

Pleasantville Public Schools

Early Childhood Center

115 W. Decatur Avenue
Pleasantville, NJ 08232

Phone (609) 383-6800 ext. 2576
Fax (609) 641-4061

2016-2017

Preschool Parent Handbook

Play, Learn

And

Grow

Together!!!!



Pleasantville Public Schools

Welcome to the Pleasantville Early Childhood Program!

Our goal is to provide meaningful experiences that will enhance your child's social, emotional, physical and academic growth.

Thank you for allowing us to share these important developmental years with you and your child and for being part of the early childhood family.

This handbook will help you become familiar with the Early Childhood procedures and policies.

Please read the contents of this booklet carefully and discuss any questions with the building Principal or the Early Childhood Supervisor.

Welcome,

Your Early Childhood Staff & Administrators

IMPORTANT NUMBERS

Early Childhood Staff

Dial (609) 383-6800 and the extension listed below

Name	Location	Extension
Mrs. Lisa Stuart-Smith, Principal Decatur Ave. School	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2576
Ms. Teresa McGaney-Guy, Principal North Main Street School	North Main Street School 215 North Main St.	2029
Mr. Howard Johnson Leeds Avenue School	Leeds Avenue School 100 W. Leeds Avenue	2356
Mrs. Sheila Ceasar District Early Childhood Supervisor	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2570
Mrs. Beverly Conner Decatur Ave. Early Childhood Secretary	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2576
Mrs. Nicole Bishop Early Childhood Executive Secretary	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2553
Mrs. Alyse Skeelee Early Childhood Nurse	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2259
Mr. Jacques Johnson Early Childhood Community and Parent Involvement Specialist	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2545
Ms. Patricia Dansby Early Childhood Social Worker	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2556
Patricia Presley Nikki Smith Janelle Eykyn Positive Support Team	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2530 2554 2521

Katie Kunze Jennifer Elwell John Toland Master Teachers	Decatur Ave. Early Childhood Center 115 W. Decatur Ave.	2554 2521 2521
---	---	----------------------

Mission Statement

It is the mission of the Pleasantville Public Schools' Early Childhood Department to provide a high quality early care and education program to children of all abilities, their families, and the community we serve by working collaboratively with parents and the community; and to access services which benefit the children, parents, and staff in our program.

Our mission is accomplished by:

- **Increasing awareness of the needs of young children in the City of Pleasantville.**
- **Coordinating the efforts of individuals and groups who provide educational and developmental services to young children.**
- **Promoting the professional development of those who work with young children by sponsoring early childhood training.**
- **Promoting parental and community awareness of quality early childhood practices, programs and services; regularly review and evaluate its goals and operations to assess progress towards the realization of its vision.**

The First Days of School

Coming to preschool for the first time is very exciting for you and your child. The following suggestions may help you make the new experience and adjustment a pleasant one.

- ☐ Bring your child to see the school prior to attending the first day.
After you visit together, talk with your child about what the routine will be when he/she comes to school. This will help your child to know what to expect.
- ☐ Allow your child to bring a favorite “sleep-toy” or blanket for the first few days. This will help them feel more secure.
- ☐ On the first day, introduce your child to his/her teacher and show them their cubby. Tell him/her to have a good day, and that you will be back. Make a firm and quick good - bye and then leave. Your child’s teacher will take over from there.
- ☐ Adjustment will be easier for your child if you accept any initial emotional reactions as normal and continue to reassure him/her of your love and interest. Children will quickly pick up on any reaction or hesitation from their parents. Please do not hesitate to discuss any concerns about your child’s adjustment with the teacher. Working as a team is essential for your child to have a positive and successful preschool experience.



