



**Clark Preschool
Parent Handbook
Clark Public Schools
2018-19**

**Lori Kowalski
Preschool Supervisor**

A MESSAGE TO THE PARENTS

Dear Clark Preschool Parents,

Welcome to the Clark Preschool. We are happy to present you with the Clark Preschool Handbook for 2018-19. Early childhood education is a time of growing up: physically - as the children's fine and gross motor skills improve; emotionally - as they become more independent and accept more responsibility; and socially - as they work and play with classmates. We believe that children learn best when home and school work together to form a partnership in the learning process.

This handbook is an important resource. It has been written to give all families a general overview of our schools' practices and procedures. A complete review of Clark School District's policies and regulations can be found on the district website: <http://clarkschools.org>

We look forward to your participation in all aspects of school. As you read the information enclosed, if you have any questions or concerns, please share this by contacting me.

We are happy to welcome your children as they start this amazing adventure of school and learning. We look forward to a successful and rewarding year.

Sincerely,
Lori Kowalski
Preschool Supervisor & Nurse

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DISTRICT MISSION STATEMENT/GOALS

The Clark Township Public Schools Mission Statement

*The Clark Township Public Schools will,
in an active and responsible partnership with the community,
provide a quality education to all students.
Through a nurturing, relevant learning environment,
we will assist in the development of productive, respectful,
and accountable citizens who are lifelong learners.*

The educational goals of the Clark Public Schools are established to help each individual develop into the finest human beings s/he is capable of becoming, able to live life to the fullest and to do his/her part in making that possible for every other human being. To this end we propose the following goals for each individual:

1. To develop to the fullest potential the physical, emotional, social, and intellectual abilities of the learner.
2. To recognize that all education serves as a basis for lifelong learning.

3. To acknowledge that education prepares learners to contribute to society in a productive manner and to recognize the challenge of global competition.
4. To acquire the oral and written language skills necessary to actively participate in all forms of communication.
5. To provide an opportunity to develop skills in problem solving, logical thinking, and reasoning.
6. To acquire information and understanding of the principles of social science through the study of history, geography, and current events, and the impact of these on our society.
7. To prepare for good citizenship in a democracy and to develop respect for persons and property beyond the individual.
8. To acquire the knowledge and habits necessary to promote a positive attitude toward both physical and mental personal health.
9. To acquire basic knowledge and awareness of the potential of the sciences and related technology.
10. To provide opportunities to acquire knowledge and to develop an awareness of the continuing balance between man and the environment.
11. To acquire the ability and the desire to be creative in one or more of the arts and to appreciate the works of other people.
12. To acquire the ability to develop awareness, respect, and tolerance for a wide range of people including, but not limited to, those with social, cultural, and physical characteristics different from our own.
13. To develop an acceptance of and respect for all individuals who have learning, physical, or emotional challenges.
14. To encourage partnerships with parents and the community to create and maintain safe and healthy educational environments for all learners.

15. SPECIAL EDUCATION AND INTERVENTION SERVICES

Per the mandated NJ Code and District Regulation #2460, the following information is to be disseminated and reviewed yearly with parents and staff.

The Clark Public Schools provides interventions to meet the individual needs of its students who may be struggling in school or who have a disability. Identified students may be entitled to intervention services through Intervention and Referral Services (I&RS), Special Education and Related Services, or a 504 Plan.

INTERVENTION AND REFERRAL SERVICES

The Intervention and Referral Services (I&RS) team provides assistance in the general education program to staff and parents/guardians for students who demonstrate learning, behavior, and/or health problems. A collaborative problem solving approach is used to collect information and develop action plans. Services for students are generally initiated by a referring teacher, administrator, or counselor, but can be initiated by parents/guardians, as

well. A referral should be made to the building principal or his/her designee. The request should contain the following: the reason for the request, descriptive behavior of the pupil's performance, and an indication of prior intervention. Referral forms are available in the Principal's office.

SPECIAL EDUCATION AND RELATED SERVICES (IDEIA)

The Individuals with Disabilities Education Improvement Act (IDEIA) of 2004 mandates that all pupils with disabilities who are in need of special education and related services be located, identified, and evaluated. A student with a known or suspected disability should be referred to the Department of Special Services at Arthur L. Johnson High School for a Child Study Team (CST) evaluation to determine eligibility for special education and related services. A referral for a Child Study Team evaluation can be made by parents/guardians, I&RS team, administrators, or instructional and other professional staff. The written request for a CST evaluation must be signed by the referring person(s). An email request is not accepted. The Child Study Team includes a School Psychologist, Learning Disabilities Teacher-Consultant, and School Social Worker. The School Nurse, Guidance Counselor, general education teacher, Speech/Language Specialist, and/or other professionals may also be included on the team, as needed. Upon receipt of a referral, a file will be initiated to include a timeline for processing the referral. A Case Manager will be assigned to coordinate the services of the CST and convene a referral/identification meeting within twenty days. A "Notice of a Referral/Identification Meeting" will be sent to the parents/guardians and will contain "Parental Rights in Special Education" (PRISE). Any concerns or questions should be directed to the Department of Special Services.

SECTION 504 OF THE AMERICANS WITH DISABILITIES ACT

Students who have substantial limitations to one or more life functions due to a disability may be entitled to accommodations in school under Section 504 of the Rehabilitation Act of the Americans with Disabilities Act and its amendments. These laws protect the rights of pupils with special needs who might have difficulty attending school or participating in regular school activities without related aids or modifications. If a parent/guardian has a concern, he/she should contact the Guidance Department for assistance.

