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**Clark Preschool**

 **Parent Handbook**

**Clark Public Schools**

 **2020-2021**

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 Clark Public Schools

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**Reopening of Schools Plan**

**2020-2021 School Year**

1. ALJ, CHK, FKH, and VRS will be operating on an a.m./p.m. schedule. In other words, half of the student body at each school will be assigned by the District to the a.m. in-person session while the other half will be assigned to the p.m. in-person session. Our Preschool PSD class is already a half-day program.
	1. This approach allows us to create the needed social distancing since only half of the student body will be physically present at any given time. Nevertheless, our students will be physically in our school buildings every day. This consistency has immense educational advantages along with social and emotional ones.
	2. Every effort will be made to keep children from the same household in the same session regardless of the specific schools that they attend. If for some reason an oversight is made and two children from the same household are assigned to different sessions, we will seek to make an adjustment. This situation is the only one for which an adjustment will be made since doing so for all of our students across the district while maintaining the needed social distancing would be virtually impossible.
	3. Every effort will also be made to have students in the a.m. session seated at different desks than those desks used during the p.m. session. At the K-5 level, such a separation is natural since each child has his/her own desk. At the 6-12 level, such a separation will occur through the desks being labeled as “a.m.” versus “p.m.” The needed disinfecting of any desks used during both sessions will occur between sessions.
	4. As a result of this a.m./p.m. approach, students will not eat lunch while in school. However, grab-and-go lunches will still be provided to our students in the free and reduced lunch program.
	5. Parents/guardians are being asked to have their children picked up immediately upon the conclusion of school each day. With the a.m. and p.m. sessions being in place, this timeliness will be important for the needed social distancing to occur. Pick-up procedures will be established by each school in order to maintain safe environments. In order to stress the importance of timely pickups, please understand that, if you repeatedly fail to pick up your child(ren) accordingly, we will be forced to contact the appropriate and necessary authorities (i.e., Clark Police Department or DCP&P).
	6. All of our self-contained special needs classes across the district (including our Preschool ABA class) will operate under their more typical, full-day schedules due to the more limited number of students in these classes. These students will eat lunch in their classrooms.
	7. Our district-wide early dismissal days (e.g., Wednesday, November 25, 2020 and Wednesday, December 23, 2020) will take the form of our teachers instructing all of their students remotely from their classrooms. There will be no separate a.m. and p.m. sessions on these days. The same will be true for our unscheduled delayed opening days.
	8. The “bell” schedule for each building along with the assignment of students to the a.m. versus p.m. sessions will be sent by each individual school during the first week of August.

1. Our district before/after care program will not be offered for the time being. However, the Fanwood-Scotch Plains YMCA will be providing an offering at their location in Scotch Plains. Transportation to their site will be provided by the YMCA. The below link will take you to up-to-the-minute program information and an interest form. This option will also be available for our staff members’ children.

[Clark School Age Child Care Interest Form](https://fspymca.org/clark-school-age-child-care-interest-form/)

