

# FREE PROGRAM TO **ELIGIBLE** 3- or 4-YEAR-OLD CHILDREN IN LAS CRUCES

Our program accepts enrollees from Title 1 schools within the Las Cruces Public School district.

**MONDAY-FRIDAY 8:00- 3:00 - AUGUST 1<sup>ST</sup>-JUNE 28**

575-523-1616

## STUDENT MEALS

**Our program provides children with nutritious breakfast, lunch, and snacks at no cost to families. Mealtime is a perfect learning opportunity, and teachers use this time to teach skills and reinforce healthy eating habits.**

## FAMILY ENGAGEMENT

**Family engagement is an essential component of our programs.** Our PreK supports parents/families as their child's first and most important teacher. We have developed a Family Engagement Plan, which provides 90 hours of engagement activities throughout the school year. Families are invited to participate in all our events.

## Health Screenings/ Developmental Screenings

Each child in the PreK program **must** receive the following health screenings by a school health care professional before the beginning of the program or within the first 30 days of attendance:

- ✓ physical examination
- ✓ current immunization

Additional screenings, ASQ will be completed at our facility at no cost to families. COVID guidelines prohibit outside visitors; therefore, your family doctor must complete dental, vision, and hearing within 30 days.

The Village is a five-star program, and Ashley's Garden is a five-star program that focuses on child development, growth, and learning to provide the greatest opportunity for success in kindergarten and later school years. Our Montessori-based curriculum utilizes a multi-sensory approach to learning—incorporating a comprehensive array of integrative movement activities and special programs which support NM PreK Early Learning Outcomes. We support the full participation of every child through curriculum components that address dual language learners while exposing the children to sign language and various cultures from the world. The curriculum is theme-based, with emphasis on learning through play and the development of positive social relationships, which leads to the development of academic skills. Families, who are children's first and most important teachers, are encouraged to participate in our program through an extensive list of activities. Our PreK programs are based on attendance and family involvement.

PreK ensures that every child in New Mexico has the opportunity to attend a high-quality, early childhood education program before entering kindergarten. The purpose of New Mexico PreK is to:

- increase access to voluntary high-quality pre-kindergarten programs;
- provide developmentally appropriate activities for New Mexico children;
- expand access to early childhood programs across New Mexico;
- support linguistically and culturally appropriate curriculum; and
- develop school readiness in those served.

PreK teachers carefully plan indoor and outdoor activities based on what children are required to learn in the following areas:

- listening, language, reading, and writing
- science
- counting, shapes, sorting, and measuring
- coordination, hygiene, health, and well-being
- art, music, and movement
- independence, problem-solving, thinking, and perseverance
- appropriate behavior, social skills, and being part of a group



## PREK, EARLY PREK, MIXED-AGE REGISTRATION FORM

Class starts August 1, 2023/June 28, 2024. our program is year-round. Program times are Monday through Friday – 8:00 am to 3:00 pm. **Required:** Parent participation in student activities/projects; parent meetings before the start of school; parent-teacher conferences three times a year; physical exam/screenings within 30 days of start date and attendance.

An after-hours care program (The Village Kids Club) is available Monday – Friday (7:45 am – 8:00 am and 3:00 pm to 5:30 pm) for those who need extended hours. State subsidies are accepted in the after-hour programs. **\$399.00** + tax monthly

**Children must have reached their 3<sup>rd</sup> or 4<sup>th</sup> birthday before 12:01 am September 1 of the current year.**

### ENROLLMENT PRIORITIES

1. Children who reside in Hermosa Heights Elementary School district.
2. Children who reside in Title I school districts. (Check the LCPS website.)
3. Children who would not have an opportunity to attend a high-quality preschool.

### WAITING LIST

Once capacity has been reached, children will be placed on a waiting list. As a spot opens, children will be chosen using the above criteria based on the enrollment application date.

