

# **PEMBERTON EARLY CHILDHOOD EDUCATION PROGRAM**



## **Parent Handbook 2016 - 2017**

**Pemberton Early Childhood Education Center  
100 Arney's Mount Road, Pemberton, NJ 08068**

**Crichton Elementary School  
1414 Junction Road, Browns Mills, NJ 08015**

**Fort Dix Elementary School  
1199 Juliustown Road, Fort Dix, NJ 08640**

**Joint Base McGuire-Dix-Lakehurst Child Development Center  
1188 Juliustown Road, Fort Dix, NJ 08640**



## **Pemberton Township Schools**

*Pemberton Learning Community: Pursuing Excellence One Child at a Time*

### **Administration**

Tony Trongone, Superintendent of Schools  
Pat Austin, Assistant Superintendent for Business/Board Secretary  
**Jeff Havers, Director of Curriculum and Instruction preK-5**  
Ida Smith, Director of Curriculum and Instruction 6-12  
Debbie Beideman, Chief Performance Officer  
Adelina Giannetti, Director of Special Services  
Pam Kelly, Director of Human Resources

### **Board of Education**

Sandy Glawson, President  
Terry Maldonado, Vice President  
Tom Bauer  
Timothy Haines  
Granny Maier  
Tom Maier  
John Ulrich  
John Willitts  
Jeffrey Wilson

Early Childhood Administrative Office

**Phone: 609-893-8141**

**Fax: 609-894-1406**

Director of Curriculum & Instruction PK-5 – **Jeff Havers**

Ext. 1014

Assistant Director of Early Childhood – **Deborah Ceplo**

Ext. 1500

Early Childhood Supervisor – **Danielle Hosey**

Ext. 1526

Secretary – **Jackie Cremer**

Ext. 1501

Early Childhood Secretary - **Lisa Bell**

Ext. 1526

Pemberton Early Childhood Education Center

**Phone: 609-893-8141**

**Fax: 609-894-3100**

Principal - **Deborah Ceplo**

Ext.1500

Assistant Principal – **Cordalia Sullivan**

Ext. 1500

Main Office Secretary - **Marlene O'Brien**

Ext: 1500

Crichton Elementary School

**Phone: 609-893-8141**

**Fax: 609-893-0517**

Principal – **Norman Adams**

Ext. 5000

Principal's Secretary – **Amanda Boyle**

Ext. 5000

Fort Dix Elementary School

**Phone: 609-893-8141**

**Fax: 609-894-3101**

Principal – **Dr. Tamra Garbutt**

Ext. 6000

Principal's Secretary – **Anna Visco**

Ext. 6000

Joint Base McGuire-Dix-Lakehurst Child Development Center

**Phone: 609-562-3878**

**Fax: 609-562-5977**

Director – **Darleen White**

Assistant Director – **Tina Fernandes**

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## 2016-2017 CALENDAR

<b>September</b>	<b>6</b>	First Day of School for Students
<b>October</b>	<b>5</b> <b>10</b>	Staff In-Service - No School for Students Columbus Day – School Closed
<b>November</b>	<b>10-11</b> <b>11</b> <b>16</b> <b>17-22</b> <b>23</b> <b>24-25</b>	NJEA Convention - School Closed Veterans Day - School Closed Common Planning Day - Early Dismissal Parent Conferences - Early Dismissal Early Dismissal Thanksgiving Vacation - School Closed
<b>December</b>	<b>23</b> <b>24-31</b>	Early Dismissal Winter Break - School Closed
<b>January</b>	<b>2</b> <b>16</b> <b>27</b>	New Year's Day - School Closed Martin Luther King, Jr. Day - School Closed Staff In-Service - No School for Students
<b>February</b>	<b>17</b> <b>20</b> <b>21-24</b>	Common Planning – Early Dismissal Presidents Day - School Closed Parent Conferences – Early Dismissal
<b>March</b>	<b>8</b>	Late Arrival for Students – 2 hour Delayed Opening
<b>April</b>	<b>13</b> <b>14-21</b>	Early Dismissal Spring Break
<b>May</b>	<b>29</b>	Memorial Day – School Closed
<b>June</b>	<b>12-14</b> <b>14</b> <b>15</b>	Early Dismissal (Tentative) Tentative Last Day for Students Teacher Closing Day – Staff Only

## SAVE THE DATES

❖ Meet the Teacher	Sept. 1, 2016
❖ First Day of School	Sept. 6, 2016
❖ Back to School Night	September 2016
❖ Fall Festival Month	October 2016
❖ Week of Respect	Oct. 3-7, 2016
❖ Fall Parent Workshop 1	October 2016*
❖ Fall Parent Workshop 2	October 2016*
❖ Preschool Grandparent Movie Night	December 2016*
❖ Preschool Winter Wonderland	January 2017*
❖ Caring and Sharing Month	February 2017
❖ Read Across America Month	March 2017
❖ Dr. Seuss Week	March 2017
❖ Children's Month	April 2017
❖ Spring Parent Workshop 1	April 2017*
❖ Spring Parent Workshop 2	April 2017
❖ Preschool Transition Visits	May 2017*
❖ End of the Year Celebrations	June 2017*

\*Dates to be determined

## WHAT DOES DEVELOPMENTALLY APPROPRIATE PRACTICE MEAN?

Our program follows a philosophy of teaching developed by the National Association for the Education of Young Students called Developmentally-Appropriate Practices (DAP). DAPs are when activities are appropriate to the students' developmental age and individual characteristics (personality, needs, learning style, background, and interests). Developmentally-Appropriate Practices assume that the process of learning is more important than the ability to perform.