1. Teachers will be using Google Classroom to accompany and supplement the above in-person time so as to meet, for example, State time requirements. Kindergarten teachers will be using the Seesaw platform instead due to that platform having a better fit with our younger learners.
	1. As a result, the approach will be seamless if we need to work under a full remote model for an extended period of time again.
	2. If we do need to return to a full remote model at some point in the future, the remote facetime via, for example, Google Meet or Zoom will occur during the in-person time described above with the teachers instructing from their classroom settings so that we, in essence, will be working under one plan.
	3. All of our K-12 students will be provided with email accounts, and these email accounts will be accompanied by unique passwords.
	4. Devices will be available for in-school use and at-home use as needed.
2. Our more typical grading procedures and practices will remain in place. The District will not be moving to a pass/fail system. Our attendance policies and procedures will also remain in place. However, adjustments will be made due to extenuating circumstances.
3. Students, unless medically unable (documented via a physician’s note), must wear face coverings at all times. Staff members and visitors (with the exception of those visitors under two years of age), unless medically unable (documented via a physician’s note), must also wear face coverings at all times.
	1. All students will be provided with a neck gaiter by the District. However, they can choose to wear another face covering instead.
	2. All staff members will be provided with both a neck gaiter and face shield by the District. However, they can choose to wear another face covering instead.
4. Transportation will be provided to our eligible students in both the a.m. and p.m. sessions. Due to this a.m./p.m. split, the number of students riding a given bus will be less than that number more typically would have been. With that being said, face coverings must still be worn at all times while on the bus due to us not being able to guarantee a six-foot social distance.
	1. Bus seats will be disinfected prior to students boarding the vehicle.
	2. Windows on the bus will remain open depending on appropriate weather conditions.
5. Our classrooms, office spaces, such common spaces as copy rooms, and the exteriors of our restrooms throughout the District will be equipped with hand sanitizer dispensers. Dispensers will also be located at our building entrances. These various dispensers need to be used:
	1. by our students and staff members as they enter classrooms, office spaces, and common spaces;
	2. by any visitors prior to entering the buildings;
	3. after sneezing and wiping/blowing noses; and
	4. upon students’ return from outdoor activity or physical education.
6. Pritchard Industries, our custodial services company, will be disinfecting our school buildings throughout the course of the school day and each evening. For example, our custodians, on an ongoing, daily/nightly basis, will be cleaning and disinfecting our classrooms and restrooms, filling our disinfectant dispensers, carefully disinfecting our telephones and door knobs, emptying trash cans, and replenishing supplies (e.g., paper towels in restrooms). They will be using products on the Environmental Protection Agency’s (EPA’s) disinfectants list. Additional Pritchard staff are being hired for our day shifts, and those classroom desks and chairs that are used during both the a.m. and p.m. sessions will be disinfected after the a.m. session but prior to the p.m. session. **Please trust that the disinfecting of our buildings has been a central focus of our planning and will continue to be given that same level of attention as we move ahead. We will be carefully monitoring this need and making any needed adjustments as the health and safety of our students and staff members is our top priority.**
7. Each classroom will be equipped with disinfecting alcohol wipes that can be used as needed on, for example, student desks and technological devices. Cleaning stations with additional disinfecting items will be located throughout each building at various locations that only staff members can access.
8. Parents/guardians will need to complete a release form in the Genesis Student Information System that states that they will take their child’s temperature and check for the various COVID-19 symptoms no more than an hour before sending him/her to school each day. This release form will also require parents/guardians to notify their child’s school of any travel outside of New Jersey so that we can check the destination against the current travel advisory in place at that time. One completed release form will cover the student for the entire school year, and students will not be granted building access until the form is submitted.
	1. Staff members, including substitute teachers and aides, will complete a similar release form.
9. When calling a child out sick either within Genesis or via a phone call, the parent/guardian must state the specific symptoms that the child has.
	1. If a student has a fever or is sent home from the Health Office with a fever of 100 degrees Fahrenheit or higher, he/she will not be readmitted to school until:
		1. at least ten days have passed since the first appearance of the fever or
		2. the provision of a physician’s note stating that the student may return to school due to having completed a prescribed treatment.
10. Just as in the past, if a student is sent to the Health Office, that student will be assessed by the school nurse. This assessment will include his/her temperature being taken, and he/she will be sent home if ill. We will be asking parents/guardians to make arrangements for their child to be picked up as soon as possible.
	1. There will be an isolation area in each school for students who are displaying COVID-19 symptoms.
11. As per guidance from our local Health Department, if a student or staff member tests positive for COVID-19, the parents/guardians of the students in that class(es) will be notified. The quarantining of the students and staff member(s) in the given class(es) will be handled on a case-by-case basis.
	1. The student or staff member who tested positive will be told to self-isolate until:
		1. at least ten days have passed *since the symptoms first appeared*,
		2. 24 hours without a fever and with no fever-reducing medications have passed, and
		3. there is improvement of respiratory symptoms (e.g., cough and shortness of breath).
	2. The District reserves the right to require up to two negative COVID-19 test results that are spaced at least 24 hours apart.
	3. Contact tracing will be conducted by the local Health Department as appropriate with the assistance and cooperation of parents, teachers, school nurses, administrators, and the student themselves.
12. While we will be greatly limiting the number of visitors to our buildings, any visitors will need to verify that they have taken their temperatures and are symptom-free as part of the security check that is conducted prior to building access being granted.
	1. Our Back-to-School Nights will be in the form of each teacher posting a video as opposed to our more typical, in-person format. As a result, there will be no change to the schedule for these days. In other words, both the a.m. and p.m. sessions will occur.
	2. Parents/guardians are being asked to make doctor appointments for their children outside of the scheduled in-person school times and, if an appointment during school hours is necessary, to keep the child home from school that given day. A medical note can be obtained so that the absence becomes an excused one.
13. Extracurricular clubs and activities must comply with the needed social distancing requirements and hygiene protocol.
	1. Clubs and activities, for the time being given our current situation, will have a remote format as opposed to, for example, taking place in between the a.m. and p.m. sessions.
	2. Mr. Kalikas, our Athletic Director, has and will continue to communicate directly with our student athletes and their parents/guardians.
	3. Field trips will be postponed for the time being.
14. Wherever possible, one-way hallways will be put into place. Social distancing markers will be placed in the hallways. Students will be socially distanced in our restrooms through colored markers and/or a limited number of students being given access to these spaces at any given time. The number of accessible restrooms, when feasible, will be limited (e.g., the restrooms in the locker rooms will be inaccessible). With less students being in the buildings, such an approach will allow for the creation of a more efficient disinfecting schedule.
15. The needed accommodations will be made to our art, music, and physical education programs so that the needed social distancing requirements and hygiene protocol can be maintained. For example, the sharing of art supplies will be minimized while the needed spacing of students will occur in our music and physical education classes. The students will also be engaged in low exertion physical education activities due to the locker rooms being inaccessible at this time.
	1. Students will need to wear sneakers to school so that they can participate in their physical education classes while the locker rooms are inaccessible.
16. Students are to remain off campus when not in school. ALJ and CHK students are not to visit FKH or VRS. Field use at any of the schools will be by permit only. The FKH and VRS playgrounds are not to be accessed before or after the a.m. and p.m. sessions.
17. Parent and staff training sessions on, for example, our new procedures, wellness, and the transition back to school will be provided.
18. Please complete the below form regarding your plan to send your child(ren) back to the physical building(s) based on the above information. While circumstances may change, we are trying to get an idea of our in-person student enrollment so that we can appropriately plan. Although these responses are not binding, kindly complete the below form with your best thinking at this time by Monday, August 3 at noon. Information regarding the full remote option that the State announced last week will be provided after the above responses are received.