Information and General Policies

1. School hours are: 8:35 am to 2:35 pm daily;
2. **Half days for Decatur Avenue Early Dismissal is at 12:50 pm.**
 - In case of severe weather conditions, school closing will be announced on local radio stations and on the districts' web site as well as the phone blast. Be sure a current phone number is on file at all times.
 - Scheduled days and hours of attendance must be followed. If the need arises to change your child's after school or before school schedule, arrangements must be made in advance with the Aftercare program located at 810 South Main Street.
 - If it is necessary for your child to leave school in the middle of the day, please try to arrange to pick them up before or after nap.
 - Students will not be allowed to be sign out after 2:15 PM.
3. Because of the wide range of activities, it is suggested that children be dressed in washable comfortable clothing.
4. Sneakers and socks are suggested for footwear due to safety precautions. **Sandals are not permitted.** If your child wears earrings, please limit the style to studs. For safety reasons, we cannot allow hoop earrings. Water activities, sand play, juice spills, and occasional bathroom accidents necessitate that an extra set of clothing must be kept in the classroom at all times. All extra clothing should be marked with the child's name. If soiled clothes are sent home, **please return a clean, extra set of weather appropriate clothes the next attendance day completely labeled.** All items brought to school must be labeled with the child's full name. This includes lunch boxes, coats, blankets, extra clothing, etc.
5. Children will go outdoors every day; however, when temperatures are above 90 degrees, or below 34 degrees, recess time will be shortened to 10 minutes and gross motor time done inside. **Please dress your child appropriately for the weather.**

Information (continued)

6. Field trips will occur from time to time. Any field trips requiring transportation will require additional permission slips prior to a planned outing.
7. Pleasantville School District is not responsible for lost or stolen items.
8. Parents are encouraged to become part of and involved with their child's education. Several times throughout the year parents have the opportunity to volunteer with classroom activities, field trips, programs, etc. We also have an active parent's organization and an advisory council that assists us in many ways. Please become involved.
9. Parent/Teacher Conferences will be held twice per year. If at any time you feel the need to schedule a special conference with your child's teacher, please feel free to do so. The staff is available for any additional concerns you and your child's teacher may have about his/her progress or adjustment.
10. Wrap Around Services - before and after school care is provided at each Early Childhood site. Wrap- Around Services begin at 7:30 am. Aftercare is available until 6:00 pm daily. Registration forms are available at your child's school.
11. Any student with special needs will be addressed on an individual basis.
12. Birthdays may be celebrated at school if arrangements are made well in advance with your child's teacher. **Speak with your child's teacher before bringing any food items to share.**
13. Due to the fact that not all children are able to celebrate in school, birthday parties are not to be extravagant and no additional entertainment or visitors (other than parents) will be permitted. Birthday celebrations will be limited to half an hour in the classroom.

**Pleasantville Public Schools
Early Childhood Program
Preschool Attendance Policy and Procedures
2016-2017**

The Early Childhood Program recognizes the importance of the correlation between academic success and student attendance. Research shows that daily attendance in school is crucial in helping to ensure that our children live up to their full potential and become successful lifelong learners. Children who are late or absent unnecessarily miss out on important activities and have their routines disrupted. Developing good attendance habits now sets a precedent for later school years. Please make sure to have your child in school on time every day. To ensure that students receive the maximum benefit from the program, the following attendance procedures will be enforced:

The Early Childhood Program will excuse a student's absence or lateness for the following reasons:

Illness (a doctor's note or a medical note must be turned in to the school)
Death in the Family (Documentation must be turned in to the school)
Religious Holidays (Documentation must be turned in to the school)
Court Appearances (Official Documentation must be turned in to the school)

Absences:

An **unexcused absence** occurs when there is no written notification provided to the school by a parent or guardian (i.e. a doctor's note, a notice of death in the family, religious holidays, etc.).

Parents/Guardians must notify the school office whenever the student is absent for any reason, including religious holidays or family vacations. **Family vacations are considered unexcused absences.**

Parents/Guardians must **contact your building's Family Worker, Social Worker or Community and Parent Involvement Specialist (CPIS)**, and must bring a doctor's note for a student who misses 3 or more consecutive days of school.

If an enrolled student is absent without excuse for more than 3 consecutive days, the Family Worker/CPIS will contact the family to find out why your child has been absent and to find out what assistance is needed in getting your child to school.

If an enrolled student is absent for 3 unexcused days, either consecutive or cumulative, the student will be referred to the school's Family Worker, Social Worker or CPIS for a Phone Conference or, if necessary, a Home Visit. Parents/Guardians will receive a 3-day Attendance Warning Letter informing them that they must improve their child's attendance.