You may have heard the phrase, "a child's play is his/her work." This captures the basic premise of developmentally-appropriate practices: "students learn best while engaged in meaningful and challenging play that is facilitated by professional educators" (Steffen Saifer). DAPs assume that cognitive learning will take place if the materials and activities are presented at the right time for each child.

### *What does all of this mean in practical terms?*

- **Subjects and skills are integrated within the daily routine, not taught separately.**
- **Learning takes place through active exploration and interaction with peers and materials.**
- **Activities are concrete, real and relevant. (For example, counting is taught while setting the table for family-style dining.)**
- **Balance of child-directed activities and teacher-directed instruction through small groups.**
- **Students are given choices in the areas where they would like to "work in."**
- **Teachers are alert to students' stress or frustration, and act quickly using problem-solving techniques with the students.**
- **Teachers foster competence and interdependence in students.**

## GOALS OF THE PRESCHOOL PROGRAM

Our preschool program provides a rich learning environment coupled with developmentally appropriate practices as outlined in the High Scope Curriculum. In addition, the Department of Education provides State Standards at the preschool level called program Expectations: Standards of Quality, which is the foundation of the learning expectations.

The Expectations (i.e. Standards of Quality) focus on the following areas of development:

### **Social/Emotional Development:**

- Standard 0.1: Children demonstrate self-confidence.
- Standard 0.2: Children demonstrate self-direction.
- Standard 0.3: Children identify and express feelings.
- Standard 0.4: Children exhibit positive interactions with other students and adults.
- Standard 0.5: Children exhibit pro-social behaviors.

### **Visual & Performing Arts:**

- Standard 1.1: Children express themselves through and develop an appreciation of creative movement and dance.
- Standard 1.2: Children express themselves through and develop an appreciation of music.
- Standard 1.3: Children express themselves through and develop an appreciation of dramatic play and storytelling.
- Standard 1.4: Children express themselves through and develop an appreciation of the visual arts (e.g., painting, sculpting, and drawing).

### **Health, Safety and Physical Education:**

- Standard 2.1: Children develop self-help and hygiene skills.
- Standard 2.2: Children begin to develop the knowledge and skills necessary to make nutritious food choices.
- Standard 2.3: Children develop awareness of potential hazards in their environment.
- Standard 2.4: Children develop competence and confidence in activities that require gross- and fine-motor skills.

### **Language Arts/Literacy:**

- Standard 3.1: Children listen and respond to environmental sounds, directions and conversations.
- Standard 3.2: Children converse effectively with different audiences in their home language, English or sign language for a variety of purposes related to their experiences.
- Standard 3.3: Children demonstrate emergent reading skills.
- Standard 3.4: Children demonstrate emergent writing skills.



### **Mathematics:**

- Standard 4.1: Children demonstrate an understanding of number and numerical operations.
- Standard 4.2: Children develop knowledge of spatial concepts (e.g., shapes and measurement).
- Standard 4.3: Children understand patterns, relationships, and classification.
- Standard 4.4: Children will use mathematical knowledge to represent, communicate and solve problems in their environment.

### **Science:**

- Standard 5.1: Children develop inquiry skills.
- Standard 5.2: Children observe and investigate matter and energy.
- Standard 5.3: Children observe and investigate living things.
- Standard 5.4: Children observe and investigate the Earth.
- Standard 5.5: Children gain experience in using technology.

### **Social Studies:**

- Standard 6.1: Children identify unique characteristics of themselves, their families and others.
- Standard 6.2: Children become contributing members of the classroom community.
- Standard 6.3: Children demonstrate knowledge of neighborhood and community.
- Standard 6.4: Children demonstrate awareness of the cultures within their classroom and community.

### **World Languages:**

- Standard 7.1: Children know that people use different languages (including sign language) to communicate, and will express simple greetings, words, and phrases in a language other than their own.

### **Technology:**

- Standard 8.1: Navigate simple on screen menus.
- Standard 8.2: Use electronic devices independently.
- Standard 8.3: Begin to use electronic devices to communicate.
- Standard 8.4: Use common technology vocabulary.
- Standard 8.5: Begin to use electronic devices to gain information.