[Child Return to School](https://forms.gle/tdwYNR2CoKFVBp9y5)

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**Reopening of Schools Plan Frequently Asked Questions (FAQ)**

**Question:** When will bus times be released?

**Answer:** These times will be sent towards the later part of August. However, once you know your child’s assignment to either the a.m. or p.m. session and the school’s “bell” schedule, the bus times will be spaced around the school’s start and end times similarly to how they more typically would be.

**Question:** What will the district’s full remote learning option look like?

**Answer:** Being that the State just recently released these guidelines, we are in the process of developing this option. These details, including the length of time that the student must remain in this option, will be released as soon as possible.

**Question:** What will the cleaning/disinfecting schedule look like and what products will be used?

**Answer:** Our restrooms and such touch points as door knobs and railings will be disinfected on an ongoing basis throughout the school day. Any student desks used during both the a.m. and p.m. sessions will be disinfected in between sessions. Our disinfectant dispensers will be refilled and such supplies as paper towels in the restrooms will be replenished as needed. Products on the Environmental Protection Agency’s (EPA’s) disinfectants list, e.g., TruShot, TB-CIDEQUAT, and NABC, will be used.

**Question:** Will there be physical education classes and recess?

**Answer:** Physical education classes will be held. Students will not be able to opt out due to the State requirement. With that being said, the needed adjustments will be made, e.g., spacing of students and low exertion activities. Recess, however, will not take place since there will be no accompanying lunch period.

**Question:** Will the needed adjustments be made for students who need to be out of school for an extended period of time either due to personal illness or a quarantine?

**Answer:** Yes, we will seek to accommodate these students through the remote learning option (as stated above, the details are forthcoming) during such time.

**Question:** Can the individual choice to quarantine be made when notified of a positive COVID-19 case?

**Answer:** Yes, and flexibility will be shown in that case with the attendance policy. In addition to the notification letter being sent from the school, the local Health Department will be conducting the needed contact tracing.

