



Garfield

**Public Preschool
Program**



**Parent Handbook
2014-2015**



From the Principal's Desk

Welcome to the Garfield Public Preschool Program. We are very excited that your child will be with us and plan to make his/her experiences here as enjoyable as possible. Our preschool program is designed to provide a learning environment that focuses on fostering the development of children's social, emotional, cognitive and physical skills in a developmentally appropriate manner. Our learning materials and teaching styles are responsive to the ages and individual differences of children and are respectful of children's cultural and ethnic heritage.

Our small class size, and the experience and education of the staff, make our preschool program "special". All the teachers are certified, experienced and highly competent. Together with our warm, loving and nurturing teacher assistants, we can ensure that the program we offer has the highest possible criteria of excellence in early childhood education.

We, at the Garfield Public Preschool Program, want the best for your child just as you do. We know that parents and teachers working together as equal partners can do great things for children. Our program is committed to improving the social, emotional and academic growth of children by offering an innovative program that will closely weave school, children and families together.

In this parent handbook, you will find all the information needed to ensure that your child has a safe, healthy and happy experience at all our preschool locations. Please read through the information and feel free to ask any questions or offer concerns and suggestions.

Once again, welcome to the Garfield Public Preschool Program family!

Sincerely,

Frank A. D'Amico, Principal
Beatrix Mendez, Principal
Valerie Stewart, Principal
Jodi Bianchi, Vice Principal



All Kids Need:

A PEACEFUL HOME~ ACCEPTANCE~ART, DANCE, MUSIC & DRAMA~
BEDTIME STORIES~ CELEBRATION~ COMMUNICATION~
COMPLIMENTS & PRAISE~ DISCIPLINE~ EDUCATION~
ENCOURAGEMENT~ FAMILY FORGIVENESS~
FREEDOM FOR CREATIVITY & IMAGINATION~ GENTLENESS
GOALS~ GOOD MEDICAL CARE & TREATMENT~
HEALTHY NUTRITIOUS FOOD~
HEALTHY SELF-ESTEEM & SELF WORTH~ HELP WITH HOME-
WORK~
HONESTY & INTEGRITY~ HOPE FOR A BRIGHT AND BEAUTIFUL
TOMMORROW~HUGS~ INDIVIDUALITY~ JOY & LAUGHTER~
KINDNESS~LIFE SKILLS~ LISTENING~
MOTIVATION~ MOURNING LOSSES~ NATURE~
NO ABUSE, INSULT,NEGLECT, MALTREATMENT
OR MANIPULATION~NON-JUDGMENTAL
VALIDATION OF EMOTIONS AND FEELINGS~ NURTURANCE~
OPPORTUNITIES TO MAKE MISTAKES, FALL & GET BACK UP!~
PATIENCE~ PERSONAL SPACE & PRIVACY~PLAY~POSITIVITY~
PROTECTION~ QUALITY TIME~ QUIET TIME~ RESPECT~
RESPONSIBILITIES & RULES~ ROLE MODELS
& ETHICAL HEROES~
SAFE, SECURE HOMES & SCHOOLS~ SPIRITUALITY~
SPORTS & EXERCISE~ STRUCTURE & ORDER~ SUFFICIENT
SLEEP~
TOGETHERNESS~ TOLERANCE & UNDERSTANDING~
TOYS & TREATS
(...BUT NOT TOO MANY SWEETS)~
TRUST~ UNCONDITIONAL LOVE~VALUES,
ETHICS & CHARACTER~ WHOLESOME FRIENDS~
X-TRA LOVING & ATTENTION~
YES, MORE THAN NO~~ ZANY ZEBRA WITH PURPLE POLKADOTS
&
LOTS OF OTHER SILLY THINGS TO LAUGH ABOUT TOGETHER!

A guide for parents, guardians, caregivers,
counselors, youth leaders & anyone else who
cares deeply about kids.

Avarham Jimmy Zimberg



Garfield Early Childhood Learning Centers Locations:

ECLC

241 Ray Street
Garfield, NJ 07026
Phone: 973-253-6600 Fax: 973-478-0976

Garfield Public Preschool Annex (GPPA 1)

454 Outwater Lane
Garfield, NJ 07026
Phone: 973-272-7470 Fax: 973-272-7475

Garfield Public Preschool Annex (GPPA 2)

85 Summit Avenue
Garfield, NJ 07026
Phone: 973-772-3462 Fax: 973-772-3459

Garfield Public Preschool Annex (GPPA 3)

