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| **School Information:** | |
| School District/Charter: | NM PreK:  Special Education:  Title I: |
| School Name: | Mailing Address: |
| Main Phone: | Fax: |

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| **School Personnel:** | | | |
| Role: | Name: | Email Address: | Main Phone/Cell |
| Superintendent |  |  |  |
| Principal |  |  |  |
| FOCUS Administrator |  |  |  |
| Special Education Administrator |  |  |  |
| Title I Administrator |  |  |  |

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| **NM PreK** | | **Special Education Preschool** | | | **Title I Preschool** | | |
|  | |  | 3-year-olds | 4-year-olds |  | 3-year-olds | 4-year-olds |
| Funded Slots |  | # enrolled with IEPs |  |  | # enrolled |  |  |
| # enrolled |  | # in self-contained |  |  | # enrolled with IEPs |  |  |
| Setting | |
|  |  |
| # on the waitlist |  | # in inclusive settings |  |  | # on the waitlist |  |  |
|  | | | | | | | |
| **Enrollment** | | | | | | | |
| Total number of children enrolled in preschool:  Number of children funded through NM PreK:  Number of children with IEPs:  Number of children without IEPs: | | | | | | | |
|  | | | | | | | |
| Curriculum Used: | | | | | | | |

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| **PED Preschool Classroom Demographics**: | | | |
| Classroom Teacher and Educational Assistant: | Classroom Type (3Y/4Y, NM PreK, etc) | Days of Week  (M-T-W-Th-F) | Hours  Start/Dismissal |
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| **Planning Time Schedule**  Preschool program personnel benefits must include time for planning (at least two hours per week, and daily classroom preparation (New Mexico FOCUS Essential Elements of Quality for all NM Public School Preschool Programs [FOCUS], July 2019, Professional Qualifications section, p. 20). | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |

|  |  |  |  |
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| **Home Visit(s) dates**:  At least one home visit annually per child. The program will offer an alternate location for homeless or migratory families (FOCUS, July 2019, Family Engagement section, p. 3). | | | |
| Beginning of year: | | Ongoing for new children: | |
| **Family/Teacher Conferences:**  PED programs must use the Early Childhood Observation Tool (ECOT) to record observations and rubric ratings (FOCUS, July 2019, Reporting Data Timelines section, p. 23). PED programs’ conferences should occur AFTER each ECOT submission date. Therefore, these conferences may not align with the school/district conference schedule. | | | |
| Fall Conference Date: | Winter Conference Date: | | Spring Conference Date: |

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| **Practice Based Coaching**  PBC is a cyclical process for supporting teachers’ use of effective teaching practices that lead to positive outcomes for children. PBC occurs within the context of a collaborative partnership. Each component in the cycle is designed to inform the actions taken by a coach or teacher during the subsequent component (or throughout the coaching process). The cyclical nature of PBC emphasizes that expectations and desired outcomes of coaching are regularly reviewed and updated (Practice-Based Coaching Agreement, July 2019, p. 1). | | | |
| PBC Introduction date: | | TPOT date/s: | |
|  | |  | |
| **Planning and Release Time for Consultation:**  The New Mexico PreK assurances and the FOCUS criteria require at least 45 minutes, a minimum of 30 minutes, release time for each teacher to engage in the debriefing meeting with the coach. If the district chooses to engage in Practice-Based Coaching with a small group of teachers, the group debrief meeting will consist of at least 90 minutes each two-week cycle **(**Practice-Based Coaching Agreement, July 2019, p. 4**)**.  For individual PBC, administrators must commit to providing release time, private space, and classroom coverage to maintain ratios for a minimum of 30-45 minutes for the teacher to engage in the debriefing meeting with the coach every two weeks **(**Practice-Based Coaching Agreement, July 2019, p. 8**).**  For group PBC, administrators, must commit to providing release time, private space, and classroom coverage to maintain rations for a minimum of 90 minutes so that group coaching meetings can happen every two weeks **(**Practice-Based Coaching Agreement, July 2019, p. 8**).** | | | |
|  | **June** | | **July**  Cycle |
| **August**  Cycle  Cycle | **September**  Cycle  Cycle | | **October**  Cycle  Cycle |
| **November**  Cycle  Cycle | **December**  Cycle  Cycle | | **January**  Cycle  Cycle |
| **February**  Cycle  Cycle | **March**  Cycle  Cycle | | **April**  Cycle  Cycle |
| **May**  Cycle | **June** | | **July** |