**Question:** Why are temperatures not being taken daily upon arrival?

**Answer:** The daily taking of temperatures is not practical with the number of students and the limited time upon their arrival to do so. Having parents/guardians more carefully check their children for the various COVID-19 symptoms that extend beyond having a fever is a stronger safeguard for our school community.

**Question:** Will my child be able to return to school if he/she has a fever but does not undergo any prescribed treatment?

**Answer:** Yes, but in this case for which a physician’s note is not provided, ten days from the first appearance of the fever will need to have passed.

**Question:** Is air quality in the buildings an issue?

**Answer:** Our maintenance of the HVAC units throughout the district is a key factor to healthy air flow and circulation.

**Question:** When will students be able to seek additional help from their teachers?

**Answer:** As more typically would be the case, students (and their parents in the case of our younger students) will make these arrangements with the individual teachers.

**Question:** How will the schedule for UCVTS students (full-time and shared-time) look?

**Answer:** These students have been in our mind throughout the planning process. UCVTS is finalizing their schedule and then ALJ will communicate with the involved parents/guardians. We are working to accommodate these shared-time schedules.

**Question:** What will busing for athletics look like?

**Answer:** Due to a lack of social distancing on the buses, our student athletes will be required to wear face coverings. Bus seats will be disinfected prior to students boarding the vehicle, and windows on the bus will remain open depending on appropriate weather conditions. Additional details regarding athletics will be forthcoming.

**Question:** Why are students allowed not to wear face coverings at times?

**Answer:** As per State guidelines, face coverings are not required when students are socially distanced. Such an approach has the benefit of giving students breaks from wearing these coverings. With that being said, students can select and begin wearing comfortable masks over the summer in preparation for school in September.

**Question:** How many students can be in a classroom and still be socially distanced?

**Answer:** This answer varies from room to room due to, for example, the room size and furniture size.

**Question:** What will arrival and dismissal in terms of doors to be used, etc. look like?

**Answer:** This information will be forthcoming later in August from each individual school.

**Question:** When will the “bell” schedules and the assignment of students to the a.m. versus p.m. sessions be sent out?

**Answer:** That information will be sent from the individual schools on Wednesday, August 5. Each school’s start time of the a.m. session will be similar to the start time of a more typical school day while the end time of the p.m. session will be similar to the end time of a more typical day. All content areas will be taught but for reduced times.

**Question:** Will K-5 students eat snacks while in school?

**Answer:** Due to the shortened length of the school day, no.

**Question:** What arrangement will be in place for a student with a doctor’s note exempting him/her from wearing a face covering?

**Answer:** These students can wear shields instead of gaiters or masks. In addition, we will try to create conditions through which they are socially distanced as often as possible.

**Question:** Can middle and high school students remain in the same classrooms all day?

**Answer:** Due to the different levels of classes and unique student schedules, this arrangement would be virtually impossible. Each classroom will be equipped with disinfecting wipes and students can, for example, bring place mats with them from home if their parents so desire. With that being said, students in the a.m. session will sit in different desks than those desks used by students in the p.m. session whenever possible, and priority will be given to disinfecting any desks used during both sessions during the transition time between sessions. The disinfecting products will be used according to their individual guidelines for effectiveness.

**Question:** Are there more specifics regarding the YMCA child care program?

**Answer:** Please fill out the interest form (link provided in Reopening Plan), and the YMCA will get back to you with program specifics. As this program is one through a third party, the YMCA will provide you with the needed information. Given our current situation, FKH students will remain with FKH students and VRS students will remain with VRS students while at the YMCA. Other child care providers might also be available, but we are only partnering with the YMCA due to our past direct experience with them. Parents/guardians, however, are obviously welcome to contact these other providers on a more independent basis.

**Question:** Will each student be provided with his/her own device while in school?

**Answer:** The district is purchasing additional devices for student use to get closer to a one-to-one configuration. With that being said, planning has begun to move to a one-to-one program districtwide. Each classroom will be equipped with disinfecting wipes for use on our devices. Our ALJ freshmen will each be receiving a Chromebook, and our plan is for devices to again be loaned to those students in need of them at home.

**Question:** The reopening plan mentions colored markers in the restrooms. Can you elaborate?

**Answer:** Our K-5 sinks will be marked with, for example, alternating green and red dots. The green dots would indicate open for use while the red dots would signal no use. The goal of such an arrangement will be for students not to use adjacent sinks.