541 Midland Avenue
Garfield, NJ 07026
Phone: 973-772-0016 Fax: 973-772-0038

YMCA Annex

33 Outwater Lane
Garfield, NJ 07026
Phone: 973-772-7450 Fax: 973-772-2632

Abraham Lincoln School #6

111 Palisade Avenue
Garfield, NJ 07026
Phone: 973-340-5036 Fax: 973-473-7927

District Website: www.gboe.org



Table of Contents

ABC Calendar.....	27
ABC Enrichment Enrollment.....	9
ABC Enrichment.....	8
Anti-Bullying Policy.....	24 & 25
Attendance Policy.....	14
Birthday Policy.....	18
Breakfast & Lunch Policy.....	19
Chain of Command.....	22
Code of Conduct Policy.....	23
Daily Program/Schedule	7
Diaper Policy.....	20
District Philosophy/Mission Statement..	4
Dress Code Policy.....	20
Drop Off Procedure.....	12
Emergency Closing.....	28
Emergency Procedures.....	30
Garfield Administration.....	31
Holidays.....	18
Illness Policy.....	15 & 16
Late Drop Off Procedure.....	12
Lice Policy.....	17
Medication Policy.....	16
Our Philosophy/Mission Statement.....	5
Parent Involvement Specialist.....	11
Parent Involvement.....	10
Pick up Procedure.....	12 & 13
Preschool Calendar.....	26
Preschool Center Locations.....	32
Preschool Goals.....	6
Preschool Registration.....	29
Preschool Vision.....	6
Release of Children.....	13
Rest Policy.....	18
Snack Policy.....	18
Special Services.....	21
Tooth Brushing Policy.....	17
Toy Policy.....	18



**Garfield Public Schools
Garfield, New Jersey**

EDUCATIONAL PHILOSOPHY

The Garfield School District shall strive to offer the highest quality of education, designed to provide a level of excellence that will enable all students to realize their intellectual and personal goals. This process shall entail the search for truth and a respect for scholarship and learning. The district is committed to the development of a partnership in education; integrating the interest of students, parents, staff and community leaders. This educational process shall develop responsible young people who are capable of effective and meaningful career decisions.



MISSION STATEMENT

The educational community of Garfield believes that the ultimate goal of each school is to provide intellectual experiences within the context of a multicultural setting. This environment will enable each student to achieve their maximum potential. Each school shall seek to assist every student in the development of social skills and moral attitudes needed to successfully meet the challenges of a complex, dynamic and ever-changing world. Each school shall continue to cultivate an appreciation of cultural and aesthetic values so that each student can make choices indicative of a knowledgeable and contributing member of a democratic society. To fulfill this role, the district is committed to creating a flexible educational environment addressing the individualities, and potentialities of each student. The staff will endeavor to complete the development of a thinking, tolerant person, well prepared to meet the challenges of school and the life they choose to encounter.



Garfield Public School Administrators

Mr. Nicholas L. Perrapato, Superintendent of Schools
Dr. Edward Izbicki, Business Administrator/ Board Secretary
Angelo DiSimone, State Monitor

Garfield Board of Education Trustees

Mr. Richard Giacomorro, President
Mr. Anthony Barckett, Vice President

Mr. Salvatore Benanti
Dr. Kenneth Conte
Mr. Richard Derrig
Ms. Elizabeth Gray
Mr. Jack Mazzola
Mr. Charles Nucifora
Mr. Jeffrey Stewart

**Garfield Public Preschool Program
Administrators**

Mr. Frank D'Amico, Principal
Mrs. Beatrix Mendez, Principal
Mrs. Valerie Stewart, Principal
Jodi Bianchi, Vice Principal





Emergency Procedures



All Schools conduct fire drills to ensure that in case of an actual fire children are aware of the procedure and how to react in an emergency.

All schools also conduct lock down drills. This is when the children and staff are moved out of visibility away from doors and windows. Classroom doors are locked and lights are turned out.

In addition to fire and lock down drills, other security drills are conducted throughout the school year to practice procedures for drilling, managing and responding to school emergencies.



Garfield Public Preschool Garfield, New Jersey

OUR PHILOSOPHY

Young children learn best when provided with developmentally appropriate practices that are both individualized and age appropriate. Within this philosophy, equal attention is given to all four areas of development (social, emotional, physical and intellectual). Children are provided with a wide variety of materials and activities within a print-rich classroom. The early childhood teachers provide leadership in developing a child-centered classroom and facilitate cooperation and communication between family, school and community, so that each child will learn and develop to his/her full potential. We believe that parents are the first and primary teachers of their children, and are viewed as equal partners in their child's education. We also believe that parents will join us in a partnership and take responsibility for preparing and developing their children to be receptive and active learners.



OUR MISSION

The mission of the Garfield Public Preschool is to develop an environment which fosters the growth of all children in becoming creative thinkers, problem-solvers, and responsible members of our community; to instill in them a sense of self-worth; compassion for others and assist them in developing in all educational domains-academic, cognitive, social –emotional and physical.

