

# Augusta Street Preschool

## Parent Handbook



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

<https://irvington.k12.nj.us/schools/augusta-preschool-academy/>

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## **WELCOME TO AUGUSTA PRESCHOOL ACADEMY**

The 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.



## **ABOUT AUGUSTA PRESCHOOL ACADEMY**

Augusta Preschool Academy has been providing services to three-year old and four-year old students within the Irvington Public School District since September of 2007. The Augusta Preschool Academy encourages children to learn through experiences and active participation. The staff places a strong emphasis on the individual child and they base their philosophy on the statement, "All children deserve a quality education." The staff is dedicated to meeting the needs of the whole child. The learning focus will be in the following domains: personal, physical, social, Language /Literacy, cognitive, creative, and science/mathematical. Through the strong commitment to addressing the needs of parents and students, we pledge to promote and enhance student achievement. 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.

Augusta Preschool Academy, offers students a wide variety of programs and opportunities, both co-curricular and extra-curricular. Here are a few highlights:

- Students will participate in a Multicultural Day program; attend field trips to Farms, Zoos, Museums, Aquariums, and Plays.
- In each classroom children will be exposed to computers and smart board technology. Computers will enable students and teachers to integrate technology into the Creative Curriculum subject areas: Language Arts, Math, Science, Creative Arts, Music, etc. Projects will reinforce attention, self-confidence, self-direction, an appreciation for visual arts and music, as well as, literacy skills (emerging reading and writing), mathematics, science, and world languages.
- Augusta Preschool Academy parents have the opportunity to supplement their child's education by signing up for the Wrap-around program offered Stepping Stones.
- At Augusta Preschool Academy we work diligently to meet the diverse

needs of our students. A full time social worker will meet with parents and students to provide necessary strategies to reinforce learning needs of young children. Children are valued for their curiosity and ability to do their own work. We strive to provide our students with a quality education in a safe, warm, and loving environment.

- Augusta Preschool Academy parents are encouraged to fully participate in the school community through our PTA, our Parent Advisory Council, and other outreach activities. All members of our community—parents, teachers, and students—are invited to take part in various charitable and civic events.
- At Augusta Preschool Academy we understand the importance of recognizing our children for their achievements and contributions. Therefore, all of our children are praised, motivated, and encouraged on a daily basis.

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 increase our school community, we will continue to build an ever-stronger village and enhance the educational development of each child.

## SCHOOL VISITOR PROCEDURES

Attached are the procedures for all visitors:

1. 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. Parents dropping their children off between 8:30am and 8:55am will subsequently proceed to the Community Room and sign their child in.
3. Parents of students arriving after 9:00 a.m. must sign in at the Security Desk, get a pass and report to the main office. A staff member will then escort the student to class.
4. When parents leave, they will report back to the security desk to sign out and return the visitor's pass.
5. All visitors must state the purpose of their visit and **show a photo ID**. **At the Security desk, visitors will subsequently be given a red lanyard and a color-coded pass** that they must carry to and from their destination (i.e. nurse, registration, main office, etc.).
6. 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.
7. Visitors will record their name, time and destination in the sign-in book located at the security desk in the front lobby.
8. A Security Guard will issue a red lanyard, a color coded pass and a visitor pass with visitor's name, destination, and date. 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 return your pass to me and sign out.

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

### **Types of visits:**

- Meeting with the teacher – The teacher will confirm the appointment and teacher will meet the visitor in the first floor conference room or available office.
- Visit the class – The teacher will confirm the appointment and office staff will wait for a security guard to escort the visitor to the requested class. The teacher will call for security to escort the visitor back to the main office or security desk at the conclusion of the class visit.
- Meet with a student – Office staff will ask about the nature of the visit and call security to escort the student to the office, after the visitor is confirmed.
- Outside agency request to visit or sign out a student - ID must be produced and copied. Contact administrator for permission to proceed.
- Sign a student out – The office staff will confirm the visitor, inform the teacher, and request security to escort the student to the Main Office for dismissal. The visitor must sign the student out in the Student Sign Out Sheet.