PRESCHOOL STAFF 2018-19

Security/Office Aide AM -Jean Fazio
Security/Before After Care Coordinator PM -Linda Berry
(732) 428-8408, fax: (732) 428-0456

Preschool Supervisor & Nurse: Mrs. Lori Kowalski, room 13
lkowalski@clarkschools.org (732) 428 - 8409

Teacher: Mrs. Megan Consiglio - room 10
mconsiglio@clarkschools.org (732) 428-8408

Teacher: Ms. Stephanie DeVizio - Room 12
sdevizio@clarkschools.org (732) 428 8408

Speech Therapist: Mrs. Debbie Harris, room 13
dharris@clarkschools.org (732) 428 - 8408

Occupational Therapist: Mrs. Lauren Baldeon, room 13
lbaldeon@clarkschools.org (732) 428 - 8408

Physical Therapist: Dr. Carol Sheridan, room 13
csheridan@trinitas.org (732) 428 - 8408

Social Worker: Mrs. Eunice Pangiochi, room 13
epangiochi@clarkschools.org (732) 428 - 8409

Behaviorist: Lauren Ceccarelli, room 13
lceccarelli@clarkschools.org (732) 428-8409

AM and PM Care: Mrs. Linda Berry:
lberry@clarkschools.org (732) 540-9851

Superintendent of Schools: Mr. Edward Grande,
egrande@clarkschools.org (732) 574-9600 x 3192

CLARK BOARD OF EDUCATION

Clark Public Schools Administrators

Edward Grande	Superintendent
Paul Vizzuo	Business Administrator
	Payroll
	Transportation & Insurance
Beth Knych	Accounts Payable
Gene Zannetti	Accountant
Jennifer Feeley	Principal, Arthur L. Johnson High School
	Assistant Principal, ALJ
Richard DelMonaco	Principal, Carl H. Kumpf Middle School
Amanda Cloutier	Assistant Principal, Carl H. Kumpf Middle School
Joseph Beltramba	Principal, Valley Road School
Shirley J. Bergin	Principal Frank K. Hehnly School
Mallory Applebaum	Elementary Assistant Principal
Andrew Amandola	Supervisor of Student Services & Guidance
Yuri Diaz	Curriculum Supervisor
	Curriculum Supervisor
Nicole Viola	Supervisor of Special Services
Lori Kowalski	Supervisor of 504

Clark Board of Education Members

Mr. Jill Curran, President
Mr. Steve Donkersloot, Vice President
Mrs. Lorraine J. Alkonis
Mr. Scott Bohm
Mr. Robert Brede
Mrs. Laura Caliguire
Mr. Tom Lewis
Mr. Robert Smorol, Jr.
Mr. Henry Varriano
Christine Guerriero, Garwood Representative

2018-2019 Clark Board of Education Meetings

September 12	October 1
November 5	December 3
January 7	February 5
March 12	April 12
May 2	June 11

Notice of Non-Discrimination

The Clark Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to, or treatment or employment in its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title IV, Title IX, The Americans with Disabilities Act, or 504 is directed to contact Eunice Pangiochi, district Affirmative Action Officer at Arthur L. Johnson High School, 365 Westfield Ave, Clark, NJ 07066 or at 732-388-6200.



ABOUT THE PROGRAM

THE PHILOSOPHY

The philosophy behind our curriculum is that children learn best by doing, by exposing children to valuable every day experiences with people they love and trust. We aim to teach them that learning is fun. Our curriculum promotes the use of interest areas as a way of providing experiences that promote cognitive, social, physical, and language development. It requires active thinking experimentation and finding answers to their own questions firsthand about the world we live in. Our goal is to help our children grow into independent self-confident, inquisitive and enthusiastic learners by actively exploring in a safe learning environment during their first years of school.

THE CURRICULUM

The Clark Preschool Program has been developed in accordance with the guidelines and expectations set forth in the New Jersey Department of Education's Preschool Teaching and Learning Expectations: Standards of Quality. The standards define development criteria of a quality Early Childhood Education Program. The Clark Preschool Program has aligned these standards with *The Creative Curriculum for Preschool*. This program is based on research done by Piaget, Vygotsky, Maslow, Gardner, and Similansky, as well as child development theory. The Creative Curriculum approach promotes use of a variety of instruction approaches to teach content in literacy, math, science, social studies, arts, and technology. It also encourages a plethora of instructional approaches from child led to

teacher directed activities. Teachers are aware of developmental levels set forth by the *The Creative Curriculum* and perform ongoing assessments to monitor individual strengths and needs. This allows teachers to meet the needs of each child, adjust goals as needed and plan appropriate and meaningful lessons.

In accordance with *The Creative Curriculum*, The Clark Preschool Program recognizes that "social and emotional competences are essential to children's well being and success in school and in life. With a current focus on readiness accountability and high standards there is always a danger that programs will focus only on academic content and ignore aspects of development that are equally important for achieving long lasting and positive results." Our program strives to fulfill this philosophy. Children are encouraged to take risks and experiment while learning new concepts and skills in a nurturing environment. We further believe that play is the "work" of young children and that it provides the foundation for academic learning. The Clark Preschool has created a hybrid curriculum, which nurtures and challenges children daily in innovative and meaningful ways.