Vision

Our vision for the children of Garfield is to:

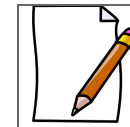
- ♦ provide an education that accepts everyone as unique individuals
- ♦ support high expectations
- ♦ provide the best school environment
- ♦ peacefully work and play with each other
- ♦ be stimulated and challenged
- ♦ feel safe and happy in school
- ♦ experience an environment that fosters a love of learning
- ♦ become productive members of the community



Goals

- ♦ To provide the most effective way of delivering quality education to enable each student to achieve their fullest potential, while addressing each student's unique learning ability
- ♦ To develop a learning environment which is accepting of, and has appreciation for, the cultural diversity of students, staff and community
- ♦ To encourage creative expression and the recognition of communicative, practical and aesthetic arts
- ♦ To provide opportunities for the development of each student's character, sense of self-worth, respect for authority and knowledge of their mental, physical and emotional health
- ♦ To develop an opportunity for the application of an ever changing technology
- ♦ To encourage staff members to utilize opportunities for keeping abreast of new trends in education

Garfield Early Childhood Program Preschool Registration



Registration for the Preschool Program is held at the registration office located at 241 Ray St. by appointment only. However, registration at this location does not indicate that the child will be assigned to this specific school. Placement will be at the school nearest the home and/or has space available in the program requested. Registration for September classes begins in the spring of each year. Registration for transfer students or new residents is conducted throughout the school year. All children are guaranteed placement regardless of registration date as long as completed registration information and documentation of residency is provided and space is available.

All of the following documents must be provided to consider an application complete and must be brought at the time of registration:

1. Original birth certificate or passport -This document must be translated into English.
2. Immunization records- must include polio and hepatitis series, DPT series plus booster, MMR (measles, mumps, rubella), H.I.B. vaccine and varicella vaccination or proof of disease. Out of state/country must provide proof of T.B. testing (mantoux). Immunization records must be translated into English.
3. Physical form for a recent checkup at physician's office
4. Residency verification:
 - A-Tenants must provide a current notarized statement from the homeowner (this will be given at registration), dwelling certificate obtained from Garfield City Hall, plus two additional current proofs of residence; i.e., Public Service Electric & Gas bill, phone bill, cable TV bill or employment verification, all with name and address showing.
 - B-Homeowners must provide a mortgage statement or tax bill plus two additional proofs of residence; i.e., Public Service Electric & Gas bill, phone bill, cable TV bill or employment verification all with name and address showing.

Also, parents or guardians must be residents of the City of Garfield and must accompany the child at the time of registration. Preschool children must be three or four years of age on or before October 1 of the year they start school. To schedule an appointment or if you have any questions regarding the registration of a child, please contact the Garfield Early Childhood Center at the following telephone number: 973-253-6600 ext. 6601.



Emergency Closing



Parents will be notified by phone via the district's Community Notification System in regards to school closings or delays. In addition to the District Notification System, School Closing or a delayed opening information:

1. Garfield Website — www.gboe.org
2. Community Notifications System
3. Channel 5 or 12

For this reason it is extremely important that parents/ guardians keep their contact information (telephone numbers) current for both the preschool and the ABC enrichment program.

Please notify the office of any changes in phone numbers immediately.

Snow Days & ABC Enrichment Program

If the Superintendent declares a Snow Day, the ABC Enrichment Program will be closed. During ABC hours, the ABC Director may declare a snow day. Call 973-546-1685 in the event of inclement weather during ABC hours.

Delayed Openings & ABC Enrichment Program

If the Superintendent declares a Delayed Opening, ABC's before-school program will not run, but the after-school program will be open until 6:00 pm.

Early Dismissal & ABC Enrichment Program

If the Superintendent declares an Early Dismissal due to inclement weather or other emergency, the ABC's after-school program will not run. Call your child preschool in the event of inclement weather on school days when the preschool and ABC are running their normal schedules.



Daily Program

A typical day is made up of the following activities:

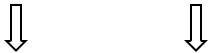
Large Group Activities	Small Group Activities
Snack	Interest Areas
Story Time	Music
Art	Physical Education
Lunch	Rest

Daily Schedule

Drop off Times	Pick-up Times
↓	↓

Full Day Students

Normal School Day:	8:05	2:25
Half Day Session:	8:05	12:05
Delayed Opening:	9:55	2:25



Extended Care Students

Normal School Day:	7:30-8:00	2:25-6:00
Half Day Session:	7:30-8:00	12:05-6:00
Delayed Opening:	No Before Care	2:25-6:00

****Doors will be closed between 8:00 and 8:05 to allow the before care students to be transported to their classrooms safely.**



About the ABC Enrichment Program

The ABC Enrichment Program is an extended day program provided by the Garfield Board of Education. The ABC Enrichment Program offers child care before and after regular school hours for all eligible 3- and 4-year-olds. The ABC Enrichment Program also operates a summer program during the months of July and August. The ABC Enrichment Program operates independently of – but works cooperatively with – the public school.

ABCXYZABCXYZABCXYZABCXYZ

Location

The ABC Enrichment Program is operating at the James A. Garfield Early Childhood Learning Center, which is located at 241 Ray Street in Garfield (973-546-1685).