13. If visitors are ever unaccompanied in the halls, 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.
14. There will be no visitor-teacher conference during instructional time. A copy of the teacher's schedule is available upon request from the main office.
  15. Parents/Guardians who desire to observe a class must speak with the principal to arrange an appointment 24 hours prior to the visit.
  16. A visitor's 'point of contact' must accompany the visitor **at all times** while he or she is in the building.
  17. Should there be a fire evacuation, the point of contact will accompany the visitor out of the building and to the evacuation point.
  18. When the visitor leaves, he/she must report to the security desk to sign out and return the visitor's pass.
  19. Parents will report to the multipurpose room between 2:50 – 3:05 p.m. for dismissal and sign their child out. Parents will not come to the classrooms. Dismissal will be in the multipurpose room, and parents will report to the multipurpose room to sign their child out at the designated table. Parents should make arrangements with the **Wrap Around Program** if they are not able to pick up their child by 3:05 pm.
  20. Sign out sheets for each class will be located in the multipurpose room.
  21. Students must be signed out before departure from the building and parents must include the time in which the child is leaving.
  22. Upon dismissal, security, teachers and support staff will be available to monitor parent's departure from the building. Students will be dismissed only to authorized adults.

## **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 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 the classroom, in order to maintain a safe learning environment.

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

We expect children to become part of our classroom community, caring about and respecting the other members of the group, as well as the classroom and materials.

**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 send their children to school every day that they are well enough to attend. Children that attend the Preschool Program regularly have greater success in Kindergarten, it's a fact.

We expect parents to call the main office if their child is sick; the phone number is 973-399-6868.

We expect parents/guardians to bring their child to school on time. Young children like routine, they are uncomfortable when they come to school and miss part of the daily routine.

We expect parents to be involved in the education of their child. Parents are asked to read to their child every night for 20 minutes along with other activities that are offered both during the day and in the evening. If school is important to YOU it will be important to your child.

We expect parents to feel comfortable as members of our school community. When teachers and families work together, children reach their 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.

During the winter and spring break, the school will send home a learning enrichment packet. Students must complete and return it to the classroom when they arrive at school. Please adhere to the school homework policy.

## **WHAT ARE THE SCHOOL HOURS?**

The school day begins at 8:30 AM and ends at 2:50 PM.

Services are provided as follows:

**8:30-9:00 AM** Arrival and Breakfast Time

**9:00-2:50 PM** Classroom Activities

**2:50-3:05 PM** Dismissal

**3:05 PM** children will be escorted to wraparound for a **late fee of \$20 dollars per child upon pick-up.**

Please do not drop off your child prior to 8:30 AM or pick up later than 3:05 PM.

Dismissal begins at 2:50 p.m. Please adhere to the schedule as early pickup is seriously discouraged

- **Wraparound service is provided by Stepping Stones (973)375-5437.**

## **DOES MY CHILD NEED TO HAVE EXTRA CLOTHING?**

**Your child needs to have extra clothes stored at school (pants/skirt, shirt, underwear, socks) in the event of an accident.**

PLEASE LABEL ALL CLOTHING, including COATS, HATS, MITTENS, SCARVES, so that we may identify to whom the articles belong. (Thank you.)

If the clothing is used, we will send the soiled or wet clothing home in a plastic bag to be washed and returned.

REMEMBER, it must be returned as soon as possible—preferably the

NEXT day.

PLEASE send in new clothing, periodically, according to the following schedule, so that the clothing is appropriate for the season and the articles fit your growing child.

SEPTEMBER - Fall clothing

DECEMBER - Winter clothing

MARCH- Spring clothing

MAY - Summer clothing

### **WHAT ARE THE PROCEDURES FOR A SAFE ARRIVAL AND DISMISSAL?**

It is our goal to have each and every preschooler arrive to school safely. We ask that all parents and guardians park their cars and escort their children to the Community Room where they will be greeted by their child's teacher, teacher assistant or wrap-around staff. Please do not leave young children unattended in your vehicle while you walk your child to class. It only takes a minute for an accident to occur. During dismissal time, we ask that you pick up your child from the Community Room.

**Students will be released only to adults listed on the child's dismissal form.** Teachers are obligated to refer to the emergency form before releasing a child to an adult. Staff cannot release a child to anyone who is not listed on the release form. Therefore, please

make sure you keep your release form updated with names of individuals allowed to pick up your child and correct phone numbers. You are free to add additional adults to the dismissal/release form at any time during the school year.