## SCHOOL PROCEDURES

### **Arrival/Dismissal (PECEC ONLY)**

Arrival	9:10 AM
Dismissal	3:40 PM
Delayed Opening	11:10 AM
Early Dismissal	1:40 PM
<i>Drop-N-Go</i> Arrival	9:10-9:25 AM
<i>Drop-N-Go</i> Dismissal	3:10-3:25 PM
<i>Drop-N-Go</i> Delayed Opening	11:10-11:25 AM
<i>Drop-N-Go</i> Early Dismissal	1:10-1:25 PM

Late arrival students (after 9:25 AM), must be signed in through the main office. In addition, students who are being picked up must be signed out, in the main office or security window. Please be sure to have a photo ID when picking up your child.

### ***Drop-N-Go* (PECEC ONLY)**

This process allows students to be dropped off and picked up at the designated hallway, during the designated times. All late arrivals must sign-in through the main office. Those who have been designated as authorized **Drop-N-Go** pick-up individuals will need to contact Walter Kenny (ext. 3128) to arrange to have their photo taken for their **school-issued identification**. During pick-up, authorized adults must provide their **school-issued identification**. Students will **NOT** be released to an individual without the proper **school-issued identification**.

### **Attendance & Tardiness**

Attendance is not mandatory under age 6, however, excessive absences and tardiness disrupt the learning process for your child and others as well as the teacher's lessons. Violations of the district attendance/timeliness policy will result in a board hearing and possible removal from school. Additionally, students depend on the structure of the day. When students are repeatedly tardy, the routine and structure are disrupted. Children who are often late have trouble settling in and mastering routines. Tardiness can throw off their whole morning or even their entire day. Pemberton Township Schools' educators need to be diligent in making sure *all* of our students are receiving the best educational learning experience available; time in a classroom seat is paramount in making that happen. Our objective is to provide the best possible learning experience for your children and the only way that is going to be possible is making sure our students are in school.

### **Residency**

Students and their caregivers must reside within the school district (Pemberton Borough, Pemberton Township, or Browns Mills). Any person who makes a false statement or permits false statements to be made for the purpose of allowing a non-resident student to attend Pemberton Township Schools, commits a disorderly persons offense pursuant to N.J. 18A:38-1 and may be prosecuted by law.

### **Child Custody Documentation Procedure**

Parent or guardian must present Official Court Orders to the Central Registration Office at the Brotherhood building – 1 Egbert St. Providing an additional copy to the school is recommended.

## **Visitors**

All visitors to the building or grounds are to report to the main office to sign in, receive permission to be in the building, and obtain a visitor's pass. There are NO exceptions to this rule. We need to know who is in the building at all times to ensure the safety of our students and staff. Vehicle entrances and exits are clearly marked on all school properties. Please adhere to the speed limit in our parking lot. Also, please follow traffic signs denoting student drop-off/pick-up areas and visitor parking. All visitors must be prepared to present a photo ID. Only those listed on the emergency card will be permitted to remove a child from school. Appointments with staff are encouraged to ensure the staff member is available and to allocate sufficient time to the visitor.

## **Observation Rooms (PECEC ONLY)**

Every classroom has an Observation Room. There are administrative protocols in place for the use of this room. The observation room is primarily used as the teacher's office space. Parents are able to observe their child in a natural setting to observe challenging behaviors or any social/emotional concerns. The Intervention Specialists and/or the Child Study Team are also able to observe with the parents to discuss any concerns or observations. This area is occasionally used for parent conferences. Parents are encouraged to utilize this unique room by setting up a time to observe with your child's teacher and /or the main office secretary. Parents are escorted by an administrator or a designee to the observation room.

## **Child Nutrition Initiative**

Children's habits, particularly their eating habits, usually follow them into adulthood. In an effort to promote healthy eating habits in our students, our school has begun a new nutrition initiative:

- High-fat products (containing >35% of calories from fat), high-sugar products (containing >35% of calories from sugar), and salty foods will be avoided.
- Whole-grain breads, pastas, and grains will be served when available.
- Increased water-intake will be encouraged and juice-intake will be discouraged.

### Meal Purchase

Breakfast is available for daily purchase. Please make your child's teacher aware when a purchase is necessary. Students may bring a healthy lunch from home or purchase a school lunch. Our Food Services Dept. provides one entrée/meal per day for preschool (please refer to the preschool menu). Milk and water are offered daily.

### Family-Style Dining

Family-style dining is a great opportunity to enhance a child's learning environment. Pouring, serving, and passing food helps students practice independence and it can also promote language and motor skills. This style gives students the chance to take an active role in their feeding by allowing them to make decisions and take responsibility for their food choices. During family-style dining, staff members model family-style practices and appropriate table etiquette for students. Staff members encourage, but never force, students to try new foods. Food is never used as a reward or punishment. This format is research-based and is highly recommended from the New Jersey Department of Education.