HELPING YOUR CHILDREN LEARN

Education does not start when children begin formal schooling, nor does it take a break when they return home from school. Schools have a role in seeing that children grow to full potential and parents share in their development.

As parents, you are your children's first and most enduring teachers. As teachers, you constantly strive to expand your child's knowledge and work to help them understand through encouraging them to try something new, answering their many questions about the world and sharing with them a favorite story. As parents, you are ultimately accountable for you child to grow to be independent, critical thinking and responsible adults.

By expressing a positive attitude, you have the opportunity to ensure that the new experience is a happy one as your child enters school. Throughout the school year, reinforce positive attitudes toward learning:

- *Read books every day; the most important activity to help language & readiness skills.
- *Spend time looking at pictures, books, magazines and newspapers identifying objects
- *Spend time with your child. Take a walk, go to the park, or simply talk. Conversation is an invaluable in language development.
- *Play math and number games
- *Give 2-3 step directions

- *Use manners
- *Boost awareness by memorizing basic facts.
- *Boost self-help skills; i.e. toileting, dressing.
- *See that your child gets the proper amount of rest and sleep.
- *Build self-esteem by modeling and praising success.
- *Have patience.
 - *Be a good listener.
 - *Accept your child as an individual who will progress at their own rate, and avoid making comparisons with siblings & peers.

COMMUNICATIONis KEY!!

A strong school/home connection is the basis for building and maintaining open lines of communication. It is the Preschool Policy that teachers return parent phone calls within 24 hours.

PRESCHOOL WEBSITE is located at www.clarkschools.org.

PRESCHOOL NEWS bulletin board is located outside the main office, including; monthly calendar, special events, press releases & photos.

COMMUNICATION FROM TEACHER TO PARENT

Outside of the classroom in the hallway you can find our Communication Wall. This is a place where you can find important classroom information. There will be a calendar, special notes or a sign-up sheet.

COMMUNICATION FROM PARENT TO TEACHER

This is a hugely important piece - remember; the street goes both ways! Please keep me updated! i.e. Mom or Dad going away on business - even just for one night? Got a new pet? Just learned something really cool? Moving to a new house? Make a new friend? Let me know!! I want to know about it, I believe that we are a team and I love hearing about what is going on in your lives. It is also very important for me to know what is new because minor things for adults sometimes seem like a bigger deal to a child. The first thing I'll ask if I see a change in your child's behavior is if anything has changed or if something is going on at home. Please understand that I'm only asking to see if there is a way I can better support your child in school. Sometimes something as trivial as having weekend guests can change the behavior of a child - this is no reflection on you or your parenting style, but perhaps I could read a book about having visitors stay over with your child at school! Not only is it helpful for me to know if someone is in need of a little extra attention or care, but I know that what you do at home defines your child's character. The things you do at home are incredibly important and it's great to have open communication so we can work together.

COMMUNICATION FROM PARENT TO CHILD

-Try to ask open-ended questions that give your child the opportunity to talk, explain, and story tell. Avoid yes or no questions that end conversations quickly. For example, instead of saying "Did you play at 'block center' today?" Ask; "What did you play at 'the block center'?" Instead of saying "Did you have fun at school today?" Ask; "What centers did you play in today?" "Who did you play with today?" "What was the most "fun" thing you did today?". These types of questions open up the floor for them to tell you about their day, but make sure you're ready to listen!

COMMUNICATION FROM YOUR CHILD TO PARENT

-Don't be discouraged if they aren't a motor mouth right away, they've been going all day long! One of my favorite stories was when a father told me he repeatedly asked his daughter about her day and she finally responded with a sigh, "Not now daddy, I've been playing all day and I'm too tired to talk." If play is the work of young children; they're pulling a full shift and might need some time to decompress just like you might after a long day's work! If you are still having trouble finding out about their daily activities, please let me know and I can fill you in.

ASK QUESTIONS

- If something seems unclear - ask! Understanding preschool might be easy for some, and more confusing for others. If you have concerns or curiosities, please let me know! It might seem to you that a child playing with Play-doh or clay would not be as educationally sound as having the child write his name or letters. In fact, manipulating materials like clay and Play-doh strengthen and develop muscles later used for writing when the child is developmentally ready. Forcing a child to write letters and words before he is ready can cause feelings of frustration, failure, and leave poor impressions of writing for him. We want things to be positive - the beauty of our curriculum is that education is differentiated and tailored to each learner. As a learner in this environment you are afforded the support to try things when you are ready and to maximize your level of success and feelings of accomplishment. We have clear reasons for doing things the way we do them but if there is ever a time that you would like more information, do not hesitate to ask!

PARENT INVOLVEMENT

-Stay involved! Parent involvement is a major aspect of our classroom! Here's how you can participate...

Events

-We have many family events and I will update you about class wide parent/guardian events as they approach. Last year we celebrated Halloween, Winter Holidays, 'Special Person' Tea (around Mother's Day &

Father's Day), Field Day, End of the Year celebration, to name a few - with the help and participation of family and friends.

Studies

-We learn various units of study throughout the year. Maybe you or someone you know will have some expertise or interest in something we are studying in class. If we are learning about flowers and know a florist - bring them in. Perhaps you like to garden - you don't have to be a pro. It's important for children to see your passion and interests just like you see theirs. Maybe you just want to help out with a project we're doing - that'd be great, too!!