**Question:** When will a.m. versus p.m. students complete their remote work?

**Answer:** Since the students will be meeting in-person with their teachers daily, this remote work will take the form of more typical “homework.” As a result, there is flexibility in terms of when these assignments are completed as long as they are done prior to their due dates. This remote work will allow us to meet State instructional time requirements.

**Question:** Will classes be held outside?

**Answer:** When possible, teachers will be permitted to take their students outdoors. However, due to weather conditions and limited needed space and accommodations, such an alteration will not always be possible. We therefore need to focus our efforts on our indoor spaces.

**Question:** How will the buildings be disinfected for the p.m. students?

**Answer:** The disinfecting needs to be ongoing throughout the school day. In addition, such a preventive measure as hand sanitizing when entering, for instance, classrooms needs to be taken. Such an approach is true for the a.m. session also due to the fact that, once people enter the buildings each morning, disinfecting needs to occur. One additional Pritchard staff member is being hired for each building.

**Question:** Why aren’t students and staff members quarantining when in a class with a student who tests positive for COVID-19?

**Answer:** It is not that these students and staff members will not be required to quarantine. The quarantining will be handled on a case-by-case basis. At the current time, an individual is considered to be at risk when he/she was within six feet of contact with a positive case for at least ten minutes. Classmates may be placed in quarantine as a preventive measure while the contact tracing (which helps inform the need for a quarantine) is being conducted by the local Health Department as appropriate with the assistance and cooperation of parents, teachers, school nurses, administrators, and the student him/herself. Upon the conclusion of the contact tracing, individuals will be removed from the quarantine if not at risk. Once again, we will always err on the side of caution regarding the health and well-being of our students and staff members if there is any doubt whatsoever in addition to allowing for flexibility with the attendance policy should the individual choice to remain in quarantine be made. The converse argument that a child’s parents may not want him/her still removed from school if there is complete certainty around there being no risk whatsoever to their child after the contact tracing is conducted also needs to be considered. Please know that the NJDOH and the NJDOE will be providing additional guidance that could alter our approach.

**Question:** What was the thinking behind the a.m./p.m. model?

**Answer:** This model gets our students into our schools every day. An alternating day model, with our elementary and high school schedules, would require the alternation after every two days. Such a format did not provide the consistency that we were seeking. This more limited number of students in a building at any given time also eliminates the need for staggered arrival and dismissal times.

**Question:** How will related services be provided?

**Answer:** OT and PT, due to their physical natures, will be delivered in compliance with students’ IEPs during the in-person time while speech therapy will be delivered remotely to a.m. students in the p.m. and p.m. students in the a.m. IEPs will also be adhered to in terms of in-class resource (ICR) and resource room settings. When needed, IEP adjustments will be made in close collaboration with students’ parents/guardians.

**Question:** With the a.m./p.m. plan, what is the recommendation for a working parent who wants to send his/her child to school but lives under the 1.9 mile mark needed for transportation? Is carpooling an option?

**Answer:** Similar to busing, carpooling is an option provided that face coverings are worn.

**Question:** When will students be required to wear face coverings?

**Answer:** As per the August 3, 2020 update from Governor Murphy, face coverings will be required at all times.

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**Full Remote Learning Option Plan**

**2020-2021 School Year**

1. Full remote learning students will maintain their placements in the a.m. versus p.m. sessions.
2. A selection form for in-person versus full remote learning will be available in the Genesis Student Information System as of Tuesday, August 11, 2020. **Parents/guardians will need to make a selection no later than Monday, August 17, 2020 by noon.**
3. Students will have access to their teachers’ Google Classrooms (Seesaw for grade K). This platform will be used to, for example, gain access to lesson plans/assignments and slide presentations along with submitting assignments. All teachers, regardless of subject area, will have a Google Classroom.
4. Students will log into their classes remotely from home during their scheduled class meeting times through either Google Meet or Zoom.
	1. Speakers, cameras, and screen sharing are examples of tools that will be used in an attempt to mimic the in-person experience for these students as closely as possible.
	2. In order for teachers to monitor student learning, students will be required to enable their computer cameras and microphones during all remote classes.
5. Attendance will be taken through these logins. As a result, we will still adhere to the in-person attendance policies and procedures, including those related to make-up assignments.
6. Assessments (i.e., quizzes and tests) must be taken during these class meeting times with the students being visible to their teachers through the students’ computer cameras. We will still adhere to the in-person grading procedures and practices.
7. **Once the full remote learning option is selected, students will be given the opportunity to exit this option and return in-person on the dates listed below.** These are the only dates for which students will be permitted to return in-person from the full remote option.