### Snacks

Snack time is part of the classroom daily routine. You may send in a **healthy snack** from home. Some teachers opt to have group snacks and/or ask parents to donate healthy snacks. Donations are voluntary. When choosing a snack, please refer to the recommended snacks list provided by your child's teacher. The teachers will also list all known food allergies for the classroom in their weekly newsletters. Please take all efforts to avoid sending in group snacks with any of those allergens listed

in the ingredients. Also, please include a copy of the ingredient list. **Please avoid bringing in cupcakes or cakes, even for your child's birthday. To celebrate your child's birthday, you may bring a special healthy snack. You may speak with your child's teacher for recommendations.**

### **Field Trips**

Field trips are planned for each classroom. Parents must complete a permission slip in order for their child to attend. Each classroom can select two chaperones. However, all chaperones are responsible for the costs of their own tickets. Students may bring their own lunch or purchase one from school. Teachers will inform you of the details. Monies will not be collected for special lunches such as pizzas following the trips.

### **Clothing**

Most of our activities are "hands-on". Please dress your child in play clothes each day. Comfortable shoes (sneakers) are most appropriate for our active routines. Shoes without backs are **not** permitted. We encourage our students to use the bathroom independently so be mindful that belts and overalls are difficult for them to maneuver. Toilet training is on-going for those students not yet independent. Changing tables are provided in every classroom bathroom.

Weather permitting; the students will go outdoors each day. We follow the Child Care Weather Watch program. Please dress your child for the weather. Hats and mittens are a must on cold days. Each student must have an **extra** set of clothing in school at all times. Socks, a shirt, pants and underwear are needed. **Label** each item with your child's name and pack the clothing in a jumbo-sized Ziploc plastic bag.

### **Rest Time**

Rest time is a part of the daily routine and is offered for one hour. Please send in a small blanket and crib sheet, labeled with your child's name. **All rest time items will be sent home with your child every Friday to be laundered.** No bed pillows or sleeping bags allowed. Students may bring a small stuffed animal, if needed. If your child does not rest, quiet activities and books are provided during this time.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled for students in grades PK-12. At the conference, your child's strengths and needs are discussed, and you will have an opportunity to become better acquainted with the teacher's procedures and the school policies and programs. Parents are urged to attend these conferences held twice each school year.

The school district currently uses the Canyon Creek online conference scheduling service. Please check our school's web site for login information. This service allows parents to choose their own conference times to better match their schedules and coordinate conferences for multiple children. Parents are encouraged to schedule further conferences with classroom teachers if the need should arise. Parent/teacher communication is a key factor in ensuring the educational success of each child.

### **Communication**

Parents receive various types of communication throughout the school year (i.e. classroom weekly newsletters, notes to parents via use of journals, etc.). Parents are surveyed on Back to School Night of their preference to receive an emailed or hard copy of the weekly classroom newsletter. The classroom newsletters are also posted on the teacher's classroom web page. Parents receive

important phone calls through the district-wide Blackboard Connect system. It is **imperative** to provide the school with **up-to-date** home and workplace telephone numbers for the school office and health files. There are many possible emergency situations which require immediate parental communication or approval. Please contact the school if contact information changes during the school year.

### **Home Support**

Throughout the school year, you will receive ideas for activities you may want to do with your child. For example, we encourage all families to read to your child daily. **However, it is the district's protocol that mandatory homework for preschoolers is not developmentally-appropriate.** Research tells us that activities that involve dittos or worksheets are not beneficial to the development of very young students. Please check out our website for home support ideas at [www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us). Click on the Pemberton Early Childhood Education Center (PECEC) link or use the URL: <http://pecec.pembschools.org/>

### **Special Events**

There are special events, happening in each classroom, throughout the school year (i.e. Fall Festival, Caring & Sharing Month, Read Across America, etc.). Our celebrations are meaningful and stress-free for our students. End-of-the-year celebrations include family picnics and/or preschool fun days.

### **Volunteers (PECEC ONLY)**

All volunteers follow the Pemberton Township Board of Education volunteer policy and procedures. The Parent-Teacher Organization (PTO) is made up of parents and teachers and meets monthly under the direction of the building principal. The PTO coordinates parent events, book fairs, and other fundraisers. The proceeds benefit the students of our school. Please email [pececppto@pemb.org](mailto:pececppto@pemb.org) for more information or to join the PTO.

There is always a need for volunteers in our Media Center to read to our students and assist with the library management system. Additional volunteers include, but are not limited to, the Pemberton Township Senior Center, Pemberton Township school bus drivers, military units, Pemberton Township High School students, and Newcomb/Helen Fort Middle School students.

### **Moving Up**

In June, students bring home their Child Observation Record (COR) Family Report Summary, along with work samples. In addition, they receive a certificate of participation and a summer packet of suggested activities. For students moving up to Kindergarten, a copy of their COR summary is forwarded to their school and placed in their cumulative folder. In addition, students moving up to Kindergarten participate in Transition Visits, where they visit their next school. Our school does not participate in formal graduation ceremonies. **Please note: There is no need to re-register your student for the new school year.**

Skipping grades from P3 to Kindergarten or P4 to First Grade does not occur. Our program addresses the needs of the whole child including cognitive, social-emotional and physical development. Research has supported this theory especially in this early developmental age. The teachers empower students on all levels by scaffolding instruction so they can all be successful.