Students who are absent 6 unexcused days **will be referred to the Family Worker, CPIS and the Preschool Intervention and Referral Team (PIRT) for intervention.** The Parents/Guardians will receive a 6-day Attendance Warning Letter, and **will be required to attend a Mandatory In-School Attendance Mediation Conference with the CPIS.**

If a student is absent (10) unexcused days, the Parents/Guardians will receive a 10-day Attendance Warning Letter informing them that they must improve their child's attendance. A Home Visit or Parent Meeting is required. The student **will be referred to the Family Worker, Social Worker, CPIS and the Preschool Intervention and Referral Team (PIRT) for intervention.**

If your child is absent for (10) consecutive days, or for 15 unexcused days, without notifying the school office, and after meeting with the Family Worker, Social Worker, CPIS and the Preschool Intervention and Referral Team (PIRT) for intervention, **your child may be recommended for removal from the preschool program.**

Late Arrival To School:

Preschool arrival time is 8:35 a.m. Preschoolers arriving after 8:45 a.m. are considered late. After a student is late 8 unexcused days in a month, Parents/Guardians **will be required to attend a Mandatory In-School Attendance Mediation Conference with the CPIS to discuss how we may help facilitate your child's timely arrival to school. If excessive tardiness continues, your child may be recommended for removal from the preschool program.**

Late Pick-up From School:

Preschool students will be dismissed from their classrooms at 2:30 p.m. It is important to be prompt in picking up your child. For excessive late pick-ups, Parents/Guardians **will be required to attend a Mandatory In-School Attendance Mediation Conference with the CPIS to discuss how we may help facilitate a timely pick up from school. For students that are not picked up by 3:25 p.m., the school staff may call the Division of Child Protection and Permanency (DCPP).** If parents/guardians continue to pick up your child late, your child may be recommended for removal from the preschool program.

*****Please remember, every school day counts!**

Escuelas Públicas de Pleasantville
Programa de Educación Infantil
Política de asistencia preescolar y Procedimientos
2016-2017

El Programa de Educación Temprana reconoce la importancia de la correlación entre el éxito académico y la asistencia de los estudiantes. La investigación muestra que la asistencia diaria en la escuela es crucial para ayudar a asegurar que nuestros hijos viven hasta su máximo potencial y convertirse en aprendices de por vida con éxito. Los niños que llegan tarde o ausente innecesariamente perder en actividades importantes y tienen sus rutinas interrumpidas. El desarrollo de buenos hábitos de asistencia ahora establece un precedente para los años escolares posteriores. Por favor asegúrese de tener a su hijo en la escuela a tiempo todos los días. Para asegurar que los estudiantes reciban el máximo beneficio del programa, se aplicarán los siguientes procedimientos de asistencia:

Las ausencias y lates serán justificadas por las siguientes razones:

Enfermos (la nota de un médico o una nota médica debe ser entregada a la escuela)

Muerte en la Familia (La documentación debe ser entregada a la escuela)

Vacaciones religiosas (La documentación debe ser entregada a la escuela)

Las apariencias judiciales (Documentación Oficial deben ser entregados a la escuela)

Ausencias:

Una **ausencia injustificada** ocurre cuando no hay ninguna notificación oficial por escrito a la escuela por un padre o tutor.

Los padres / tutores deben notificar a la oficina de la escuela cuando el estudiante está ausente por cualquier motivo, incluyendo los días festivos religiosos o vacaciones familiares. Las vacaciones familiares se consideran ausencias injustificadas.

Un padre o tutor debe ponerse en contacto con la Escuela de la Familia Trabajador, Trabajador Social, o CPIS y deben traer una nota del médico para un estudiante que está ausente durante 3 o más días consecutivos.

Si un estudiante se ausente por más de 3 días consecutivos, el trabajador familiar o CPIS pondrá en contacto con la familia para averiguar por qué su hijo está ausente y para averiguar lo que se necesita ayuda para obtener el estudiante en la escuela.

Si un estudiante inscrito está ausente por 3 días sin excusa , ya sea consecutivos o acumulados , el estudiante será referido a la Asistente Social , Trabajador Familiar o CPIS para una conferencia de teléfono o , si es necesario , una visita al hogar . Los padres / tutores recibirán un 3 días Carta de Advertencia de Asistencia informándoles de que deben mejorar la asistencia de sus hijos.