November 16, 2020

February 1, 2021

April 12, 2021

1. Going in the opposite direction, **if students begin in-person and their parents would then prefer the full remote option, such a change can be made.**  However, the students would then only be permitted to exit the full remote option as of those same dates listed in item 7.
2. Parents/guardians must notify the building principal of any such desired changes (as described in items 7 and 8 above) in writing no later than ten school days prior to the dates listed in item 7.
3. In-person students who cannot be in the physical buildings for five consecutive days or more due to personal illness or quarantining can participate through this remote option during that time. In that case, the days for which they attend class remotely would not count as absences. They can return to the in-person option once the illness or quarantining has passed.
4. **This remote option will not be available for in-person students who are absent for less than five consecutive days.** Our more typical policies and procedures regarding make-up assignments will be in place for these students.
5. If a student on the full remote option is absent due to personal illness, his/her parent/guardian must state the specific symptoms that he/she has when calling him/her out sick either within Genesis or via a phone call.
6. Students will be able to participate in extracurricular clubs and activities, including athletics, while on the full remote option.
7. Pull-out resource room classes will be delivered virtually (similar to the format described above) for our special needs students who will be on this full remote model.
	1. IEPs will be adhered to in terms of resource room and in-class resource (ICR) settings. When needed, IEP adjustments will be made in close collaboration with students’ parents/guardians.
8. Parents/guardians of students in our **self-contained special needs classes** will need to opt for **either full-day in-person or full-day remote** as these self-contained classes are full-day programs. **Half-day in-person and half-day remote are not options.**
9. Students who receive OT and/or PT will have the option of coming into the physical buildings to receive these services.
10. On district-wide early dismissal and unscheduled delayed opening days, full remote learning students will participate remotely with their in-person peers according to the more typical schedules for these types of days that were in place prior to COVID-19. There will be no separate a.m. and p.m. sessions on these days.
11. Arrangements will be made for our full remote students to pick up their needed textbooks, etc. at the beginning of the school year. The supply lists that are posted on the school websites are still in place for these students.
12. Another option, totally separate from the above, is for the student to be withdrawn from school and homeschooled for either the entire first semester (i.e., half year) or full year. Students **only** need to be disenrolled for this homeschooling option. **Students on the full remote learning option described above (through items 1 to 18) do not need to be disenrolled.** Upon the conclusion of the first semester or end of the school year when the needed comfort level to return to the physical building exists, the student can be re-enrolled. At that point in time, the District will conduct an evaluation of the student’s work, skill, and achievement levels in order to determine, for example, credit equivalents. These students will not be eligible for any services through the District, including special education services and extracurricular clubs/activities and athletics. Please know that, upon re-enrolling, all K-5 students will be able to return to their original schools and will not need to adhere to the redistricting. Below are links to our district’s homeschooling policy and regulation, as well as a link to the New Jersey Department of Education’s website, which contains additional information regarding homeschooling.

[Homeschooling Policy](https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=9270&search=home+school&id=02cd9cb6694c41bfb7a3189abfedda00)

[Homeschooling Regulation](https://www.straussesmay.com/seportal/Public/DistrictRegulation.aspx?RegulationID=9270&id=02cd9cb6694c41bfb7a3189abfedda00)

<https://www.state.nj.us/education/students/safety/edservices/hs/>

**A WARM WELCOME TO OUR PRESCHOOL PARENTS**

Dear Clark Preschool Parents,

Welcome to the Clark Preschool. We are happy to present you with the Clark Preschool Handbook for 2020-21. 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 strong partnership in the learning process.