ABCXYZABCXYZABCXYZABCXYZ

Eligibility

Your child must be a 3- or 4-year-old registered at the preschool. Eligibility is determined once you have filled out the Office for Children application as well as an ABC application. If you apply and are not found eligible, there is a monthly fee.

To be eligible for ABC's 2015 summer program, your child must have attended a full-day, full-year program in the Garfield public school district during the 2014-15 school year.

ABCXYZABCXYZABCXYZABCXYZ

Transportation

Parents and guardians are responsible for providing transportation to and from the preschool for before and after-care.

ABC Enrichment Program 2014-2015 Calendar



September 8th—Before and After Care begins

October 13h—Preschool Closed-ABC Closed

November 4th—Preschool Closed– ABC Closed

November 6th & 7th—Preschool Closed– ABC Closed

November 26st—Preschool Half Day-ABC open till 6 pm

November 27nd & 28rd—Preschool closed-ABC closed

December 23st—Preschool Half Day-ABC open till 6pm

December 24th-January 2nd—Preschool closed-ABC closed

February 16h-20nd—Preschool closed-ABC closed

March 16th—Preschool closed-ABC closed

April 2nd– Preschool Half Day –ABC opened till 6:00pm.

April 3rd– Preschool Closed– ABC closed

April 13th-17th—Preschool closed-ABC closed

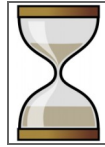
May 25th—Preschool closed-ABC closed

June 18th-24th—Preschool Half Day-ABC open till 6pm

June 24th—Preschool Half Day-Last day of school
ABC open till 6pm

**Calendar is subject to change*

Garfield Public Preschool Program 2014-2015 Calendar



September 3rd—Student's First Day

October 13th—School Closed

November 4th—School Closed

November 6th & 7th—Teacher's Convention- School Closed

November 26th—One Session Day/ Half Day

November 27nd & 28rd—Thanksgiving Recess
School Closed

December 23rd—One Session Day/ Half Day

December 24th-January 2nd-Holiday Recess
School Closed

February 16th-20th—Heritage Week- School Closed

March 16th—School Closed

April 2nd— One Session Day/ Half Day

April 3rd— School Closed

April 13th-17th—Spring Break- School Closed

May 25th—Memorial Day- School Closed

June 18th –24th—One Session Day/ Half Day

June 24th—Students & Staff Last Day

**Calendar is subject to change*

ABC

Enrolling your child in the ABC Enrichment Program

ABC

Students enrolled in the Garfield public preschool are not automatically enrolled in the ABC Enrichment Program. Parents and guardians must complete an ABC Enrichment Program enrollment application as well as a Bergen County Office for Children application to determine eligibility. Both applications may be obtained either in the preschool's main office or in the ABC Enrichment Program office (located in the multipurpose room next to the kitchen). You may leave completed applications in our mailbox located in the Garfield Early Childhood Learning Center's main office; our mailbox is labeled "*ABC Enrichment Program*".

Children will not be accepted into the ABC's before or after-school program until we have received their completed ABC application forms as well as an eligibility notification form from Office for Children or payment is made. Please plan accordingly.

Please note: A child whose first day of school at the Garfield Early Childhood Learning Center is after September 5th, the preschool's opening day, may not attend the before-school program on her/his first day of school, even if a completed ABC application has been submitted. Please plan to accompany your child either to her/his new daytime classroom during the public preschool's drop-off time or wait in the public preschool's main office to speak with a school administrator. If an ABC enrollment application was received prior to a child's start date, the child may attend the ABC after-school program on their first day of school and begin attending the before-school program the following day.

Students enrolled in the Garfield Public Preschool are not automatically enrolled in the ABC Summer Program, even if they attend ABC's before- and after-school programs during the school year. In order to enroll your child in the ABC summer program, parents/guardians must complete an ABC summer program application and return it to the ABC Enrichment Program. Summer program applications will be available at the end of the school year for all interested families. Completed applications should be dropped off in our mailbox.

Parent Involvement

The success of our program is based on establishing a partnership between home and school. Open and frequent conversations will help your child have positive early learning experiences. We utilize many tools to keep you active in your child's early childhood education. The following are examples of opportunities for family involvement:

- Back-to-School Night to learn what your children will be learning in Preschool
- Newsletters or calendars highlighting upcoming events are sent home on a monthly basis and on our website
- Bulletin boards located outside the offices, as well as outside your child's classroom, are kept current
- Parent-Teacher Conferences are scheduled mid-year. Additional conferences can be scheduled at any time
- Parent education workshops are offered in the evening throughout the year
- We welcome and encourage parents to join us at special events such as class parties and field trips
- If you have a special interest or talent that can be shared with the staff or children, please let us know
- If you speak a second language and can translate, you can volunteer to help with our translator bank
- Annual surveys are sent home to help us continue to improve and refine our program based on your input
- Each class has parents and/or guardians designated to help out with classroom activities
- We have a Home and School Association which offers opportunities for officership as well as membership
- We maintain a Child Advisory Council which is comprised of staff and parents who make decisions regarding school management



Garfield Board of Education Anti-Bullying Policy Continued...

