, Stone, Taylor, and Will Rogers. If space is available, students are admitted from other Hobbs Municipal Elementary School Zones based on space and/or availability.

RECRUITMENT

- How do you let parents know about Hobbs NM Pre-K?

Parents are notified through various media sources beginning in January of the upcoming year and have the opportunity to enroll during Hobbs' Annual Kindergarten Roundup in February.

TRANSPORTATION

- How will my child get to school?

Students who participate in NM Pre-K do not receive transportation. Parents will need to drop off and pick up their child at the appropriate start and dismissal times. Please contact the office of the campus where your child is enrolled to learn about the process for pick-up and drop-off.

ENROLLMENT

- How do you enroll your student in the program?

Enrollment is now online through the Hobbs Municipal School Website. Parents complete the requested documents online. Campus secretaries verify information, and parents are notified of enrollment confirmation upon completion.

Enrollment will continue until all spaces are filled. When no space is available, students are placed on a waiting list on a first-come, first-served basis based on enrollment completion.

ATTENDANCE

– *What to do if your child needs to be absent?*

A definite relationship exists between academic success and good attendance. Attendance fosters an attitude of responsibility, and it is essential to the success of the instructional program. Therefore, it is very important that your child attends school every day, unless they are ill or other special circumstances exist. Please contact your school's secretary to inform them that your child will be absent. Schools may request doctor's notes to excuse absences.

The ***Federal Every Student Succeeds Act*** requires that states, school districts, and schools be held accountable for ensuring that all students meet high academic standards. State Law requires students to attend school one hundred eighty (180) days per year. For children to receive the full benefits of participating in NM Pre-K, it is expected they will attend at least 90% of the time.

"A student's absence should be for extenuating circumstances for the absence to be excused. Parental permission does not necessarily afford the student an excused absence. Acceptance or non-acceptance of the excuse for a student's absence will be at the discretion of the principal." HMS Board Policy J-0500, J-0511, J-1550.

Understanding Attendance Levels

"Absent" means not in attendance for a class or school day for any reason. Attendance percentages are calculated based on the number of days enrolled versus the number of days absent.

- **Satisfactory Attendance:** Missed less than 5% of school (<1 day per month)
- **At Risk (Individualized Prevention):** Missed 5% - 9.99% of school (1+ days per month)
- **Moderate Chronic Absence (Early Intervention):** Missed 10% - 19.99% of school (2-3 days per month)
- **Severe Chronic Absence (Intensive Support):** Missed 20% or more of school (4+ days per month)

Elementary Tardy & Absence Guidelines

AM Tardy: Arriving between **7:51 AM – 8:30 AM**

AM Absence: Arriving **after 8:31 AM**

PM Tardy: Leaving between **1:30 PM – 2:39 PM**

PM Absence: Leaving **before 1:29 PM**

Attendance Monitoring & Support

Teachers record attendance in each class period and note any absences in the student management system. If a student begins to accumulate absences, the school takes proactive steps to provide support.

If a student continues to experience attendance challenges despite interventions, further steps may include:

- Assessing student and family needs to connect them with available resources.
- Referrals to school counselors, social workers, or health providers.
- Collaborating with community organizations to support the student's success.
- Holding an attendance meeting to develop a customized plan with parents, school staff, and support specialists.

If these steps do not improve attendance, the school may refer the case to external agencies for further assistance. However, consequences will not include suspension or expulsion. The focus remains on providing interventions to keep students engaged in learning.

If your child becomes sick at school, we will make every effort to contact you or your emergency contact to take them home. We will do our best to make them as comfortable as possible until you arrive. Please keep your contact information and address up to date with the office and teacher so we can reach you when necessary.

Excused Absences

1. Illness: Documentation may be required.
2. Family Emergency: Up to three (3) days.
3. Court appearance for the child: Documentation required.
4. Doctor's appointment for the child: Documentation may be required

Hobbs Municipal Schools is committed to working alongside families to ensure students succeed through consistent attendance and a supportive school environment.

Early Literacy Practices

Curriculum/ Lesson Plan/ Instruction/Assessments

Practices include seven (7) domains, which are designed to align with state and national standards for early childhood:

- Physical Development, Health and Well Being
- Literacy
- Numeracy and Spatial Relationships
- Aesthetic/Creativity
- Scientific/Conceptual Understanding
- Self, Family & Community
- Approaches to Learning

Teachers develop weekly lessons that provide opportunities for creativity, conversation, play, the arts, and the development of foundational skills in literacy, math, and social-emotional learning.

A Typical Day will include:

- Family meal time conversation - Outdoor activities
- Circle time - Music/Movement
- Small group time - Story time
- Work time

DEVELOPMENTAL AND HEALTH SCREENINGS:

Screenings are completed at the beginning of the school year (the first three months of attendance) and for new enrolling students throughout the school

year.

- Parents are notified **only** if any of the screenings find that a student needs further evaluation.

FAMILY ENGAGEMENT PLAN

– How can I be a part of my child's learning?

Believing the idea that if families grow and learn, young children grow and learn, ready to develop into productive and successful citizens, understanding the urgency that parents have been and will be one of the most important factors in their child's success during their educational journey. Efforts to support our Pre-K parents with 90 hours or more for family engagement are outlined below.