Guest Reader-I never get tired of saying how important reading is and how important it is for children to see that it is valued by the people they value. I love when I hear children tell me they read with their parent or guardian before bedtime and how much they enjoy it. It's so amazing to see children have a sense of wonder for literature. You don't have to be a professional speaker - preschoolers are the easiest audience to captivate, they will hang onto your every word and remember you forever - trust me, they love it! Let me know when you are available to come in and we can arrange it around your schedule! If you're shy and don't like public speaking, I can have the other grown-ups leave the room - or we can do small group sessions! Your child will absolutely love showing you off to their peers!

PRODUCT vs. PROCESS - WHY IS MY BACKPACK EMPTY?

Art activities should be child centered, open ended, and explorative in nature. Words like "explore", "experiment with", and "discover" should come into play during these activities. This means that there may not always be something in your child's backpack at the end of the day but that doesn't mean they didn't engage in hands on learning and art activities!

PARENT UPDATES

-We have 2 scheduled parent reports per year. Conferences typically take place in late February with several scheduling options to accommodate your busy schedules; a check list reviewing your child's progress and current levels will be sent home in June, along with their portfolios.

STUDENT PROGRESS

Parents are kept well informed about all of our activities at the Preschool through calendars, the walls outside the classroom, bulletin board announcements, notes, and weekly newsletters.

-Back-to-School Night is October 1. Parents will have the opportunity to visit the classroom and classroom teacher for a presentation and overview of their child's program.

-Parent-teacher conferences take place October 25th, afternoon conferences and November 14, evening conferences. The individual conference with the teacher is a time to discuss your child's adjustment and progress in the program. These conference days are early release days. See **EARLY DISMISSAL**, p. 18. Appointments will be scheduled at 15 minute intervals.

-If you have questions or concerns about your child's program or issues that arise, please contact your child's teacher first. If you have further concerns or have questions about school policies or curriculum, contact the office to discuss the issue or to set up an appointment.



EVERYDAY MATTERS

SCHOOL HOURS-ARRIVAL & DEPARTURE SCHOOL DAY HOURS

FULL DAY 9-3:15PM
AM HALF DAY 9-11:30AM
PM HALF DAY 12:5-3:15PM

PRESCHOOL DELAYED OPENING 10:30

Full Day Delayed opening 10:30-3:15PM
AM Half Day Delayed Opening 10:30-11:30AM

PRESCHOOL EARLY DISMISSAL

Full Day Early Dismissal 9-1PM
AM Half Day Early Dismissal 9-10:45AM
PM Half Day Scheduled Early Dismissal 11:15AM-1PM
PM Half Day Unscheduled Early Dismissal Cancelled

ARRIVAL

- Remember that drop off is at 9 AM or 12:45PM sharp!
Make sure they enter the classroom and turn over their name on the attendance chart.
- Children are not to run down the hallway alone or unattended - they need to be escorted by you to the classroom. Once they enter the classroom they are not to leave unless under the supervision of a teacher. Please be sure that there is a clear hand off in the morning - we ask that you not let your

child run down and into the classroom. This sounds rigid but safety is our priority and we appreciate your cooperation in this policy.

-In our experience, a quick drop off is much more successful than a long drawn out goodbye (See DIFFICULT GOOBYES IN THE MORNING, p. 20).

LATE DROP-OFF

- It is vital to arrive on time as our day begins promptly at 9:00 or 12:45PM. If you arrive to school late, you will be asked to sign your child in at the office, say your goodbyes there and the security guard will walk your child down to the classroom. Late drop off can cause unnecessary anxiety and additional difficulty separating so please be mindful of this.

DISMISSAL

-Pick-up is at 3:15 PM. Please wait by the classroom door for pick-up. Your children will be called one at a time to meet you at the door. After you have been matched up with your child you are more than welcome to come into the classroom if your child would like to show you something they did in school that day. Please just wait to enter until your child meets you at the door to maintain an organized pick-up procedure.

PICK-UP BY A NON-PARENT/GUARDIAN

-If anyone other than a parent or guardian will be picking up a child - please see the Preschool secretary, Mrs. Smith and fill out a form indicating who will be taking your child home. For safety reasons we require written consent of the person's full name and please be sure they have photo identification for pick-up. We may not release your child to another individual without written consent. Keep in mind that there will be many new faces and I may even ask for parent identification just until I have met each and every one of you. I appreciate your understanding as I get to know you all! :-)

DELAYED OPENING 10:30

Schools will open on a 90 minute delayed schedule. Our school's opening time will be 10:30. **There is no morning care on delayed opening days.**

EARLY DISMISSAL

Full Day Early Dismissal	9-1PM
AM Half Day Early Dismissal	9-10:45AM
PM Half Day Early Dismissal	11:15-1PM

Early dismissal will be 1:00 for full day students, and AM half- day students will dismiss 10:45 AND PM half day will attend from 11:15-1PM.

-After care runs until 6:00 PM on early dismissal days, but lunch is NOT provided. Please send in a lunch and additional snack for your child on these days.

ATTENDANCE

Children are to attend school on a regular basis. If a child is to be absent, parents/guardians are required to call the school to report the absence. Send your child with a note as well upon his/her return to school. If we do not hear from you, we will contact you. A school absence or family vacation is an unexcused absence pursuant to the New Jersey Statutes Annotated 18A:36-16, 13A: 38-26, and NJAC 6:20-1-3.