## **SIGN IN/OUT SHEETS**

**Sign In/Out Sheets** are available in the multipurpose room from 8:30 a.m. - 3:05 p.m. Parents and/or Guardians must sign their child in upon arrival and sign out upon departure on the designated sheets.

IF YOUR CHILD DOES NOT RECEIVE WRAPAROUND SERVICES, bring your child to the Community Room at 8:30 am and pick up your child by 2:50 pm, and no later than 3:05 pm.

**All children who are not picked up by 3:05 pm will be escorted to wraparound for a late fee of \$20 per child upon pick-up.**

All Children arriving after 9:15 am will be marked late.

Children may be picked up as early as 2:50 pm. If you plan to pick up your child before 2:50 pm, you must notify the office. ALL PARENTS/GUARDIANS picking up his/her child MUST report to the main office. PARENTS/GUARDIANS must have a current picture ID (e.g., Driver's License) to pick up a child.

- **Wraparound service is provided by Stepping Stones (973)375-5437.**

## **WHAT DO I DO IF MY CHILD IS LATE, OR I MUST PICK UP EARLY?**

Instructional time is valued at Augusta Preschool; therefore, interruptions are kept at a minimum during the school day. If you arrive later than 9:15 AM, you will be asked to sign in at the Security Desk and sign-in your child (Community/Multipurpose Room). Security will escort your child to his/her classroom. We appreciate your cooperation.

Please know that early pickup is seriously discouraged as it disrupts classroom routines and negatively affects the learning experience. However, if you must pick up your child prior to 2:50 p.m., report to the security desk. The security officer will contact the secretary in the main office. The secretary will contact the teacher and your child will be brought to you.

### **\*IMPORTANT NOTE:**

**Certainly, there are occasional circumstances that cause tardiness, and that is understandable. However, please be aware that chronic lateness not only disrupts our classroom routines\*, but also your child's understanding of those routines. If your child is late every day, he/she will most likely miss Group Meeting, an important time of the day during which much learning occurs. Please be on time.**

**Thank you!**

## **WHAT IS MY RESPONSIBILITY, REGARDING MEALS?**

There are numerous studies that link the quality of a child's nutrition to his/her ability to learn. That is why we offer a nutritious breakfast and lunch. **The snacks for all children have been scheduled for the afternoon and must be provided by the parent/guardian.**

Should your child have any allergies or specific nutritional needs, please advise the office staff, teacher and the school nurse.

We encourage the children to eat healthy foods. Since research shows that sugary foods can affect your child's mood, energy level and behavior, which in turn affect his/her learning, we encourage families to limit sugary foods in order to support a good example in the classroom.

All students will receive an application for free and reduced price meals. Please return the lunch application form even if you do not wish to be considered for free & reduced meals.

### **DOES MY CHILD HAVE TO WEAR A UNIFORM?**

Irvington Public Schools have a mandatory uniform policy. Augusta Preschool Academy adheres to the uniform policy. All children must wear the school uniform which is burgundy tops and khaki pants and skirts. Samples are located at the main entrance. These uniforms are available at most stores that sell school uniforms. Nearby locations include:

#### **Today's Kids**

1045 or 1016 Springfield Avenue, Irvington NJ 973-374-4700

#### **Today's Kids**

258 Main Street, Orange NJ 973-678-0910

For additional information, stop by the main office.



***PLEASE NOTE: CLASSROOM CELEBRATIONS ARE CANCELED UNTIL FURTHER NOTICE.***

***However, an explanation of the celebrations is provided below.***

## Celebrations

Dear Parent/ Guardian,

Party celebrations have always been a special time for our staff and our students. We celebrate all birthdays and/or special events at the end of each month. Celebrations will be scheduled for the last hour of the school day to minimize disruption to the academic schedule.

When providing food, I encourage you to offer healthy snack choices as suggested on the family 'Healthy Snack Letter' provided during the beginning of the school year.

**Remember...foods such as soda, peanut butter, nuts or foods containing nut and milk products are not permitted and therefore will not be approved for classroom consumption due to severe food allergy reactions. Additionally, store bought food with the ingredients listed on the containers are the only allowable foods.**

Although many of you will probably choose to bring store bought cupcakes, cookies etc., in place of just providing 'food focused' celebrations, consider honoring your child's birthday by reading a book to the class as part of the birthday celebration. It would be a wonderful opportunity for you to celebrate and become involved with your child's classroom.