### **Public Notice**

Every program is offered to all students without regard to race, color, national origin, sex or disability.

**Project CHILD FIND** is a free referral service and public awareness campaign to assist in the identification of un-served/underserved youth with a delay or disability from birth through twenty-one years of age. In addition, **Project CHILD FIND** develops and distributes information to the public about early intervention services and special education programs throughout New Jersey. Information through **Project CHILD FIND** may be obtained by calling the toll-free number, 1-800-322-8174, which is in service 7 days a week, 24-hours a day. All calls received are confidential.

### **Fire and Emergency Drills**

Drills are held to prepare all students and staff to respond to emergencies. Absolute silence is to be maintained at all times while conducting the drills. Teachers and staff will guide their students and any visitors according to the drill plan.

### **Emergency School Closings/Early Dismissal Procedures**

STAY INFORMED with Blackboard Connect, our district's automated phone notification system. Please make sure the school has your most up-to-date phone numbers! Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it is necessary to close schools because of extreme weather or other reasons, you will be notified through Blackboard Connect. In addition, radio station KYW-1060 will announce the DISTRICT CODE NUMBER 651. School closing information is also broadcast over the Pemberton Township Board of Education's Channel 19, serving Pemberton Township, Pemberton Borough, Joint Base McGuire-Dix-Lakehurst, on the district website, Facebook and Twitter. Please have a plan in place in case your child has to be picked up due to illness, injury or school emergency. You or the emergency contact must be available to pick up when directed in a 30 minute time frame.

### **Harassment/Intimidation/Bullying (HIB)**

Harassment, intimidation and bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity & expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic that takes place on school property, at any school sponsored function, school bus or off school grounds (18A:37-15.3) These actions that have a negative effect on a student(s) or that substantially disrupts/interferes with the orderly operation of the school are considered HIB infractions and will not be tolerated.

#### Administrative Responses to HIB:

BOE policy 5032 will be followed, which directs that an investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation, consequences can range from a verbal or written warning to 10 days of out of school suspension and, in extreme cases, expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of HIB and, if warranted, a police complaint may also be filed.

### **Storage of Hazardous Substances**

Pursuant to the New Jersey Worker and Community Right to Know Act, N.J.S.A. 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other non-routine activities involving the use of hazardous substances will be posted on the bulletin board in the school. In addition, Hazardous Substance Fact Sheets developed by the New Jersey Department of Health will be made available at the school for such substances.

### **Tobacco-Free Environment**

The Board of Education recognizes the medical danger associated with the use of tobacco and is cognizant of its statutory duty pursuant to NJSA 26:3D-15 regarding smoking in school facilities. Additionally, the Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all buildings and school grounds belonging to the District and in all school vehicles.

### **Fragrance Protocol**

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and cologne. Some sensitivities and allergic reactions are triggered by cut flowers or plants. We ask that everyone remain respectful of those with sensitivities and allergies. Reasonable accommodations may be necessary. Please remember they did not choose to have this sensitivity or allergic reaction and your cooperation is greatly appreciated.

### **Homeless Assistance Act**

#### ***McKinney-Vento Homeless Assistance Act of 2001 – Title X, Part C of the No Child Left Behind Act – Section 725***

The term “homeless children and youth:

**A.** means individuals who lack a fixed, regular, and adequate nighttime residence...; and

**B.** includes-

- (i)** children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii)** children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- (iii)** children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv)** migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

**If you and your family fall into one of these categories, please contact the Homeless Liaison, Kathy Devlin, at ext. 1009 or the Preschool Social Worker, Jamillah Parker, at ext. 1521.**

## **SPECIAL SERVICES**

The Individuals with Disabilities Education Act is the primary federal program that authorizes state and local aid for special education and related services for children with disabilities.

New Jersey Administrative Code for special education (N.J.A.C. 6A:14) and the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004) are laws that ensure children with disabilities a free, appropriate public education in the least restrictive environment. An important part of these laws provides parents with the right to participate in their children's education.

The special education process is initiated with a written referral. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education and/or related services. Parents, school personnel, or any agencies concerned with the welfare of students, including the New Jersey Department of Education, can make referrals. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

Decisions regarding your child's special education needs are made at meetings. As the parent of a child who has or may have a disability, you have the right to participate in meetings and make determinations regarding the following:

- Identification (decision to evaluate);
- Evaluation (nature and scope of assessment procedures);
- Classification (determination of whether your child is eligible for special education and related services);
- Development and review of your child's individualized education program (IEP);
- Educational placement of your child; and
- Reevaluation of your child.

To the maximum extent appropriate, children with disabilities are educated with children who are not disabled and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature and severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Parents or guardians of educationally disabled or potentially disabled students should feel free to contact Special Education Services at (609) 893-8141 ext. 1012, or visit the website at [www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us), click on 'Departments' then 'Special Services.'