### ATTENDANCE POLICY

Parents must agree to a 95% attendance rate. Excused absences must have written doctor's excuse. Three days of unexcused absences = warning. Five days of unexcused absences = 2<sup>nd</sup> warning. Seven days of unexcused absences = dismissal from the program. **Late arrivals/early dismissals count as absences. COVID guidelines have relaxed the attendance policy.**

### The following is required for registration:

- Completed application form
- Proof of date of birth
- 1 Copy of the Immunization Record and wellness exam signed by a physician
- Religious or medical exemptions to these requirements must be submitted to school officials in writing by the State of New Mexico Health Department
- 1 copy of residency proof (current utility bills, mortgage commitment on existing residence only)
- Custody papers (if applicable)
- Copy of the (IEPs) if applicable
- Signed permission for screening: ASQ screenings

## New Mexico PreK Annual Enrollment Form 2023-2024

Date Received:	Initials	PreK _____	Early P _____	Mixed Age _____
Age Eligible	Birth Certificate	Passport	ASQ: 3	
Hermosa Heights District	Title I school	Income Eligible:	ASQ: SE	

### PART 1: PERSONAL INFORMATION – Please Print

Start Date \_\_\_\_\_

EMAIL: \_\_\_\_\_

AGE: Years \_\_\_\_\_ Months \_\_\_\_\_

PLEASE PRINT CLEARLY

CHILD'S NAME: \_\_\_\_\_  Male  Female      DATE OF BIRTH: \_\_\_\_\_  
LAST      FIRST      MIDDLE INITIAL

### NAME(S) OF PARENT(S) OR GUARDIAN(S):

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 Mom's Occupation \_\_\_\_\_ Dad's Occupation \_\_\_\_\_

### EMERGENCY CONTACT:

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

### PART 2: PRIOR CARE EXPERIENCE--Where did your child spend the most time in the last 12 months?

- Home care     Head Start     Pre-Kindergarten     Childcare Center     Family Childcare  
 Preschool special education program     Parents     Other \_\_\_\_\_

#### Please initial and date:

- \_\_\_\_\_ I agree to The village's attendance policy with a 95% attendance rate and only excused absences.
- \_\_\_\_\_ I give permission for the following screening: ASQ.

### PART 3: HEALTH INFORMATION--Please check the items below that apply to your child

- Delayed speech/language     Hearing problems     Vision problems     Occupational therapy  
 Concerns about child's development:     Asthma     Attention span     Use of medication

Please list any other therapy child is receiving: \_\_\_\_\_

Please list health problems: \_\_\_\_\_

Please list physical limitations: \_\_\_\_\_

Please list allergies (including food): \_\_\_\_\_

Please list regular medications (prescribed and over the counter): \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_ Last checkup: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_ Last checkup: \_\_\_\_\_

Optometrist: \_\_\_\_\_ Phone: \_\_\_\_\_ Last exam: \_\_\_\_\_

Health Insurance: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICAID: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PART: 4 AUTHORIZATION FOR PICK-UP (ID REQUIRED)**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

The following people CAN NOT or DO NOT have permission to pick up:

NOT AUTHORIZED \_\_\_\_\_ Relationship \_\_\_\_\_

NOT AUTHORIZED \_\_\_\_\_ Relationship \_\_\_\_\_

TO BE CONSIDERED FOR ENROLLMENT:

1. YOU MUST ANSWER ALL QUESTIONS ON APPLICATION FORM
2. ESPECIALLY IMPORTANT -- INCOME ELIGIBILITY FORM.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

## GYM MAGIC, INC.

### ASSUMPTION OF RISK, WAIVER OF LIABILITY, MEDICAL AUTHORIZATION

As legal guardian of (child's name) \_\_\_\_\_, I recognize that potentially severe injuries, including permanent paralysis or death can occur in sports or activities involving height or motion, including but not limited to gymnastics, dancing, tumbling, trampoline, tumble track, cheerleading, swimming, and adult fitness. In addition, swimming or any activity in or around water can result in brain damage or drowning. I am also aware that participation in the after-school program can involve transportation to and from various field trips/after school program and as a result my child could be injured or killed in a vehicular accident. Being fully aware of these dangers, I voluntarily consent to the aforementioned person participating in any and all Gym Magic Inc. programs, camps and activities and I ACCEPT ALL RISKS associated with that participation.

In consideration for allowing my child or myself to use these facilities, I, on my own behalf and the behalf of my child and our respective heirs, administrators, executors and successors, hereby COVENANT NOT TO SUE and FOREVER RELEASE Gym Magic, Inc., its officers, directors, shareholders, employees or agents from all liability for any and all damages or injuries suffered by my child or myself while under the instruction, supervision, or control of Gym Magic Inc., without limitation, those damages or injuries resulting from acts of negligence on the part of its officers, directors, shareholders, employees or agents.