– Can I visit the classrooms?

Parents are welcome to visit classrooms at their convenience. Consider, however, that situations requiring extensive discussion with the teacher should be scheduled outside of instructional time. All visitors are required to sign in at our front office first. You will be issued a visitor's pass to wear while on campus. The principal must approve visits that will be longer than 15 minutes. Please notify the administrative assistant of your plans so that arrangements can be made.

Home Visits

Each NM Pre-K teacher and assistant schedules visits to each individual child's home prior to the first day of school. Not only do the children and families get to meet their teachers, but our teachers and parents are given the opportunity to learn any pertinent information for the design and development of instruction so children are set up for a successful school year. Any child entering NM Pre-K during the year will also receive a home visit.

Parent/Teacher Conferences

Parent conferences with teachers are scheduled near the date that authentic observations are completed on all NM Pre-K children. Classes are not held on these days, but you may bring your child

with you if needed. Teachers will send out a letter asking you for times that fit your schedule best. They will try to establish your conference time reflecting your choice. The dates for the Parent/Teacher Conferences for the 202025-2026 school year are TBA.

Parent Engagement Events

Pre-K program guidance requires at least 90 hours of family engagement activities, including the four required family engagement events. These events will be announced separately, as each campus will create a calendar specific to its needs. Please check with your child's campus for a list of events.

SPECIAL EDUCATION PROCEDURES PLAN

– What if I have concerns about my child?

Supports are in place to help identify any special needs of our Pre-K children early in the process of them becoming students. Faculty and Staff believe that all students have special needs. Therefore, we work diligently to provide specific learning opportunities throughout all instruction and play.

Screening and Referral

Children often participate in our *Child Find* Screenings, which are planned throughout the school year. District and local service providers work collaboratively to identify individual needs and refer for additional testing as appropriate. Prior to any child's participation in screenings, parents are required to sign a Permission to Test form, which allows school personnel to assess the child. Screenings include: Parent Intake Form, Diagnostic Assessments (as referred), Speech & Language Pathologists, School Nurses, Occupational and Physical Therapists, PK Teachers, and Counselor/Social Workers. Screenings are conducted in English or Spanish. Parents are notified before leaving after the screening sessions whether or not their child is being referred for further testing.

The teacher can refer Pre-K students who are having trouble in the classroom, as identified by the teacher or parent, to the district Special Education Department. Concise documentation of concerns facilitates the process of proceeding with pertinent assessments.

All teachers, when planning lessons and play learning opportunities for all

children, consider student data from screening results.

Parents are encouraged to attend all IEP meetings and participate by providing school personnel with any information that will assist in planning an effective educational plan for their child. School representatives will provide facts based on testing results and guide them through the IEP process to ensure a clear understanding.

Once an IEP is in place for a child, teachers immediately implement the modifications outlined in the IEP to support the child's learning needs. Our Pre-K program is designed to be inclusive, in addition to providing opportunities for peers to serve as role models in our three-year-old classrooms.

Students Who Enter with an IEP

—My child already receives services. Will you accept the outside testing results?

Any child entering the Hobbs School District with a current Individualized Education Program (IEP) will be directed to our local Special Student Services office for review of the IEP. They will notify our school office of services being transferred, and the students will continue with these services until an IEP meeting is held. At that point, any changes recommended during the meeting will be implemented as required.

Classroom Placement and Teacher Assignments

Students participate in an inclusive program. All children can learn from and with one another. Our program is designed so NM Pre-K teachers work with students on IEPs and Second Language Learners, as well as our NM Pre-K children. Likewise, our Special Education Teachers and Bilingual teachers work with some of our NM Pre-K students.

The demographics of each classroom vary, allowing us to address the unique learning and social-emotional needs of each child.

TRANSITION PLAN

– How do I get my child ready to move on?

We understand that changes can be scary for our little ones, so we make every effort to prepare them for transitioning from home/daycare into Pre-K and from Pre-K into Kindergarten.

◇ FEBRUARY— Early Registration begins on all campuses.

◇ MAY—Teacher assignments for new Pre-K students are made; Current Pre-K students tour Kinder campuses; PK teachers share special needs of students to K teachers.

◇ JULY-SEPTEMBER— Registration continues for Pre-K. Available Pre-K spots filled as students enroll. Beginning of Year Child Find; District Open House grades PreK-12; Pre-K Home Visits take place.

Pre-K students are involved in school-wide activities. Because they participate in assemblies, spirit days, and food backpack programs and have the opportunity to see the Kindergarten teachers throughout the school year, the transition from Pre-K to Kindergarten is often smooth and less scary.

MEALS AND SNACKS

Meals are served per the Hobbs school lunch program. Parents are asked to complete the necessary documentation at the beginning of the school year. Students who attend Pre-K receive the following meals:

- AM – breakfast
- PM – lunch
- Full Day – breakfast and lunch

SPECIAL NUTRITIONAL NEEDS:

If your child has special nutritional needs, please contact the school principal. You will be asked for physician requests for dietary restrictions.