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. The principal shall submit the report to the chief school administrator within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the chief school administrator shall ensure the code of student conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary. The chief school administrator shall report the result of each investigation to the board of education no later than the date of the regularly scheduled board of education meeting following the completion of the investigation. The chief school administrator's report shall include information on any consequences imposed under the code of student conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the chief school administrator. Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the board of education. A parent or guardian may request a hearing before the board of education after receiving the information. When a request for a hearing is granted, the hearing shall be held within 10 school days of the request. The board of education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At hearing, the board of education may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. At the regularly scheduled board of education meeting following its receipt of the report or following a hearing in executive session, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board of education's decision may be appealed to the Commissioner of education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than 90 days after the issuance of the board of education's decision.

Anti-Bullying District Coordinator: Mr. Raymond Hryzyck
973-340-5000 ex. 2320

ECCLC—Anti-Bullying Specialist: Ms. Shiloh Waldron
973-253-6600 ex. 6602

GPPA 1, GPPA 2, —Anti-Bullying Specialist: Ms. Ana Aguilar 973-272-7470

Garfield Board of Education Anti-Bullying Policy

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Definition:

What is Harassment, Intimidation, and Bullying?

New Jersey statutory definition (adopted January 2011; effective September 2011).

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any *electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. Reasonable persons should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. L.2002, c.83, s.2: amended 2007, c.129, s.1; 2010, c.122, s.11

*Electronic communication means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, or pager.

The district board of education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation or bullying. The investigation shall be conducted by the school anti-bullying specialist appointed by the principal. The principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the 10-day period, the school anti-bullying specialist or the principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

Parent Involvement Specialist

The Garfield Public Preschool Program has two Community Parent Involvement Specialists/ Social Workers. Their role is to assist parents in helping "our" children have a more successful school experience. Information discussed with parents is confidential. They are here to help and always have an open door policy.

Community Parent Involvement Specialist

- Staff the advisory council
- Create and facilitate the community needs assessment
- Coordinate parent educational workshops & parent child activity nights
- Send home helpful parent literature as needed
- Have community/educational resource tables for parents
- Recruit parent volunteers for the preschool
- Advertise in the community about our preschool program

Social Work

- Refer families to appropriate community based organizations
- Provide Case Management services for families
- Provide advocacy services to families as needed
- Accept referrals from teachers with students regarding home concerns, classroom behaviors and/or discipline issues
- Home sessions- assessing home environment, providing educational parenting skills and techniques with follow-ups
- Walk-ins from parents, providing assistance and guidance as needed per families request
- Contact with child study team members to collaborate on cases
- Work a flexible schedule to meet with parents when it is convenient for them

Shiloh Waldron can be reached at 973-253-6600 ext. 6602
Caffrey

Drop Off Procedure

- Walk your child by the hand into his/her classroom
- Let the teacher/assistant know you have arrived
- Write your name and the time your child arrives on the sign-in/ out sheet
- Say good-bye to your child and let him/her know that you will be back

****Late Drop Off Policy****

- ♦ Parents must see security guard or stop at the main office to complete a tardy form and to receive an "admission to class slip"
- ♦ Children are considered late by **8:16 AM**
- ♦ Any child arriving after 9:30 must bring lunch from home
- ♦ Children arriving after 10:00 will not be permitted into school (unless parent brings a doctor's note) ****Children will not be accepted in school after 11:00 even with a doctor's note.****
- ♦ Please make every effort to bring your child to school on time. Not only is tardiness disruptive to the school environment, but your child misses out on important learning activities

Pick-up Procedures

The doors of the school are only open at drop-off and pick-up times. We ask parents/guardians to arrive just prior to the scheduled student arrival and dismissal times. No one will be permitted to gather in the school building because of liability concerns (as per the Garfield Board of Education Public School Regulations).

- ♦ Be on time
- ♦ Greet your child and gather his/her belongings
- ♦ Write your name and the time on the sign in/out sheet
- ♦ Say good-bye to your child's teacher/ assistant
- ♦ Pick-up by anyone other than authorized parents or guardians must be approved by the principal or the principal's designee
- ♦ Any person authorized to pick-up a child must be 18 years or older



Code of Conduct Policy

The Garfield Early Childhood Program knows that a child learns discipline from within. Positive reinforcement, cues from teachers, and self-control skills are integrated throughout the curriculum. The following guidance activities are used in our classrooms:

- Teachers will praise children for positive behaviors and will give directions and guidance in a positive manner.
- If a child engages in an inappropriate behavior, the teacher will redirect the child's behavior so that the child may find an alternative to his/ her undesirable behavior.

The following discipline policy will pertain to students who are a danger to self or others. This is defined as an unprovoked behavior that maliciously inflicts harm or pain to self, peers, or staff.