EMERGENCY INFORMATION/HONEYWELL

In the event of an emergency closing, Honeywell, a message alert system is implemented. Registration materials are sent home at the start of the school year. By registering in this system you will be alerted of emergency closings, and/or special announcements or upcoming events such as early release day reminders. Registration is completed online. If you have any questions or concerns with this system, please contact the main office at 732-428-8408.

EMERGENCY CONTACT FORMS

The emergency contact form is used during the school day to contact you in the event of your child's illness, accident, or other immediate emergency. It is important that you keep the school informed of any changes in your personal information and emergency contacts. The people on this list are the only individuals who can pick up your child in the event that you are not available at dismissal time.

Should you need to ask another adult to pick up your child, you must send a note in to school with your child that states the alternate plan with the name of the individual. Should a last minute change arise please call the school office as soon as possible with the information. Arrangements will be made to have the individual meet your child in the office. At that time the individual will need to show identification.



ENTERING PRESCHOOL

THE FIRST WEEK

What to do:

*Make sure all your paperwork is filled out in the office. publicity release forms, technology use forms, etc.

*Talk to your child about school.

*Find a family photo - or several - for your child to bring to school. This will make them feel like you are with them all day long! As well as a link to school and home in a positive way.

*BREATHE! You're probably more nervous than they are!

*Ask questions!

*Let me know if there's anything I can do to help make your transition into school easier - that's what I'm here for!

*Read the PARENT HANDBOOK - I know it's a lot but it may be helpful for you to have basic knowledge or keep it as a reference for important information. Our first official meeting without the children is Back to School Night - it's in October - but if you are a parent sending your child to school for the first time that seems like an eternity to wait to hear about your child's classroom and teacher. I invite you each to make an appointment to come meet me one on one before Back to School Night if you'd like. E-mail me and I can make myself available. My hours are 8:30 - 3:30, but I usually stay at school later than that to clean up the room and prepare.

DIFFICULT GOODBYES IN THE MORNING

- For some, drop off is a piece of cake but for others it can be a very difficult time - in many cases more difficult for the grown-ups!! Establishing a routine is KEY to drop off success!! For the first week of school, we welcome you to walk your child into the classroom so that we establish a connection to one another and so you both feel that school is a safe place. Also, we recognize that for some of you this is the first time your child will be in school and we want you to feel safe and comfortable leaving your child in our hands. For new parents, if you would like assistance separating from your child, please let an adult know - we can help you at your request but do not want you to feel that we are pulling your child away from you. Please be clear about your wishes and we will assist you in a way that is most comfortable for you and your child. After the first week (or sooner if you feel confident in doing so), I ask that you drop your child off at the door to help them establish a morning routine. Know that you are always welcome in our classroom, but also know that is important for children to learn how to independently separate from you in a healthy way. For some children this may take longer, and it is normal for some children to become upset. Although it can be very difficult, it's important to follow through on your

word. If you say, "After we finish this puzzle, I am going to give you a hug and leave. I will come back to pick you up after nap, quiet centers, circle, etc." please be sure you follow through with these statements no matter how upset your child seems. Trust that if your child is crying when you leave, it typically only lasts for 1 - 3 minutes before they settle into the routine. We make it a point to call you to let you know how they are doing after you have gone and would never allow him/her to remain upset. You'll find that we err on the side of caution and may call you for seemingly trivial things at the start of the year until we get a better understanding of your child. Each child is different and we will find a way to best assist you both during the morning

DRESSING FOR SCHOOL

Sneakers are a must all year round - please send your children to school wearing them or an equivalent (i.e. closed toed, rubber soled shoes, boat shoes, ballet flats, etc). For special days like pictures, etc. please send in a pair of sneakers. Velcro seems easiest for the children to use independently at the preschool level - it gives them satisfaction to be able to demonstrate their independent self-help skills. Also, laces are a hazard for tripping or getting caught on playground equipment.

DRESSING FOR THE SEASONS

We brave the weather in most situations so it is very important that you send your child dressed appropriately for the weather outside. In the winter, please send in hats, gloves, scarves, earmuffs, heavy coats, etc. to fight the cold. We play in the snow, walk in the drizzle and sometimes splash in the puddles - we're preschoolers and we do our best to stay neat, but please dress us in clothes that allow us to play without concerns of getting in trouble when we get home. You will be notified in advance to send in special gear for special events like snow days or rain-walks but please dress your children appropriately year round.

EXTRA CLOTHING

Keep an extra set of labeled, weather appropriate clothing (including footwear) in your child's cubby. Even though your little one might be potty trained, situations could arise from spilling milk, paint, water or even stepping in a puddle outside. There are an endless amount of possibilities that might require a change of clothing so please help us be prepared so we do not have to call you during the day to bring extra clothing.

SNACK

- Send in a healthy NUT-FREE snack to school everyday. Please be advised that we have several allergies in the classroom so please remind your children that food is the only thing we do not share at school!

-If your child goes to aftercare, please send an additional snack and drink.

-Students will put their snack boxes into the top shelf of their cubbies.

LUNCH

Lunch is NOT provided by the school for full day students. Please pack a lunch daily along with snack.