In the event of an accident or emergency I would like my above-mentioned child to be taken to a hospital for medical treatment and I hold Gym Magic Inc. and its representatives harmless in their execution of this action. Additionally, I hereby agree to individually provide for all possible future medical expenses, which may be incurred by my child or myself as a result of any injury sustained while participating at or for Gym Magic Inc.

I have read and understand this ASSUMPTION OF RISK and WAIVER OF LIABILITY and MEDICAL AUTHORIZATION and I VOLUNTARILY affix my name in agreement.

Parent, Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Your participation in a Gym Magic, Inc. gives Gym Magic permission to photograph, video tape or use a likeness in advertisements or promotions for Gym Magic.

Signed: \_\_\_\_\_ Date \_\_\_\_\_



Program Type:  PreK  Early PreK  Mixed

All information should be the same as Childcare Assistance application if applicable.

PreK Student Information

Legal First Name: \_\_\_\_\_ Legal Middle Name: \_\_\_\_\_ Legal Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Verified by Birth Certificate:  Gender:  Male  Female  Other

Ethnicity: (Circle One) Afghan, American, Arab, Argentinian, Armenian, Asian, Asian Indian, Australian, Austrian, Bangladeshi, Belgian, Brazilian, British Canadian, Bulgarian, Burman, Cambodian, Canadian, Central American, Chinese, Creole, Croatian, Cuban, Czech, Danish, Dominican, Dutch, English, Eskimo, Filipino, Finnish, French, French Canadian, Georgian, German, Greek, Hispanic, Japanese, Korean, Laotian, Mexican, Puerto Rico, Thai, Roma, Vietnamese, Decline to Identify, or Other \_\_\_\_\_

Hispanic:  Yes  No Primary Language: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_

Race One: (Circle one) American Indian/Alaskan Native, Asian, Black or African American, White, Native Hawaiian, Declined to Identify, Other \_\_\_\_\_

Supplement Funding:  Part time subsidy  Full Time Subsidy  Private Pay  Special Education

Homeless:  Yes  No

Mailing Address:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Click here if Physical Address is the same as Mailing Address

Physical Address:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How long at this current address? \_\_\_\_\_

**School District:** \_\_\_\_\_

**Elementary School your child will attend for kindergarten:** \_\_\_\_\_

**Current IEP:**  Yes  No      **Need Referral:**  Yes  No      **Referral Type:** \_\_\_\_\_

I verify that the information provided in this application is accurate as of today's date: \_\_\_\_\_

**Program Printed Name:** \_\_\_\_\_ **Program Signature:** \_\_\_\_\_

**Parent/Guardian Printed:** \_\_\_\_\_ **Parent/Guardian Signature:** \_\_\_\_\_



## Child and Adult Care Food Program LETTER TO HOUSEHOLDS



<b>Name of Facility / Center / Site / Home Provider (Last, First, Middle Initial):</b> Gym Magic Inc: The Village or Ashley's Garden	<b>Facility / Center / Site / Home Provider EPICS ID:</b> The Village - 23273854 Ashley's Garden - 4001267	<b>Phone Number</b> (575 ) 523 1616
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**Instructions: This letter must accompany the Income Eligibility Application.**

Dear Parent / Guardian or CACFP Participant:

Gym Magic Inc: The Village and Ashley's Garden

Participates in the Child and Adult Care Food Program (CACFP) administered by the United States

Name of Facility / Center / Site / Home Provider (Last, First, Middle Initial)

Department of Agriculture. Please help us comply with the requirements of the CACFP by completing, signing, and returning the attached statement as soon as possible. This information is necessary to decide the level of CACFP reimbursement your center is eligible to receive for the meals served to children and/or adult participants in our program. This form will be treated as confidential information. All participants in our program receive their meal free of charge, but the determination of eligibility category affects the amount of federal funding we receive. Foster Children: A foster child enrolled in our program that is the legal responsibility of a welfare agency, or court may be certified as eligible for free meals regardless of your household income. Please refer to the instructions on how to complete the Income Eligibility Application form.

SNAP - Supplemental Nutrition Assistance Program (formerly the Food Stamp Program): If your household is currently receiving benefits under the Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) and your child is enrolled in a child care center you need only to list the case number sign and date the form.

If your household is receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Medicaid or Food Distribution Program on Indian Reservations (FDPIR) and an adult in your home is enrolled in an Adult Daycare Center then you need only to list their case number sign and date the form. Otherwise, an adult household member must complete the form and disclose total current household income by source, and the names of all household members. The person completing the form must sign, provide a social security number, and date when completed.