- 1st Offense: The teacher will speak directly to the parents. If parent is unavailable the teacher may send a letter home or make a telephone call. The teacher will inform the parent of the dangerous behavior, what happened, and possible solutions for the behavior.
- 2nd Offense: The behavior occurs on the same day. Student can be sent home. The PIRT case manager will schedule a meeting with the parent.
- If the behavior occurs on three separate occasions the student will be referred to the PIRT team.



Chain of Command

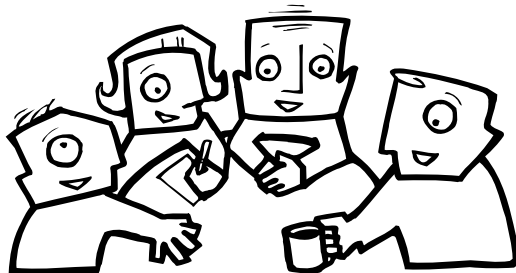
The staff at the Garfield Public Preschool Program appreciates and encourages parental ideas and support. We also would like to hear and understand any concerns you might have or changes you would like to suggest. However, we ask that you follow the appropriate steps in addressing these issues. Below you will find a chain of command that must be followed to resolve Preschool concerns. Thank you for your continued support.

Individual teacher/ student related issues:

1. Classroom Teacher
2. Master Teacher
3. Building Administrator
4. Superintendent of Schools

School-wide related issues, including policies and procedures of the Preschool:

1. Request in writing to Principal and/or Assistant Principal. The request will be taken under advisement.
2. If necessary, the request will be shared with the faculty for their input.
3. Recommendations will be forwarded to the Child Advisory Council. The recommendation and/ or decision of the Child Advisory Council will be issued in writing within one month.
4. If dissatisfied with the Child Advisory Council, request must be placed in writing to the Superintendent of Schools.
5. If in the opinion of the parent, the issue has not been resolved satisfactorily at the Superintendent's level, the parent(s) / guardian(s) shall have the right to meet with the Board of Education upon submission of the concern in writing.

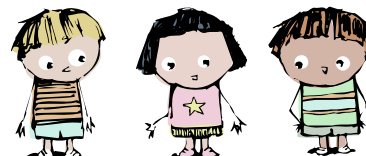


Pick-up Procedure Continued

- ♦ Every effort should be made to pick-up your child on time. If lateness is unavoidable, please notify the school **IMMEDIATELY** so that a staff member is made available to supervise your child and to help minimize any fears that your child may experience
- ♦ There will be a charge of \$1.00 per minute for any child not picked up after 6:00 (After Care Program)
- ♦ If your child is not picked up within one hour following closing and the parent/ guardian or another designated adult has not contacted the school, the principal may contact DYFS and release the child into their custody
- ♦ In the event of snow occurring after school is in session, parents should use their judgment to decide if they should pick up their children early

Release of Children

- ♦ Each child may only be released to the child's custodial parent(s) or person(s) authorized by the custodial parent to take the child from the preschool and/or to assume responsibility for the child in an emergency (if the custodial parent (s) can not be reached)
- ♦ A child shall not be released to a non-custodial parent unless the custodial parent specifically authorizes the preschool to allow such release in writing. This written authorization, including name, address and telephone number shall be maintained in the preschool's file
- ♦ If a non-custodial parent is not among those people authorized by a custodial parent to pick up your child, you must attach a copy of the court order
- ♦ Any person(s) authorized to pick-up the child will be asked to provide identification to prove his/her identity. No exceptions will be made
- ♦ **No one under the age of 18 will be permitted to pick-up a child. This includes the child's sibling.**



Attendance Policy

Regular attendance is expected of all students in order to attain academic, social and emotional success. Absences must not exceed 20 unexcused days. After 20 days, your child's attendance record will be reviewed by the Attendance Committee with possible dismissal of your child from the program. It is the duty of the school officials to be certain that a child's absence is justified.

Per the NJ Code N.J.A.C. 6A:32-8:

If a student is absent from school,
please adhere to the following policy:

- Parents are required to report the student's absence by calling the main office
- A letter from a physician may be required from students who are absent an excessive number of days.

Excessive tardiness may also have a detrimental effect upon the performance of your child. For the benefit of your child, please keep tardiness to an absolute minimum. Tardiness disrupts the whole classroom as well as the individual child's ability to adjust and learn. Excessive tardiness will result in disciplinary action and attendance probation. Please be advised that the Garfield Board of Education in accordance with the Superintendent of Schools have implemented a new excessive tardiness policy. Students will not be accepted in school after 8:15 am upon receipt of the third and final tardiness warning notice.