BATHROOM

Bathrooms are located down the hall from our classroom. There are 3 stalls of varying sizes (think Goldilocks and the 3 Bears: one will be just the right size for your child!). All of the stalls have doors with locks but we typically just hold the doors closed. Children are ALWAYS supervised in the bathroom. We have multiple bathroom breaks built into the day and encourage everyone to at least 'try' to go to the bathroom. Children are, of course, encouraged to ask if they need to go at any other times during the day. Please remember that since the bathrooms are down the hall, in the beginning of the year we sometimes have accidents on the way to the bathroom or waiting for a bathroom to become available. We have had situations - usually at the beginning of the school year when a fully potty trained child will yell, "I have to go to the bathroom!" When we are out on the playground and they will have an accident walking/running back into the building with an assistant. Please understand that we will take your child to the bathroom immediately at their request, and we do everything we can to avoid this situation but we share a bathroom and occasionally this situation may arise - particularly at the start of the year. (Please see: EXTRA CLOTHING, p. 21)

BIRTHDAY CELEBRATIONS

On April 5, 2016, the Clark Board of Education edited Policy 5331: Management of Life-Threatening Allergies in Schools.

As of September 2016, in accordance with the New Jersey nutritional policies, the Board of Education has made the following recommendations: ***"There may be occasions where food and /or beverages are typically served as part of a classroom experience field trip and/or celebration; however, items such as candy, cookies, cupcakes, snack bags, goody bags, balloons and candles are prohibited due to the potential allergic reaction by a student with allergies to these products because the ingredients of these products may be unknown to the food preparation."***

The Clark Board of Education would like to raise every parent's level of awareness to food allergies as well as diabetic students in our school. For

students with allergies, food can represent a danger and must be carefully monitored and, for diabetic students, food is not permitted without incorporating it into their daily meal plan/carbohydrate/insulin count. When all parents and school personnel work collaboratively, they can ease the burden of food allergies and the diabetic school age child.

BEGINNING SEPTEMBER 2016, in compliance with the new BOE policy, the Clark Preschool will be celebrating birthdays in school in the following way. A guest reader is invited for the birthday celebration which will include: birthday book, pencil and bookmark. It will not be necessary to provide anything extra for a child's birthday celebration.

FIELD TRIPS

Field trips are decided by the teachers. Trips are meant to be education in nature, extensions of the students' academic program. Parent chaperones must be volunteers who have completed a notarized volunteer parent form.

CHAPERONES

Volunteers must have a notarized volunteer form on file. All parents/guardians have an opportunity to accompany their child's class on a field trip. The chaperone volunteer form is included in your welcome packet. Returned forms are placed in a folder for selection through a lottery system. Once the teacher determines the number of chaperones needed, volunteers are selected and notified. At that point an emergency contact form is required for each chaperone.

-Last year we visited the Clark Public Library on a walking field trip. Trips are impossible without volunteers. Chaperones will be selected for each classroom as needed, based on a lottery system. Adult to child ratio for each class will be arranged accordingly. Please look out for opportunities this year - in the past we've had moms, dads, big brothers, aunts, uncles, and grandparents come to help out so keep your schedules open!!

-A second bused field trip is planned for the spring. The last couple of years we attended, The Papermill Playhouse for a Theatreworks Inc. Presentation, Imagine That and Trailside @ the Watchung Reservation.

BEFORE CARE & AFTERCARE SCHOOL CHILD CARE PROGRAM

The Clark Public Schools Before and After School Child Care program is provided in the Preschool. The program provides children with opportunity for growth and development outside of their school day through activities that are child-centered and fun! Registration information can be found at www.clarkschools.org under the tab on the left titled Before & After School Child Care Program.

BEFORE CARE

-Morning care begins at 7:00 AM and is housed within the preschool. Students play under the supervision of the morning care staff as peers trickle in. At 8:55 they are escorted down to their classroom (before the morning drop-off rush) and are signed into class by their morning care teacher. They are safely in the classroom before the outside doors are opened to regular drop off students.

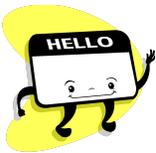
-If your child comes to school at 7:00, please be mindful that we will not be having snack until mid morning. If he eats at 6:30, please send in an additional healthy snack for him to have during morning care - or send breakfast with him to eat at morning care. There's nothing worse than a rumbling tummy that needs to be fed! There is no morning care for delayed openings.

-Morning care rotates in a circular fashion on a weekly basis between rooms 10, 12, 15 and 16. Please check with morning care personnel to find out which room morning care will be located in. --The phone number for morning care and after care is: (732) 388-5612.

AFTER CARE

- After care is run in a similar fashion to morning care. It is housed within the preschool and also rotates in a circular fashion on a weekly basis between rooms 10, 12,15 and 16. Please send an additional snack for after care. Aftercare runs until 6:00 PM every day. On half days, lunch is NOT provided so please send a lunch in for your child. Morning care and after care will always be located in the same room weekly; i.e. if your child goes to morning and after care, you will drop off and pick up in the same room for that week. After care students are escorted to the aftercare classroom after classroom dismissal. Please check with after care personnel to find out which room morning care will be located in. AM & PM care: (732) 388-5612.

VISITORS



At the direction of the Clark Public Schools' Director of Security, the procedures listed below are to be followed by everyone entering the school building:

- ✓ All persons who enter the building are required to sign in and secure a visitor's pass. All information is to be completed on the visitor sign-in sheet in the Security Desk/Main Office upon arrival at the school.
- ✓ This required information includes your printed name, address, phone number, person/location visited, your arrival time, the time that you leave the building, and the badge number you are given by the office staff. If you are not known to the office staff, you may be required to show identification.

✓ The visitor's pass must be worn where it is visible by school personnel during your visit.

✓ Upon completing your visit, you must sign out and return your badge.