The income you report must be last month's total gross household income listed by source, for each household member. If last month's income does not accurately reflect your circumstances, you may provide your annual income, or you may use last year's income if no significant changes have occurred. If your households' income is equal to or less than the amounts indicated for your households' size on the chart below, your provider may qualify for maximum reimbursement rates. The Department of Agriculture defines a household as a group of related or unrelated individuals (not residents of a boarding house or an institution) who are living as one economic unit (i.e., sharing living expenses).

INCOME ELIGIBILITY GUIDELINES - (EFFECTIVE FROM JULY 1, 2022 TO JUNE 30, 2023)						
HOUSEHOLD SIZE	FREE			REDUCED		
	YEAR	MONTH	WEEK	YEAR	MONTH	WEEK
1	17,667	1,473	340	25,142	2,096	484
2	23,803	1,984	458	33,874	2,823	652
3	29,939	2,495	576	42,606	3,551	820
4	36,075	3,007	694	51,338	4,279	988
5	42,211	3,518	812	60,070	5,006	1,156
6	48,347	4,029	930	68,802	5,734	1,324
7	54,483	4,541	1,048	77,534	6,462	1,492
8	60,619	5,052	1,166	86,266	7,189	1,659
	6,136	512	118	8,732	728	168

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

Gym Magic Inc - Sandra Graham

July 5, 2022

Name of Sponsor / Center Representative

Signature of Sponsor / Center Representative

Date



**Child and Adult Care Food Program  
INSTRUCTIONS FOR COMPLETING THE INCOME ELIGIBILITY FORM**



<b>Name of Facility / Center / Site / Home Provider (Last, First, Middle Initial):</b> Gym Magic Inc: The Village or Ashley's Garden	<b>Facility / Center / Site / Home Provider EPICS ID:</b> The Village - 23273854 Ashley's Garden - 4001267	<b>Phone Number</b> ( 575 ) 523 / 1616
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**PARTICIPANT INFORMATION:**

List name of all enrolled participants that you are applying for which are in care.

List each enrolled participant's date of birth.

If you are applying for a foster child, list only one foster child per form. A foster child may be eligible for free meals regardless of household income.

**Child Care Centers:** If the participant enrolled is in a Child Care Center and receives benefits through Supplemental Nutrition Assistance (SNAP), (*formerly food stamps or Food Distribution Program on Indian Reservation (FDPIR)*), please indicate the appropriate **case number** in the spaces provided and sign the form. Do not use the number on your card. You do not need to complete household and income information.

**Adult Day Care Centers:** If the participant enrolled is in an Adult Daycare Center and receives benefits thru Supplemental Nutrition Assistance (SNAP) formerly, food stamps, Food Distribution Program on Indian Reservation (FDPIR), Supplemental Security Income (SSI) or Medicaid, please indicate the appropriate **case number** in the spaces provided and sign the form. Do not use the number on your card. You do not need to complete household and income information.

If you do not receive benefits and have no case number for participants enrolled at the center, you must complete all parts of the IEA (Household and Income information).

**HOUSEHOLD AND INCOME INFORMATION**

Not required to be completed if case# is provided above.

List all household members. A household is a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses).

Provide the most current income by source for all household members. This can be based on the most recent information the month prior to completing the application.

Reported income needs to be reported on the same. The income reported on the application must include all income before taxes and before other deductions.

A foster child, defined as a ward of the court or welfare agency. Only the foster child's "personal use" income is listed.

Personal use income includes:

- Funds that are specified by the welfare agency as being for the personal use of the child. (If no funds are specified, the funds received from the welfare agency are not to be considered as income. Record "0" on personal income.)
- Money received from any source. This includes, but is not limited to, funds received from trust accounts, from the child's family, and earnings from the child's employment other than occasional or part-time jobs.

**SIGNATURE**

The adult family member completing the application must sign and date the application.

If the enrolled participant is not a recipient of benefits and has not provided a case number, the adult family member signing the application must provide a social security number.

If you do not have a social security number, check the "box" provided. Otherwise, failure to provide the social security number (if you have one) will make the Income Eligibility Application invalid and will reduce the level of CACFP reimbursement your family's Child Care Center receives for meals served to the children and/or adult participants enrolled for care in their center.