- Children will not be permitted to enter school after 10:00 AM without a doctors note or WIC documentation. In an event of a scheduled appointment, please notify the school of child's tardiness.
- In addition, if you move during the school year, you must notify the school secretary within 5 days and provide necessary documentation providing residency.
- Please be advised that as of February 1, 2007 any student leaving the preschool program for more than 5 consecutive days for any reason other than the child's illness, will be removed from the program. In the event of an extended illness, the parent must provide the school with a note from the doctor. It is not permitted for a student to leave the program for a family vacation/emergency without jeopardizing his/her spot in the classroom. All returning students will be required to reproof residency and placement will not be guaranteed. All anticipated absences must be reported to the main office to complete paperwork. If you have any additional questions, please feel free to stop at the office.

Special Services

If you are concerned that your child might require extra help in school, please contact the classroom teacher for assistance. The teacher may make an appointment with the Pre-school Intervention & Referral Team (PIRT) to discuss the needs of your child. This team may make recommendations for interventions and if necessary refer your child to our district's Child Study Team.

The Garfield Early Childhood Program has the services of a complete Child Study Team. The team consists of a Learning Disabilities Teacher Consultant, a Social Worker, a Psychologist, a Speech Therapist and a Nurse. The Child Study Team is available to assist you and your child's needs.

Child Study Team

973-340-5000 ex. 2011 or ex. 2012

Preschool Social Workers

Jane Clark (Ray St.):	973-253-6600 ex. 6605
Tammy Santa Lucia (Ray St.):	973-253-6600 ex. 6605
Ana Aguilar (Outwater Ln):	973-272-7470 ex. 1014
Larissa Porco (Midland Ave.):	973-772-0118



Dress Code

All preschool students are encouraged to wear the official school uniform which consists of the navy blue polo shirt with the district logo or a plain navy blue polo shirt and khaki colored pants, skirts and shorts. (Please be advised that shorts may not be worn between October 1st and April 30th). Since children will have many opportunities to be active throughout the day, sneakers should be worn. No party shoes, open toe shoes, crocs or sandals please. **(*Please note that if your child is wearing open toe shoes that you will be notified to provide appropriate footwear or your child will not be allowed to participate in playground activities.)** Tank-tops, halters, half shirts or any revealing clothes that expose the stomach, back or any other parts of the child's body will not be permitted. Costumes or dress-up clothes will not be permitted. Children should be dressed in layers to accommodate for changes in temperature, such as going from the classroom to the outside play area. In addition, each child must provide a shoe box with a spare set of seasonally appropriate clothes (underpants, shirts, pants, and socks). Please label all articles with your child's name.

The official preschool school uniform may be purchased from:

CO-ED UNIFORM COMPANY
100 Broadway, Elmwood Park, NJ
201-796-4220
www.coeduniform.com

JDM Associates Inc
116 S. Main Street Suite #4
Lodi NJ
973-614-0015



Also note children go outside every day, weather permitting. Children need the opportunity to develop their large motor skills while running, jumping, climbing, etc. Please dress your child in seasonally appropriate clothing.

Diaper Policy

We would like to help your child in the transition from diapers to underpants. If your child is not potty trained, please discuss your child's progress with the classroom teacher so that we can be consistent in our strategies for training. Please provide a bag of diapers, wipes and any ointments you wish to use. We will provide a labeled cubby for you to store your child's diapers, wipes and ointments with your child's name. You will be notified when your supplies need to be replenished.



Illness Policy



Reasons to keep your child home from school:

- Illness during the night
- Fever is present (100 degrees or over). *Child should be free from fever for 24 hours prior to returning to school
- Nausea (upset stomach or vomiting), cramps, or diarrhea. *Child should be free from nausea, vomiting, and diarrhea for 24 hours prior to returning to school.
- Development of a rash on face and/or body
- Severe headache, cold, cough and/or sore throat
- Inflamed, red, itchy eyes with a discharge

Remember: An ill child cannot function properly in the classroom. The spread of disease through school can be reduced if sick children remain home during the acute stage of illness. If any of the above is detected by the school nurse, your child will be sent home.

Notify the school if:

- Your child is going to be absent or late
- Symptoms of communicable disease are present (rash, swollen glands, etc.)
- Hospitalization takes place
- Your child needs to be dismissed early for a doctor's appointment

Obtain a note from the doctor if:

- Child is to take medication of any kind in school. Medication cannot be given without written consent from parent and written request from doctor. All medications must be in the original container
- Child has received an examination or booster injection
- Child is out of school three consecutive days or more for illness
- Child has communicable disease. Child will not be admitted without release from doctor

Illness Policy Continued...

- Child has an unidentified rash or nuisance disease such as impetigo, poison ivy or head lice.
- Child has a medical condition we should be aware of such as diabetes, asthma, seizure disorder, etc.
- Child is unable to participate in certain activities due to injury or illness

Provide a parental note if:

- Child is returning after an illness
- The information on the child's emergency card changes (telephone number, parent's place of employment, etc.)

Medication Policy



In order to administer medication in the school, all **THREE** of the following are necessary:

1. A note from the parent/ guardian asking that the medication be given to their child
2. A doctor's note stating the name of the medication, purpose, dosage, route, and time it is to be given
3. Medication must be brought to the nurse in the original, labeled container

According to state mandate, the certified school nurse or parent/ guardian is the only person permitted to administer medication in the school. Therefore, if for any reason a school nurse is not available, it will be the responsibility of the parent/ guardian to administer the medication.