If you have any questions, please contact me.

Sincerely,

H. Ato-Bakari Chase, Principal

**PLEASE NOTE: CLASSROOM CELEBRATIONS ARE CANCELED UNTIL FURTHER NOTICE.**

**Special Party Guidelines/Request**

I would like to sponsor a 'special party' celebration for my child in his/her classroom at Augusta Preschool.

**My child may participate in holiday celebrations**

**My child may not participate in holiday celebrations**

**\* Please check off one of the boxes above**

I understand the following guidelines:

All celebrations occur between 2:00pm and 2:50pm.

\* Note: Please speak to your child's teacher in advance.

**Child's Name:** \_\_\_\_\_

**Classroom:** \_\_\_\_\_

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<sup>1</sup> Please note: Classroom Celebrations are canceled until further notice.

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

The preschool's educational program is developmentally appropriate. The Irvington Board of Education in conjunction with the Department of Early Childhood has chosen the following curriculums, "My Math and Creative Curriculum" to be implemented during the school day. In addition, English Languages Learners will also participate in the Imagine Learning Program. No more than fifteen children are placed in each classroom. Our teachers are certified by the NJ Department of Education to teach from preschool to grade 3.

The preschool program fosters cognitive, social, physical and emotional development in a classroom of three or four year olds. Creative Curriculum places a strong emphasis on language development.

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 ● Interest labs with problem-solving activities that develop language, mathematics, science and creative abilities ● 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.

## **DOES MY CHILD HAVE TO REST?**

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

Your child will have a personal cot with his name marked on it.

Cots are plastic, so for optimum comfort, please provide a crib sheet to cover it, a small blanket (e.g., receiving blankets) and a small pillow (travel size). Remember these items must fit into a small cubby, so please do not provide bulky comforters or pillows.

### ANSWERS TO COMMON QUESTIONS ABOUT REST TIME:

*Does my child have to sleep?*

No, but your child will be required to stay quiet during this period out of respect for those children who do fall asleep.

*If my child doesn't sleep, could he look at a book or play with a toy?*

We create an atmosphere in which children can fall asleep—a darkened room, soft, restful music. Children usually need time to "settle down," so they will be required to lie on their cots. We will require that they stay on their cots for the entire period so they understand that rest time is not a play time. Remember, it is important that your child learn to respect others' need for sleep. Your child will be allowed to read a book or have a soft toy with him while he/she lay or sit quietly on his/her cot.

## **WHAT MEASURES ARE TAKEN TO KEEP MY CHILD SAFE AND HEALTHY?**

We seek to maintain the highest health standards in our classroom.

We wash hands regularly-before meals, after sneezing, coughing or blowing a nose, etc.

We choose healthy foods.

Tables and chairs are disinfected daily.

Toys are washed regularly.

### **Often parents ask when it is appropriate to keep their children at home, our policy is as follows:**

- If your child has a temperature of 100 degrees or higher, has had vomiting or diarrhea during the previous 24 hour period, please do not send him or her to school. If your child has a temperature at school or vomits during school, he or she must be picked up immediately. They must be symptom free for 24 hours before returning to school.
- If your child is given an antibiotic he/she should complete a full 24 hours of medication before returning to school.
- All viruses (flu, stomach viruses and viral sore throats) are contagious and the child should stay home until he/she is fever free and without significant symptoms.
- If your child is out for 3 or more days, a doctor's note is required for re-admittance.

Current emergency phone numbers are essential and must be listed in case we are unable to contact the parents. **It is of paramount importance to the safety of our students that parent and emergency phone numbers be kept updated during the year.**

If your son or daughter becomes ill during the school day, the school nurse is available.

Fresh air and gross motor play is very important to a growing preschooler. Each day your child is outdoors running, jumping and climbing on the playground. Preschoolers should wear shoes that are appropriate for active play. Shoes with rubber soles are the best choice. Safety is our primary concern, and children wearing flip-flops or sandals/shoes with high heels WILL NOT be permitted to join with their classmates during playground activities.

## **HOW ARE DISCIPLINE AND SOCIAL CONFLICTS HANDLED?**

The ultimate goal of discipline is to help a child to develop self-control.

In the interest of safety and respect for others and materials, clear limits are stated to the children.