### **Preschool Child Study Team**

Sherry Burnham – Child Study Team Secretary

Ext. 4044

[sburnham@pemb.org](mailto:sburnham@pemb.org)



## SCHOOL HEALTH SERVICES & PROCEDURES

**School Health Services are provided by the school nurses for the purposes of:**

1. Care of emergency sickness or injury in school.
2. Communicable disease prevention and control.
3. Determination of health needs.
4. Follow-up and interpretation of health needs to pupils and parents.

**Parent cooperation is requested in the following situations:**

1. A doctor's note is needed when your child returns to school from an absence due to illness or injury.
2. Students returning from an absence with **medical equipment, such as crutches, wheelchair, etc. need to have a doctor's order for the equipment.**
3. If your child is absent due to illness or injury, please call the school to inform us of the problem.
4. Any health problems; changes in your child's medical condition; any medication changes; or any recent medical procedure, should be brought to the attention of the school nurse. The school nurse **will coordinate care with your child's teacher as needed. The school nurse should also be informed of medications your child takes at home.**
5. Your child should be kept home and the nurse should be contacted if he/she has contracted any communicable diseases: i.e., measles, mumps, strep throat, ringworm, chicken pox, pink eye, etc. A doctor's note to return to school will be required. Ringworm must be covered while at school.
6. If your child becomes seriously ill or injured in school, you will be called to make arrangements for him/her to be picked up.

### **Health Regulations in General**

1. Keep up-to-date home, work, and emergency telephone numbers filed in the Nurse's and main office. You, as the parent(s)/guardian(s) have the responsibility to keep these numbers current. The school has no place to care for your child for an extended length of time. We must have the name and telephone number of a friend, relative, neighbor, or baby sitter who would be able to care for your child until you return home. Please remember, you are responsible for your child's welfare 24 hours a day.
2. A child who has diarrhea or vomiting cannot be sent to school. A child who has been sent home due to **diarrhea or vomiting should remain at home the rest of that day and the following day or until symptom free.** Example - If a child is sent home sick on Wednesday, student cannot return to school until Friday - *only if they are no longer experiencing diarrhea/fever/vomiting and are symptom free.*
3. A child who has a fever cannot be sent to school. A child sent home from school with a **fever (100 degrees Fahrenheit or above) should not return to school until the temperature has been normal (less than 100 degrees Fahrenheit) for 24 hours without medication.** See above example.
4. Any child with a rash should not be sent to school until it has been determined not to be contagious by a healthcare provider. A note is required for return to school.

### **Enrollment Procedures & Immunizations**

Please inform the school nurse of any specific health problems your child may have; even the slightest condition may have an effect on your child's learning process. New students to our district must have a physical within 30 days of enrollment, regardless of their age. All new students must

also, by law, present an up-to-date record of immunizations (required by the State of New Jersey) before being admitted to school.

### **State of New Jersey Immunization Requirements**

Students entering **Preschool** must have 4 doses of DTaP, at least 1 dose of Hib given on or after the first birthday, 1 dose of MMR given on or after the first birthday, at least 1 dose of Pneumococcal vaccine given on or after the first birthday, 3 doses of Polio, and 1 dose of Varicella given on or after the first birthday. Additionally, all students under age 60 months (5 years) are required to receive an annual influenza (flu) vaccine between September 1<sup>st</sup> and December 31<sup>st</sup> each year. Students entering after December 31<sup>st</sup>, but before the end of flu season (April 1<sup>st</sup>), are required to receive the influenza vaccine before enrolling. After a child's 4<sup>th</sup> birthday and before entering kindergarten, the following booster vaccines are required: DTaP, Polio, and MMR. Three doses of the Hepatitis B vaccine are also required for kindergarten entry. Please submit proof of immunizations as soon as possible. **Students who do not meet these requirements *will* be excluded from school.**

### **Medication Policies**

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student's health may be jeopardized without it. The following rules must be followed for all prescription and over-the-counter medications including diaper creams, lotions, chap stick, and sun block.

1. Medication will be dispensed to your child by the school nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. **Medication orders must be renewed at the beginning of every school year. Field trip participation will be denied if the student needs medication and orders are not on file with the school nurse.**
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the medication (check to make sure it has not expired), the dosage, and the time to be given.
6. The medication must be given to the school nurse by a parent/guardian and will be stored in the nurse's office.
7. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed **every school year**. **Students without a current plan on file will be unable to participate in field trips.**
8. The state of NJ now requires that a trained delegate be available for any student who may need an epi-pen or glucagon when the school nurse is not available. Please have your doctor complete those forms **every school year**.

### **Nurse's Office Forms**

All forms are available in the nurse's office upon request. They can also be downloaded from the school website.