While this process may seem inconvenient or an added delay to your busy day, all of these procedures are in place to protect our students. Adherence to these rules will ensure that all visitors and their whereabouts are known to the main office staff during their visit.



HEALTH & SAFETY

GUIDELINES FOR SICK CHILDREN

The children in our care are our first and most important priority and/or child's health and safety govern every decision we make here at Clark Preschool.

-DO NOT send your child to school with any illness/rash that could spread to other children.

-If your child has been diagnosed with any highly contagious illness, please alert the nurse in the Health Office.

-See attached *Guidelines For Keeping Your Sick Child Home*, p. 31.

BITING PROCEDURE

Procedure used when biting occurs. Biting is behavior that is taken very seriously. Whenever a child is bitten, the procedure is; the teacher's first task is to take the child to the Health Office to be assessed, comforted and treated by the Nurse. If the bite has broken the skin, the parents will be contacted immediately and an incident report will be filed. However, if the bite is superficial and the child has returned back to play the both sets of parents will be advised of the of the incident at dismissal. The teacher will speak with the offended child, reminding that; "teeth are for eating food & smiling, not for biting."

Repetitive incidents will be discussed with the administration, to determine the next step, with time spent at home and/or removal from the program.

MEDICATION

The Nurse is authorized to administer any medication to a child with the appropriate written permission from the physician. Please see the nurse for the appropriate paperwork. This includes over the counter medications, such as; Tylenol, Benadryl, cough medicine, and prescribed medications, such as; antibiotics, inhalers, and EpiPEN. NEVER send any medication in your child's

backpack - not even cough drops! If your child needs sunscreen please apply it at home before coming to school.

BEHAVIOR MANAGEMENT

A Classroom-wide Behavior Management system has been instituted in the classrooms. The system is based on a positive reinforcement concept and will also be used to foster self-monitoring and independence. It is tailored to use positive language, teach appropriate behavior and provide the students with many opportunities to earn for appropriate behavior since it is a level system. This system was developed by our District Behaviorist.

THE STARS REINFORCEMENT SYSTEM

Rules for the classroom have been decided and will be displayed in the classroom at all times. They are as follows:

- 1- Follow Directions
 - a. Listen to your teacher
 - b. Stay in your chair or area
 - c. Use a quiet voice
- 2- Finish Your Work
 - a. Complete the task of activity that your teacher asks.
- 3- Be a Good Friend
 - a. Use kind words
 - b. Keep hands and body to yourself
 - c. Share with your friends
 - d. Take turns

-These rules will originally be reviewed daily in the morning. At the end of each activity the staff will review with the students each of the general rules (i.e. Did you follow directions? Did you finish your work? Were you a good friend?)

-The students will have the opportunity to earn 2 Stars per rule for each activity (This is equal to 6 stars total per activity - with a potential earning of about predetermined number of stars(i.e. 72 stars per day on a full day)

-If a student does not earn a star (or more than one) the staff will review with them as to why using the language built into the rules (i.e. If the student called another student a name - and you ask them if he/she earned his/her Stars you explain to them, "you only earned one for this period because you called so-and-so a name, remember our rules - we need to use kind words to be a good friend.")

General Guideline: Yellow and Red days are not viewed as bad days. Please try not to make your child view them as such. If you would like ideas on how to carry over/implement the color days into the home please feel free to speak with your child's teacher,

-The student will be able to earn reinforcement based on the percentage of stars they earn each day. The percentages are broken down as follows:

- Green Stars (90-100%)
- Yellow Stars (80-89%)
- Red Stars (70-79%)
- Did Not Earn (0-69%)

-This will be reviewed with the students at the end of each day and they will be able to choose reinforcement based on what level they have earned. Reinforcement choices will be displayed to the students on a menu so that they know what they can work for.

DISCIPLINE PHILOSOPHY

The mission of the Clark Schools discipline plan is to provide a procedure that promotes responsibility and respect and to ensure a safe and educationally sound environment for both students and staff. Our goal is to establish a step-by-step process whereby corrective procedures may be employed under everyday student/school circumstances. This plan is NOT meant to punish but to effectively change behavior so as to provide a positive learning experience for all our students.

NOTE: Adherence to this plan is at the supervisor's discretion based on the nature of and the severity of the offense.

The Clark Preschool Discipline Procedures:

The table below delineates various misbehaviors/offenses and the disciplinary actions/consequences that are associated with them.

Teasing or Derogatory Remarks Exclusion Unacceptable Contact (i.e., biting, hitting, pushing, kicking) Defiance Stealing	FIRST OFFENSE Warning; parent contact by teacher or supervisor.
	SECOND OFFENSE Parent contact by teacher or supervisor. Meeting with parent (s).
	THIRD OFFENSE Parent contact. Picked up by parent from school.

CONTINUED OFFENSES

Referred to PIRT*

***Preschool Intervention and Referral Team, PIRT.** The purpose of the behavior intervention conference is to involve all pertinent parties in determining possible solutions that may include the development of a behavior plan for the student.

REPORTING CHILD ABUSE & NEGLECT

The state law requires all school officials and citizens to keep a watchful eye and to report any suspected child abuse or neglect to the Division of Child Protection & Permanency. Child Protection and Permanency, CP&P (formerly the Division of Youth and Family Services, DYFS), is New Jersey's child protection and child welfare agency within the Department of Children and Families. Its mission is to ensure the safety, permanency, and well-being of children and to support families.