This handbook is an important resource. It has been written to give all families a general overview of our school’s 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,

Nicole

Nicole Viola

Supervisor of Special Services

732-388-6200 X3333

nviola@clarkschools.org

**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 a safe and healthy educational environment 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 2020-2021**

Secretary-Pamela Izquierdo

Security AM/Before & After Care Coordinator–Linda Berry

Security PM-Mickey Shynook

(732) 428–8408

School Nurse: Mrs. June Curti, room 13

jcurti@clarkschools.org (732) 428 – 8409

Teacher: Miss. Ashley MacMoyle, room 10

amacmoyle@clarkschools.org (732) 428-8408

Teacher: Mrs. Erin Van De Water, room 12

evandewater@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: Trinitas, room 13

(732) 428 - 8408

Social Worker: Mrs. Eunice Pangiochi, room 13

epangiochi@clarkschools.org (732) 428 – 8409

Behaviorist: Paul Wright, room 13

pwright@clarkschools.org (732) 428-8409

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 Vizzuso Business Administrator

Christine Unish Transportation & Insurance

Gene Zannetti Accountant

Susan Lubeck Accounts Payable

Jennifer Feeley Principal, Arthur L. Johnson High School

Joseph Cardinale Assistant Principal, Arthur L. Johnson High School

Richard Delmonaco Principal, Carl H. Kumpf Middle School

Amanda Clark 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 Amendola Supervisor of Student Services, Guidance, & 504

Yuri Diaz Curriculum Supervisor

Neetu Varshney Curriculum Supervisor

Nicole Viola Supervisor of Special Services

Lori Kowalski Supervisor of Nursing

### Clark Board of Education Members

Mr. Steve Donkersloot, President

Mr. Thomas Lewis, Vice President

Mrs. Lorraine J. Alkonis

Mr. Dino Bencivenga

Mr, Scott Bohm

Mr. Robert Brede

Mrs. Laura Caliguire

Mr. Robert Smorol, Jr.

Mr. Henry Varriano

**2020-2021 Clark Board of Education** **Meetings**

September 8 October 5

November 2 December 7

January 7

**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 Nicole Viola, 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 the 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 *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 competencies 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 child’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 your 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 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.

**COMMUNICATION**....is 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](http://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 or 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), 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!

**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 September 21st. 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 November 10th & 12th.

 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 dismissal days.

See EARLY **DISMISSAL.** 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 12:15-3:15PM

**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 GOODBYES 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 11:30 or 3:15 PM. At 11:30 your child will be escorted to you in the hallway. At 3:15PM, 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.

-**When in normal operation,** **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 for 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 to school with our 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 to make an appointment to come meet me 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 is 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 every day. 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 students. Please pack a lunch daily along with snacks.

**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).

**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 of 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 or each chaperone.

-Last year we visited the Clark Public Library on a bused 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!!

**BEFORE CARE & AFTERCARE SCHOOL CHILD CARE PROGRAM**

**(N*ot operating until further notice)***

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](http://www.clarkschools.org) under the tab on the left titled Before & After School Child Care Program.

**BEFORE CARE *(Currently not running due to COVID-19)***

-Morning and After Care is located in Room 16. The phone number for morning care and after care is: (732) 388-5612.

-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 snacks 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.

**AFTER CARE *(Currently not running due to COVID-19)***

- 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 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.

**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.*

**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, both parents will be advised 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 and is viewed on the Class DOJO app. 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.

**THE 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
	1. Listen to your teacher
	2. Stay in your chair or area
	3. Use a quiet voice
2. Finish Your Work
	1. Complete the task of activity that your teacher asks.

 3- Be a Good Friend

1. Use kind words
2. Keep hands and body to yourself
3. Share with your friends
4. 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 (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,

-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 RemarksExclusionUnacceptable Contact(i.e., biting, hitting, pushing, kicking)DefianceStealing | **FIRST OFFENCE**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 a 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, DCP&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 DCP&P Local Office who investigates. Calls can be made directly to the local office of DCP&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 doors 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-talkies 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.

 -Room 15 is utilized for gross motor activities and weather permitting, the playground is used. 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>

**2020-2021 School Calendar**

<https://echalk-slate-prod.s3.amazonaws.com/private/districts/324/site/fileLinks/a150c6a5-4668-4846-a617-d07bea1d8462?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1912691301&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22School%2520Calendar%25202020-2021%281%29.pdf%22&response-content-type=application%2Fpdf&Signature=lnr4qu4JaZqzvWksQqC0Q5AKeO8%3D>