

# Augusta Street Preschool

## Parent Handbook



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**2020-2021**

[www.irvington.k12.nj.us](http://www.irvington.k12.nj.us)

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## **WELCOME TO PRESCHOOL**

This Parent Handbook has been designed to answer some common questions and to state our school and classroom policies in areas in which we need your support and cooperation. Please read this handbook carefully and partner with us to provide the very best preschool education for your child.

We anticipate that you will have specific questions, regarding what and how children learn at Augusta Street Preschool. Know that we are always available to discuss any concerns you may have on any subject. We look forward to working with you.



At Augusta Preschool Academy we are acutely aware that none of us can accomplish the task of educating our young students alone. When we work as a community, we can accomplish great things. We are limited only by that which we refuse to try. As we prepare our young students for the 21<sup>st</sup> century, we pride ourselves on providing a warm, friendly, and caring atmosphere that will stimulate meaningful partnerships with parents, grandparents, guardians, and other community stakeholders.

As we prepare to start the year off remotely, we recognize that this school year may not be normal but our learning will not only continue but it will thrive. Together we will ensure that every student every day is connected. Below is important information to get you started. We look forward to the 2020-2021 school year "Building a Community One Student at a Time."

## SCHOOL VISITOR PROCEDURES

Due to the current COVID-19 pandemic and for the safety and security of the students and staff, parents and visitors will not be permitted into the building **except by appointment only** (e.g. Registration Office).

1. Visitors will gain admittance in the school after they have been pre-screened, to include a temperature check by the front desk security officer.
2. All visitors must enter and exit the building **using the main entrance**. This includes all District employees (Maintenance, Supervisors, Directors, Technology Coaches, Consultants, etc.) and report to the Security Desk for sign-in instructions.
2. Beginning with Phase III of the Reopening Plan, parents dropping their children off between 8:30 and 9:05 a.m. will need to bring their own writing instrument (pen) and sign their child in. The student will be escorted to the multipurpose room by a Security Officer to await pickup by a staff member.
3. Parents of students arriving after 9:05 a.m. must sign in at the Security Desk. A staff member will then escort the student to class.
4. All visitors must state the purpose of their visit and **show photo ID at the Security desk. They will complete a color-coded pass** that they must carry to and from their destination (i.e. nurse, registration, main office, etc.).
5. Security guards will greet guests as follows:
  - a. Good morning/afternoon.
  - b. Welcome to Augusta Preschool Academy.
  - c. May I see a picture ID?
  - d. How may I assist you?
  - e. Please sign in.
6. Visitors will record their name, time and destination in the sign-in book located at the security desk in the front lobby. The Security Guard will communicate the following:
  - Please keep your pass displayed throughout your visit.
  - When you leave, please return to the security desk and sign out.

- Please report to the Main Office. *All visitors who have appointments for registration will be escorted by a security officer to the Registration Office.*
  - Enjoy your visit.
7. Security will inform the office staff/registration staff that a visitor is on his/her way.
  8. Security will observe as the visitor enters the office.
  9. Office staff will greet the visitor within 60 seconds of arrival.
    - i. Good morning/afternoon. How may I help you?**
  10. If the visitor requests to interact with staff or students, office staff will request photo ID and confirm visitor's identity against the student's Emergency Release Form. If the visitor cannot be confirmed, the visit or removal of student will not be allowed.

**Types of visits:**

- Meeting with a teacher – The teacher will meet with parents virtually.
  - Outside agency request to visit or sign out student (e.g., DCPD)- ID must be produced and copied. Contact administrator for permission to proceed.
  - Early Pickup - The office staff will validate the individual on the Emergency Release Form or verify Parent's ID, inform the teacher, and ask security to escort the student to the Main Office for dismissal. The visitor must sign the student out.
11. Visitors should never be unaccompanied in the halls. If this occurs, a security guard must ask the following:
    - Good morning/afternoon. How may I help you?
    - Please wait while I confirm with the office.
    - Security will inquire via walkie-talkie and make sure that the visitor remains with her/him.
    - If the visit is confirmed, the security guard will escort the visitor to her/his destination.
    - If the visit is not confirmed, the security guard will escort the visitor from the building.