The Child Abuse Hotline (State Central Registry) receives all reports of child abuse and neglect 24-hours a day, 7-days a week. Reports requiring a field response are forwarded to the CP&P Local Office who investigates. Calls can be made directly to the local office of CP&P.

SAFETY MEASURES

Each student is linked to a specific adult at ALL times while at the preschool, including the walk to the gym from the classroom and vice versa and the playground area.

-Security Personnel are on duty throughout the school hours and posted inside the entranceway.

-Entrance and exit doorways are alarmed.

-Cameras are located in the school hallway, in town hall, in the hallway at the entranceway to the Preschool and in the small gym and are viewed from the Main Office.

-Walkie-talkie's are utilized by all staff when outside the Preschool, i.e. playground, gymnasium, aerobics room, meetings, to contact the nurse in the event of a schedule change, non-compliant student or an emergency.

-Physical Education Classes for regular education students take place in the small gym (straight ahead when you walk down the main hallway). All exit doors are alarmed. The doors on the right will remain closed but unlocked.

-Physical Education Classes for special education classes will take place in the aerobics room, when that space is available.

-When the small gym or aerobics room is not available, Physical Education Class will be held in the student's classroom.

-Weather permitting, the playground will be used for physical education classes. The students with appropriate staff will utilize the front sidewalk to walk to the playground.

ELECTRONIC SURVEILLANCE

The Clark Schools have a policy and regulation that guide electronic surveillance in our schools. Below are the links to this policy and regulation.

Policy

<https://goo.gl/2H3Pba>

Regulation

<https://goo.gl/o5JpuA>

CLARK PUBLIC SCHOOLS
Clark, New Jersey

SCHOOL CALENDAR FOR 2018-2019 SCHOOL YEAR

*Early Dismissal for the teaching staff & students on the same day of their school's
Back-to-School Night and PreK-5 Conferences

DATE	SCHOOL CLOSINGS	NUMBER OF DAYS	
		Teachers	Students
September		<u>17</u>	<u>15</u>
4 & 5 (Tues. & Wed.)	Teachers Report (Professional Development for Staff)		
6 (Thurs.)	Students Return		
10 (Mon.)	Schools Closed – Rosh Hashanah		
19 (Wed.)	Schools Closed – Yom Kippur		
*24 (Mon.)	<i>Valley Road School Back-to-School Night</i>		<i>-Early Dismissal VRS Students & Staff</i>
*25 (Tues.)	<i>Arthur L. Johnson High School Back-to-School Night</i>		<i>-Early Dismissal ALJ Students & Staff</i>
*26 (Wed.)	<i>Frank K. Hehny School Back-to-School Night</i>		<i>-Early Dismissal FKH Students & Staff</i>
*27 (Thurs.)	<i>Carl H. Kumpf Middle School Back-to-School Night</i>		<i>-Early Dismissal CHK Students & Staff</i>
October		22	22
*1 (Mon.)	<i>Clark Early Childhood Learning Center Back-to-School Night</i>		<i>-Early Dismissal CECLC Students & Staff</i>
8 (Mon.)	Schools Closed - Columbus Day		
*25 (Thurs.)	*ONLY – CECLC, FKH, and VRS Conferences – Early Dismissal		
November		18	17
6 (Tues.)	Schools Closed – Election Day/Professional Development for Staff		
8 & 9 (Thurs. & Fri.)	Schools Closed - NJEA Convention		
*14 (Wed.)	*ONLY – CECLC, FKH, and VRS Conferences – Early Dismissal		
21 (Wed.)	Early Dismissal for Students and Staff		
22 & 23 (Thurs. & Fri.)	Schools Closed - Thanksgiving Recess		
December		15	15
21 (Fri.)	Early Dismissal for Students and Staff		
24-31 (Mon.-Mon.)	Schools Closed - Winter Recess		
January		21	21
1 (Tues.)	Schools Closed – New Year's Day		
2 (Wed.)	Schools Reopen		
21 (Mon.)	Schools Closed – Martin Luther King, Jr. Day		
February		19	19
15 (Fri.)	Early Dismissal for Students/Prof. Development for Staff in P.M.		
18 (Mon.)	Schools Closed – Presidents' Day		
March		21	21
	No School Closures		
April		17	17
15-19 (Mon.-Fri.)	Schools Closed - Spring Recess/Good Friday/Passover		
22 (Mon.)	Schools Reopen		
May		22	22
24 (Fri.)	<i>Arthur L. Johnson High School Prom</i> –Early Dismissal for ALJ Students		
27 (Mon.)	Schools Closed – Memorial Day		
June		15	14
18 (Tues.)	Early Dismissal for Students		
19 (Wed.)	Early Dismissal for Students		
20 (Thurs.)	Early Dismissal for Students (Last Day for Students)		
21 (Fri.)	Last Day for Staff		
		<u>187</u>	<u>183</u>

PLEASE NOTE: The Clark School District may close for a number of days per year due to inclement weather. Three snow days are built into this calendar. If additional snow days are required, in order to complete a full school year of 180 days, and because *Project Graduation* locks the schedule to a specific day for graduation, the holidays may be reduced in the following order: **Spring Recess 4/15/19; Spring Recess 4/16/19.** Please be aware of these possibilities in planning vacation activities during the 2018-2019 school year. If all three snow days are not needed, schools will be closed for additional days in the following order: **Easter Monday 4/22/19; Friday 6/7/19.**

EG:tr 1/5/18