If a child does not adhere to the limits set forth within the classroom or on the playground, we use "I" statements. EX. "I am worried that you will get hurt. It is unsafe to go down the slide head first." If the child continues to engage in unsafe behavior, we will respond by giving a choice: "You can sit down when you go down the slide, or you can pick something else to do on the playground."

We strive to help the children to make positive decisions for themselves that will allow them to develop self-discipline and appropriate social skills.

Children are guided and encouraged to solve social conflicts on their own. Our curriculum uses consistent problem solving steps to teach children how to solve their own problems. The adult *approaches calmly, acknowledges the feelings* of the children, *gathers information* as to what has occurred and *restates the problem*. Once the problem has been described the teacher *asks the children for ideas* to try; together the group *chooses one to act upon*. The teacher *stays in close proximity to the group to support them* in following through with their plan.

We teach children to use their words to communicate what they want and how they feel.

We teach that hitting hurts others, and everyone needs to be safe.

We do NOT teach children to hit back if someone hits them.

The following steps will be taken by our staff when dealing with a child that is having a problem in school:

- Redirection of the child's activities
- Verbal warning and redirection
- Thinking time to reflect on their actions
- Parent/Teacher/Social Worker conference
- PIRT Team meeting

### **CAN MY CHILD BRING TOYS FROM HOME?**

In general, we prefer that children DO NOT bring toys from home for the following reasons:

Our classroom is well-stocked with toys and materials selected to provide specific key experiences. It is truly unnecessary to bring toys from home.

Toys from home can get broken due to use by many children.

When children bring toys from home, it also causes disruption to classroom routines because other children want to use the special toy.



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

PARENTS ARE ALWAYS WELCOME IN OUR SCHOOL. We ENCOURAGE parent participation. Please make arrangements with your child's teacher if you would like to schedule a classroom visit beginning in October.

If you have a special talent to share—painting, music, sewing, woodworking, cooking, anything—feel free to speak to your child's teacher about working it into his/her program.

Inevitably, there will be special events, such as celebrations, field trips and family picnics to which you will be invited. On occasion your child's teacher may request volunteers for special projects.

You may also participate by volunteering to be a class parent, working on PTA projects, participating in fund raising or by joining our School Leadership Council.

Parent Participation begins in the home. If you want to help your child learn to read, the single most important thing you can do is to read to them 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 a reader 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. Formal parent conferences are scheduled once a year in December. Teachers are also available to speak with you each day at 2:50 pm, during dismissal, with the exception of Tuesday.

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 his/her class.

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

It is our goal to help each and every preschooler achieve their 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. Should your child have a problem at school, the social worker will be the first to respond and assist in the 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 as play therapy.

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. 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)*

## **District Policies and Information**

Please read the following district policies carefully and sign the attached form to indicate that you have read this information.

### **Attendance policies and procedures:**

If your child is absent for more than ten days and you have not notified the school, registration will be terminated.

### **Sick policy**

- If your child has a temperature of 100 degrees or higher, has had vomiting or diarrhea during the previous 24 hour period, please do not send him or her to school. If your child has a temperature at school or vomits during school, he or she must be picked up immediately. They must be symptom free for 24 hours before returning to school.
- If your child is given an antibiotic he/she should complete a full 24 hours of medication before returning to school. ● All viruses (flu, stomach viruses and viral sore throats) are contagious and the child should stay home until he/she is fever free and without significant symptoms.
- If your child is out for 3 or more consecutive days, a doctor's note must be presented to the school Nurse prior to re-admission to class.

### **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.

However, if your child is in danger or is putting another child in danger you will be asked to report to School for a meeting to discuss home-school strategies to help your child.

September 2023

Dear Parents and Guardian,

The preschool staff has worked hard to prepare your Preschool Parent Handbook. Please take some time to read over the information in the booklet so you are aware of our preschool policies. We would appreciate your signing this sheet and returning it to school as soon as you have finished reading your handbook. Keep the handbook handy for reference throughout the 2023-2024 school year. Take the enclosed calendar and place it on your refrigerator to remind you of school closure and half days.

We know that you and your child will have a wonderful school year. Remember to participate in parent events because if we all work together your child will be sure to reach his/her full potential!

Yours in education,

The Preschool Staff

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Teacher's Name

\_\_\_\_\_

Child's Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_