12. A visitor's 'point of contact' must accompany all visitors **at all times** while they are in the building, e.g. Registration clerk must be with the visitor until he/she is escorted out of the building by a security officer.
13. Should there be a fire evacuation, the point of contact will accompany the visitor out of the building and to the evacuation point.
14. When the visitor leaves, he/she must report to the security desk to sign out.
15. For Dismissal, parents will report to the assigned Exit. They will be greeted by Security who will ask them to sign their child out. Parents must include the time of pickup. After which, teachers will dismiss students to their parent(s).

## **WHAT IS EXPECTED FROM CHILDREN?**

We expect children to be children—to be curious, creative and active.

We expect children to be individual in their personalities, strengths, challenges, learning styles, rates of learning and overall development.

We expect that children will need guidance while learning to operate the Chromebook, tablet, or smartphone device, function in a group setting--sharing attention from adults, learning to take turns in conversation and dealing with conflict.

We expect that, in time, children will behave in socially appropriate ways, according to the limits set by the adults in a virtual setting and in the classroom.

We expect and encourage children to develop a sense of self-reliance, independence and responsibility by doing things for themselves—dressing, toileting, pouring drinks, and cleaning up.

We expect children to become part of our virtual and in-person classroom community, caring about and respecting the other members of the group.

**We expect children to independently complete their homework. They might need some support but must complete their homework on their own.**

## **WHAT IS EXPECTED FROM PARENTS AND GUARDIANS?**

We expect parents to assist their children with signing into their virtual classroom daily.

We expect parents to contact their child's teacher if their child is sick or contact the school by calling the main office at 973-399-6868.

We expect parents/guardians to assist their child with logging into their virtual classroom's daily.

We expect parents to be involved in the education of their child. We expect parents to feel comfortable as members of our school community. When teachers and families work together, children will reach their full potential.

**We expect the parents to assist their children in completing the homework, but not to do the homework for them.** The homework is a vital opportunity for students to practice what they have learned, please allow students to be accountable and responsible for their learning.

## **IMPORTANT SCHEDULES**

### **School Opening and Hours of Operation**

The first day of school is scheduled for **Wednesday, September 9, 2020.** The hours are from 8:25 a.m. – 3:05 p.m. Please review the schedule below.

## **Student Online Schedule**

8:25-9:30	Breakfast
9:30-9:50	Group Meeting/Shared Writing
10:00-10:10	Read Aloud
10:20-10:35	Small-Group Instruction ELA
10:35-10:50	Small-Group Instruction Mathematics
11:00-11:45	Lunch
12:00-12:45	Rest Time
12:45-1:45	Gross Motor
1:45-3:05	Free Play

*This schedule is subject to change*

## **Teachers Online Schedule**

8:25-9:30	
9:30-9:50	Group Meeting/Shared Writing

10:00-10:10	Read Aloud
10:20-10:35	Small-Group Instruction ELA
10:35-10:50	Small-Group Instruction Mathematics
11:00-11:45	Lunch
12:00-12:45	Teachers Prep
12:45-1:45	Office Hours
1:45- 3:05	Online Prep

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*This schedule is subject to change.*

## **ATTENDANCE**

**Beginning with the first day of school, the District Attendance Policy will be instituted.** Attendance will be taken daily and students are expected to be online each day. Augusta Preschool is an Irvington Public School. Therefore, we must follow State and District policies.

We must work together to provide our students with the high quality education they deserve. We need you to make sure your child is logged on and ready for learning each morning. However, if you are unable to log your child in during online instruction, lessons are recorded for your convenience. Remember to log in at some time during the day, go over the lesson with your child and have your

child answer the "Question of the Day." After which, your child's teacher will give him/her credit for attending class.

### **LUNCH APPLICATIONS**

All parents must complete an online application regardless of your economic status. The process is quick and easy. The determination for free and reduced lunch will be much faster because the information is electronic. Please do not delay, complete the online application today which is located on the Irvington Public School's website.

### **OFFICE HOURS**

The office is open Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. The telephone numbers are:

**Main Office:** 973 399-6868; extensions: 1501/1502.

**Early Childhood Department:** 973 399-3942 extensions: 1514/1515; Registration.

Teachers will be available to answer your questions and/or provide support each day between 12:45 pm through 1:45 pm. Your child's teacher will be contacting you within the next few days and they will provide you with additional ways to contact them, e.g., email, Class Dojo, Remind, etc., so feel free to contact your child's teacher if you have any questions or concerns. We are here to help!

### **WHAT IS THE EDUCATIONAL PROGRAM?**

The preschool's educational program is developmentally appropriate. Our focus for this new school year will be to continue the implementation of the Creative Curriculum and implement best practices through the delivery of effective instruction and provide

Preschool teachers will use the My Teaching Strategies Family App as the platform for two-way communication between teacher and home.