## **Pediculosis**

Pediculosis (head lice) is a condition which can affect children of all ages. Head lice occur without regard to income or social economic position. In-school transmission is considered to be rare and no disease is associated with head lice. Our district has a no live lice policy and students with live lice will be sent home for treatment. Students must be brought to the school by a parent/guardian to be examined by the school nurse before readmission to school, to ensure that Pediculosis treatment has taken place and that no live head lice are present. If at the return examination your child still has live head lice, you will be required to take your child home for further treatment. Students with nits only, are not excluded from school. At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student who has active head lice, but classroom-wide or school-wide screening is not merited. Maintaining the student's privacy, family confidentiality, and preventing stigmatization are vital. Therefore, letters will no longer be sent home if a case of head lice is discovered. The school nurse retains the authority to, in consultation with school administrator(s), to exclude a student with a current case of head lice for which there is inadequate management by the parent/guardian. This student may be referred to his/her healthcare provider and/or the Burlington County Health Department for additional intervention. This policy is endorsed by national organizations such as the American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

## **Health Screening Procedures**

Growth and development are related to inherited characteristics and environmental influence throughout the life cycle. We screen your child per the State of New Jersey guidelines. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem.

## **Local Health Resources**

A **family health care center, Southern Jersey Family Medical Center**, is open and taking appointments at New Lisbon Center – Aspen Hills Healthcare Center (formerly Buttonwood Hospital) in Pemberton Township. The center, located at 600 Pemberton-Browns Mills Road, provides services based on a sliding fee scale and also accepts clients with Medicare, Medicaid or other types of public or private insurance. Residents with no health insurance are encouraged to seek health care at this facility. The center's hours of operation are Monday through Friday, 8:30 a.m. – 5:00 p.m. The phone number is 609-894-1100. This facility also has a **dental center and bilingual staff**.

**Burlington County College has a Dental Health Center.** They offer a wide variety of dental health preventive services, such as cleanings, examinations, fluoride treatments, sealants and x-rays. There is a nominal charge of \$5.00 per visit. To schedule an appointment, please call 609-894-9311, extension 1074. The BCC Dental Health Center is located in the Parker Center of BCC's Pemberton Campus at 601 Pemberton Browns Mills Road (County Route 530).

Should you need help with **immunizations**, you can call the **Burlington County Health Department Clinic** at 609-265-5533. The BCHD is located at 15 Pioneer Blvd., Westampton, NJ 08060.

For a complete list of local health resources, contact the school nurse or the nurse's web page.

## **Health Insurance**

Many of you have your children covered under your employer plan. However, some children do not have any coverage and this is where our school system can help. State law P.L.2008 Chapter 38 mandates that all children under the age of 18 have health insurance.

This is a tremendous opportunity because we will help you obtain health coverage for your children and possibly your entire family by sending your contact information to NJ Family Care. Written consent is required pursuant to 20 U.S.C. 123g (b) (1) and 34 C.F.R. 99.30 (b) so, the parent must sign in the health insurance section on the Emergency Information Verification Form and we will send your contact information to NJ Family Care. The Emergency Information Verification Form (emergency card) will be sent home the first day of school with your child.

Please feel free to contact your school nurse with any questions regarding NJ Family Care or you can contact them directly at (800) 701-0710 or visit [www.njfamilycare.org](http://www.njfamilycare.org) to apply online. If you have applied recently and are receiving coverage please let your school nurse know. This will allow our district to keep your child's information up-to-date.

## **TRANSPORTATION**

Students enrolled in the **three year old program** are transported by their parents to and from school.

Students enrolled in the **four year old program** will be transported to and from school daily by bus. Student bus tags are mailed home in August. Please complete the information on the tags and attach to your child's backpack. The bus tags help with the students' smooth transition from the bus to his/her classroom. These tags are color-coded to coordinate with the color of the student's classroom hallway (green, yellow, red, or blue). School bus aides ensure that each student is seated in their assigned seats and provide assistance with their seat belts. Students will NOT be released from the bus unless a parent (or an adult) is present at the bus stop to receive them. If a parent or other adult is not at the bus stop, the bus driver will return the student back to the school. Students returned to school, will be placed in Wrap-Around Child Care (WACC). It is the parent's responsibility to, then, pick their child up from WACC and to pay the incurred cost for WACC services.

## **WRAP-AROUND CHILD CARE (PECEC & Crichton School ONLY)**

The Pemberton Township School District offers a Wrap-Around Child Care Program (WACC) for children that attend the in-district Pre-School Program. During the school day, the program opens at 6:30 AM and runs until the start of the school day. The program runs from the end of the school day until 6:00 PM. Extended days are offered on some days when school is closed, such as minor holidays and Winter Break. These days are offered at an additional cost and advance sign-up is required. The program begins on the first day of school. **A separate registration is required.** Registration for September begins at the end of July. Children must be registered to attend each program (before and/or after care) at a minimum of two days per week.

Financial assistance, based on income, is available to those families who qualify for such assistance. Parents may choose to apply for the child care subsidy from the Department of Human Services through the Burlington County Community Action Program (BCCAP).

If you have any questions, please contact the Wrap-Around Coordinator, Karen Tennis at 609-893-8141 ext. 1513 or 1514. The office hours are 10:00 AM – 6:00 PM, Monday through Thursday, and Friday, 8:00 AM – 12:00 PM.