Los estudiantes que están ausentes 6 días injustificados, el estudiante será referido a la Asistente Social , Trabajador Familiar o CPIS y la intervención preescolar y equipo de referencias (PIRT). Los padres y tutores recibirán una carta de advertencia asistencia durante 6 días de ausencia de la escuela , y serán **requeridos para asistir a una obligatoria dentro de la Escuela de Asistencia conferencia de mediación con la CPIS . Los CPIS es el Especialista de Participación de Padres y Comunidad.**

Si un estudiante está ausente (10) días sin excusa , los padres / tutores recibirán un 10 días Carta de Advertencia de Asistencia informándoles de que deben mejorar la asistencia de sus hijos . Es necesaria una visita al hogar o la Reunión de Padres. el estudiante será referido a la Asistente Social , Trabajador Familiar o CPIS y la intervención preescolar y equipo de referencias (PIRT).

Si su hijo está ausente por (10) días consecutivos , o durante 15 días sin excusa , sin notificar a la oficina de la escuela, después de reunirse con la Trabajador Familiar , trabajador social , CPIS y el Equipo PIRT **su hijo puede ser recomendado para la expulsión del programa preescolar.**

La llegada tardía a la escuela:

La hora de llegada preescolar es 8:45 a.m. niños en edad preescolar que lleguen después de 08:40 am se consideran tarde. Después de un estudiante llega tarde 8 días injustificadas en un mes Los padres / tutores tendrán que asistir a una obligatoria dentro de la Escuela de Asistencia conferencia de mediación con la CPIS para discutir cómo podemos ayudar a facilitar la oportuna llegada de su hijo a la. **Si la tardanza excesiva continúa , su hijo puede ser recomendado para la expulsión del programa preescolar.**

Al surtir Estudiantes tarde de la escuela :

Los estudiantes preescolares serán despedidos de sus aulas, 2:30 Es importante ser puntual en recoger a su hijo. Para finales de los años excesivos pick-ups, los padres / tutores estarán obligados a asistir a una obligatoria en la escuela Conferencia Mediación Asistencia con la CPIS para discutir cómo podemos ayudar a facilitar una oportuna recojo de la escuela. Para los estudiantes que no son recogidos por 3:25, el personal escolar puede llamar a la División de Protección de la Infancia y de Permanencia (DCPD). **Si los padres/tutores siguen recoger a su hijo tarde, su hijo puede ser recomendado para la expulsión del programa preescolar.**

***** Por favor, recuerde , cada día escolar cuenta!**

Student Drop-Off and Pick Up

Arrival

The school day begins at 8:35 am. Adult supervision will not be available until 8:35 am. Please do not bring your child to school before 8:35 am. If you require care for your child before that time of morning, Wrap Around services are available.

Procedures for arrival vary by buildings. Please obtain this information from the building administration. Upon arrival children must be escorted into the building and to their classroom by an adult. Never allow your child to enter the building alone.

Dismissal

As in arrival procedure dismissal procedures vary by building. Please obtain this information from *your building administrator*. Children will be released to an adult that has been authorized for pick-up. Identification must be presented. Please update names of adults authorized for pick-up as needed. Parents who need after school care are encouraged to register for Wrap Around Care. Any child remaining at school after the close of the day will be taken to the school's office. Every effort will be made by staff to contact parents, or other persons authorized to care for the child. In the event the school is unable to contact a parent or other authorized adult one hour after closing time, staff will call the 24 hour Child-Abuse and Neglect Hotline to seek assistance in caring for the child until his/her parents or other authorized person is available to care for child.

Student Health

1. The preschool staff takes every precaution to prevent the transmission of germs. Unfortunately, this does not prevent your child from illness. If your child is ill, please do not bring him/her to school. Please call and inform the school of any absences. **If a child becomes ill at school (fever, vomiting, and diarrhea), you will be notified and asked to make arrangements for the child to be picked up immediately.**
2. We ask your complete cooperation to prevent epidemic conditions. This will benefit all children that attend our school.
 - ☐ **Your child cannot attend school with any of the following symptoms or conditions. In some cases a doctor's note will be required before your child may return to school:**
 - Severe pain or discomfort
 - Two or more episodes of acute vomiting
 - Sore throat and severe coughing
 - Yellow eyes or jaundice skin
 - Red eyes with discharge
 - Infected untreated skin patches
 - Difficult or rapid breathing
 - Skin rashes more than one day
 - Weeping or bleeding lesions not treated by a physician or nurse
 - Swollen joints
 - Visible enlarged lymph nodes
 - Stiff neck
 - Two or more episodes of acute diarrhea (twice the child's usual amount with loose consistency).
3. Medications:
 - A. A prescribed medication or procedure will only be administered to your child if your child's doctor prescribes it. (Label must have child's name). The medication must be in the prescription bottle supplied by the pharmacy. A doctor's note should indicate the condition for which the medication is being used, and any adverse effect the medication can have and has had on the child. If medication is beyond an expiration date, it will not be given.