Children learn through a daily structure of thematic activities that include:

- Books, tabletop toys and guessing activities that engage and motivate
- Songs, finger plays and dramatizations of nursery rhymes and poems that stimulate movement and phonemic awareness
- Interactive story experiences to enhance language development and higher-level thinking skills
- Writing experiences that help children make the connection between spoken and written language and encourage the children to begin attempts at letter formation to convey information.
- Outside play to develop gross motor skills.
- Meal and snack time to learn interpersonal skills, manners and fundamentals of diet and hygiene.

In a full day program, 3 and 4 year-olds, by law, must have Rest Time in the daily schedule.

Fresh air and gross motor play is very important to a growing preschooler. Each day your child should have the opportunity to run, jump and climb outdoors. Preschoolers should wear shoes that are appropriate for active play. Safety is our primary concern, and children wearing flip-flops or sandals are not considered safe for such activity. Shoes with rubber soles are the best choice.

### **HOW CAN I PARTICIPATE IN THE PROGRAM?**

Parent Participation begins in the home. You can help by making sure your child logs in to class each day. If your child is unable to log in during the live sessions, don't worry, the lessons are recorded and your child can log in later on in the day. **Just remember, your child must log in at some time during the day or evening and answer the "Question of the Day" to be marked present.**

If you want to help your child learn to read, the single most important thing you can do is to read to him every day. Read alphabet books, picture books, chapter books that you continue over a period of time, poetry, nonsense rhymes—even articles from the

newspaper if the article would be of interest to your child. Be a reader and your child will be, too.

### **WILL I HAVE AN OPPORTUNITY TO MEET WITH MY CHILD'S TEACHER?**

Partnerships between teachers and parents are an integral part of student achievement. A Formal "Meet the Teacher" event will be held in September; parent conferences are scheduled once a year in December. Teachers are also available to speak with you each day from 12:45 – 1:45 pm. Parents are welcome to schedule conferences at other times during the school year by contacting your child's teacher by note or by calling the main office.

Please do not attempt to have an unscheduled meeting with your child's teacher during classroom time. This takes away from the teacher's responsibility to the class.

### **WHAT SPECIAL SERVICES ARE AVAILABLE IN THE PRESCHOOL PROGRAM FOR CHILDREN?**

It is our goal to help each and every preschooler achieve their full potential. Each child develops at his or her very own pace; each child learns differently; most importantly, each child deserves the very best education. We are certain that your child will receive an individualized program in our Preschool Program. To make sure that occurs, there are a variety of services available to children in need of specialized programs.

There is a full time Social Worker on site. The Social Worker is available to meet with your child and/or family virtually. Should your child have a problem, the social worker will be the first to respond and assist in the virtual classroom. She is available at 973-399-6868 ext. 1540.

We have a Preschool Intervention Team to support teachers in developing tailored educational programs for children with extraordinary needs. This team is comprised of specialists (Social Workers, School Psychologists and Behavioral Specialist.) Services can be offered through the Preschool Intervention Team.

In the event that you have concerns regarding your child's development, your first conversation is always with your child's teacher. Your child's teacher is a professional that has been trained to work with young children; most often, the classroom teacher can give you all the assistance that you need! We encourage you to form a partnership with your child's preschool teacher.

**Again, it is important to schedule a meeting with your child's teacher. Please remember these meetings can be virtual or by telephone; however, Teachers are instructed NOT TO MEET WITH PARENTS DURING CLASSROOM TIME.**

### **HOW WILL I KNOW IF SCHOOL IS CLOSED?**

The following information will assist you in determining if the Irvington School District will have a delayed opening, early dismissal or if school will be closed due to inclement weather.

Delayed Openings - School will open at 10:00 a.m.

Schools Closed - Closing, early dismissals and delayed openings of school because of extremely bad weather or other severe emergencies will be announced on radio and TV stations as follows:

*FM 101.5*

*AM 710 (WOR Radio)*

*News 12 New Jersey TV,*

*WABC TV (Channel 7),*

*[www.irvington.k12.nj.us](http://www.irvington.k12.nj.us)*

## **BEHAVIOR**

Our goal is to have your child in his/her preschool classroom every day. Occasionally children, like adults, go through difficult times. It is our goal to help your child through any difficult time and to teach them appropriate social skills.