If there are any questions, please contact your school nurse at:

ECLC (Ray St.): 973-253-6600 ext. 6606

GPPA 1 (Outwater Lane): 973-272-7470 ext. 1011

GPPA 2 (Summit Ave): 973-772-3462

GPPA 3 (Midland Ave): 973-772-0116

School #6 (Palisade Ave): 973-340-5036



Breakfast & Lunch Policy

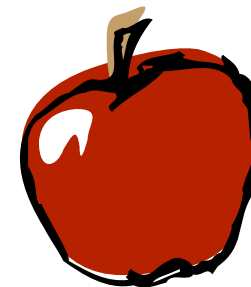
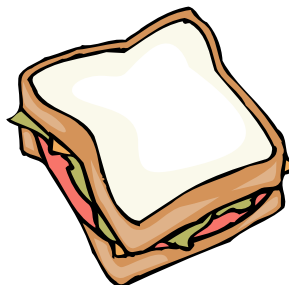
A cold breakfast and hot lunch is provided by Maschio's Food Service on a daily basis. The cost for breakfast is \$1.30 and lunch is \$2.65 per day. A breakfast/lunch envelope will be sent home every Thursday. Envelopes **MUST** be returned by Monday if you want to order Breakfast and/or Lunch **FOR THE FOLLOWING WEEK**. (If the envelopes are not returned on time it will be the parent/ guardian's responsibility to send breakfast and lunch from home for your child for the following week.) Please insert exact amount in envelope, the cafeteria will not make change.

Be sure your child's name and teacher's name are on the outside of the envelope and clearly circle the food choices. Low-income students may qualify for reduced or free lunch. Everyone must return an envelope in order to receive lunch, even if free. Applications and menus are sent home the first week of September. Parents may choose to provide lunch from home. They must be non-perishable and not in need of warming, as there are no refrigerators or microwaves in the classroom.

Also, please remember that snacks are \$.50 each. Even if you qualify for the "free lunch program", you must pay for the snacks!

Our Breakfast and Lunch program must follow proper procedures in order for it to run smoothly. Your cooperation is appreciated.

*****If your child arrives at school after 9:30, lunch must be brought from home.*****



Rest Policy

Children in the preschool will have a daily afternoon rest period of approximately one hour. If after 20 minutes your child is awake, an alternate quiet activity will be provided.

Mats will be provided for the students to rest on. Students must have a labeled crib size blanket and sheet. On Friday sheets and blankets will be sent home to be washed.

Toy Policy

Special toys to help your child feel secure are acceptable. Other acceptable toys are those which are brought in for "Show and Tell" at the teacher's request. They will be kept in your child's cubby as much as possible. Other toys from home are discouraged, as we have plenty of toys for children to use. War toys, weapons and super heroes are not allowed.

Snack Policy

Suggested snack items include juice instead of juice drinks, fresh or dried fruit instead of fruit snacks, carrots or celery sticks, and/ or crackers and cheese instead of cookies or chips. Non-sugar cereals are also acceptable. Candy, gum and "sweets" are not allowed. The exception to "no sweets" is made on birthdays, when you are welcome to bring cupcakes or other treats to share with the group.

Birthday Policy

Birthdays are special days for children. If you wish to celebrate your child's birthday at school, please make prior arrangements with your child's teacher. Cupcakes, juice or other special treats should be provided for one snack only.

Holidays

As part of our curriculum, we provide exposure to the many holidays celebrated by our diverse community, as well as others around the world. At times, the more popular holidays are not only educational, but celebratory in nature. If for any reason you do not want your child to participate in the celebratory aspect of these holidays, please let us know. In this circumstance, the child can either be kept home from school on this day, or be placed in another room during the celebration activities.



Lice Policy

When a case of lice is reported to the school, the school nurse will:

- Check the student
- Check the student's class
- Any student infected with lice will be sent home with instructions on how to take care of the problem
- Upon returning to school, the nurse will check to see that the student has been treated and is free of lice and nits.
- In the unlikely case of multiple lice reports from different classes, then the entire school population must be checked



Tooth brushing Policy

With the consent of the parent/ guardian, children will brush their teeth once a day during school time. Your child will brush either after breakfast, lunch or afternoon snack. Each toothbrush will be properly labeled with the child's name on it, so that the toothbrush will not be used by any other child. Toothbrushes are stored in a covered acrylic rack.

The James A. Garfield Early Learning Center is asking that you bring in a small labeled tube of fluoride toothpaste for your child, which only your child will use.

Toothbrushes need to be replaced every three to four months or after the bristles look bent. If a child comes back to school with a known diagnosis of strep throat (or if the parent feels the child has had a bad cold) their toothbrush needs to be discarded and replaced.