Medications requiring refrigeration are to be given to the staff member receiving the child. It is the parent's responsibility to retrieve the medication at pick-up. Parents are never to leave medication in the child's bag or cubby.

B. If a child has chronic health conditions requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, Pleasantville Schools will need a written statement from a licensed physician indicating:

- ☐ Name of Child;
- ☐ Name of medication or procedure;
- ☐ Condition or indication for administration of the medication or procedure;
- ☐ Instruction for administration of the medication or procedure and;
- ☐ Name and telephone number of the physician.

C. **An elevated oral temperature of 101.5 degrees or over an auxiliary temperature of 100.5 degrees or over is when a child MUST be sent home. It is our policy to keep the child home for 24 hours after his/her temperature has returned to normal.**

The following communicable diseases require exclusion from school and require a doctor's note to return:

Respiratory	Strep Throat	Hepatitis A
Illnesses	Tuberculosis	Salmonella
Chicken Pox	Whooping	Shigella
German measles	Cough	Contact Illnesses
Hemophilus	Gastrointestinal	Impetigo
Influenza Measles	Illnesses	Scabies
Meningococcus	Giardia Lamblia	

4. We understand that sick children create a great inconvenience to work schedules, but please try to make arrangements for **backup childcare**. We are sure that you would be upset if your child was playing with someone who had a contagious illness, because the parent could not miss another day of work."
5. Please report any cases of communicable diseases to the school immediately.

For additional information contact your school nurse:

North Main Street School at 383-6800 Ext. 2030

Leeds Avenue School at 383-6800 Ext. 2354

Decatur Avenue School at 383-6800 Ext. 2524

Program Description

Pleasantville Public Schools recognize the value of a developmentally appropriate preschool program that focuses on the growth of the whole child. It has committed its resources to providing a sound framework from which certified teachers organize and plan an active, nurturing and safe learning environment for young children. It is the goal of the preschool program to ensure that every child enters kindergarten with language and math skills and self-confidence necessary for success in kindergarten and in the elementary grades.

Curriculum Overview

All preschool classrooms implement a curriculum based on *Tools of the Mind Project*. The *Tools of the Mind Project* consists of strategies created to support children's development in understanding their world as well as skills essential to literacy development. Play is the central teaching tool within a learning environment that focuses on giving children the tools they need that will lead to the development of higher mental functions. The program emphasizes that young children must build strong speaking and social skills and be able to exercise emotional & behavioral control (self-regulation) before they can learn to read.

Tools of the Mind is a research-based Early Childhood program that builds strong foundations for academic success in preschool children by promoting their intentional self-regulated learning. In the *Tools of the Mind* classroom, the teachers assist children in gaining control of their social, emotional, and cognitive behaviors, including early literacy and mathematic skills. In a typical day in preschool children are engaged in the following activities:

Free Choice Play
Opening Group Activities
Make-Believe Play/Centers
Literacy Activities: Reading and Writing,
Reading and Writing
Story Lab, Read Alouds

Math and Science Activities
Lunch
Outside Play
Quiet Time



Vision of Excellence

Decatur Avenue Early Childhood Center

Sheila Ceasar, Early Childhood Supervisor

I _____ hereby acknowledge that I have received the 2016-2017 Pleasantville Public Schools' Early Childhood Center Preschool Parent Handbook on the date listed below. I further understand that this Handbook discusses Preschool Information, General Policies, and the Early Childhood Program Preschool Attendance Policy and Procedures. I acknowledge that I am expected to abide by these Policies and Procedures.

Name of Parent/Guardian- **Please Print Clearly**

Signature of Parent/Guardian

Name of Preschool Student

Date