## MASTER TEACHERS

### What Does a Master Teacher Do?

- Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through the reflective cycle
- Support a high level of curriculum implementation
- Coordinate and provide professional development for all Early Childhood staff
- Provide individualized follow-up to support teachers
- Confer regularly with the Preschool Intervention and Referral Team to discuss how to support teachers and parents with children who have challenging behaviors
- Coordinate and provide parent training

Deborah Binz  
Master Teacher  
Ext. 1524  
[dbinz@pemb.org](mailto:dbinz@pemb.org)

Anne Donovan  
Master Teacher  
Ext. 1523  
[adonovan@pemb.org](mailto:adonovan@pemb.org)

Nancy Martinez  
Master Teacher  
Ext. 1522  
[amartinez@pemb.org](mailto:amartinez@pemb.org)

## **PRESCHOOL INTERVENTION & REFERRAL TEAM (PIRT)**

PIRT is comprised of individuals who offer support to classroom teachers by planning strategies, adapting teaching practices and making modifications that assist with students of all developmental stages. The teacher discusses concerns with parents prior to requesting PIRT support and this contact is ongoing throughout the school year.

Listed below are everyday positive behavior supports that each classroom implements to help support and guide students in this process:

- Problem-solving and conflict-resolution methods are engrained in daily activities.
- Expectations are communicated with students.
- Behavior triggers are anticipated and avoided.
- Hurtful behaviors are stopped.
- Positive limits for the students are set.
- Self-regulation experiences are provided.
- Consistent routines are maintained and students are prepared in advance of any changes.

Even with these preventive measures in place, situations may arise that require additional attention:

- Parents are contacted.
- Administration are included and involved on an individual basis.
- A meeting is held with the parents and team members to discuss concerns.
- An action plan is created.
- If little to no improvement is made, alternative options are discussed.  
Revisions to this process are made as needed.

Nicole Edwards  
Speech-Language Specialist  
Ext. 1528  
[nedwards@pemb.org](mailto:nedwards@pemb.org)

Susan LaDeau  
Intervention Specialist  
Ext. 1516  
[sladeau@pemb.org](mailto:sladeau@pemb.org)

Elaine Podolak  
Intervention Specialist  
Ext. 1518  
[epodolak@pemb.org](mailto:epodolak@pemb.org)

Jennifer Seitz  
Intervention Specialist  
Ext. 1517  
[jseitz@pemb.org](mailto:jseitz@pemb.org)

## **FAMILY SERVICES PROGRAM**

### **Community Parent Involvement Specialist**

The Community Parent Involvement Specialist (CPIS) enhances and supports family involvement in the preschool program. Through workshops, support groups and family activities, the CPIS strives to make each family's preschool experience a positive and rewarding one. There is a need to convey to the community the importance of high quality preschool as the foundation of lifelong learning. Recruiting volunteers helps bring community members into our school and opens awareness about our high quality program. Volunteers provide positive role models for our students. These volunteers are from various organizations within our community. The CPIS addresses parental concerns by collaborating with staff, finding out facts, leading informative meetings and implementing workshops. Founded by the CPIS, the Pemberton Military Parents' Support Group meets monthly to discuss topics of concern to military families. Guest speakers are invited to provide information and updates for upcoming events. The CPIS chairs the Early Childhood Advisory Council, where both the school community and local community are involved in addressing the needs of the students and the program. The CPIS also chairs the Parent Involvement Committee. Parent/family activities are planned and implemented to enhance the school – home relationship. The CPIS facilitates the early enrollment of new registrants and assists in the preschool orientation workshops to help families and children get acquainted with their new school environment.

Michelle Walker  
Community Parent Involvement Specialist  
Ext. 1520  
[mwalker@pemb.org](mailto:mwalker@pemb.org)

### **Preschool District Social Worker**

The Preschool District Social Worker works with preschool families. Families are assisted in identifying resources such as housing, food, heat/energy assistance, counseling, and many other services to help meet their needs. A Request for Social Worker Assistance form is completed by the parent/guardian and submitted to the Social Worker. This form is located on the following page of this handbook. Additional forms may be requested by contacting the Social Worker, directly, or by contacting your child's teacher. Upon receiving the completed request form, based on the identified need (s), further information may be obtained from the parent/guardian, and proper resources are, then, recommended. In addition, the Social Worker is the site liaison for the Military Family Life Consultant (MFLC). The MFLC provides support and services to military families who have given consent to receive services. Requests for the MFLC consent form can be sent to the Social Worker.

Jamillah Parker  
Preschool District Social Worker & Anti-Bullying Specialist  
Ext. 1521  
[japarker@pemb.org](mailto:japarker@pemb.org)



COMMUNITY RESOURCES

**Food Assistance**

- Burlington County Health Dept.....609-267-4304
- Christian Caring Center.....609-893-0700
- Fountain of Life Center.....609-499-2131
- St. Vincent de Paul.....609-953-0021

**Housing Assistance**

- Burlington County Board of Social Services.....609-518-4871
- Burlington County Community Action Plan.....609-239-4015 or 609-835-4329
- Christian Caring Center.....609-893-0700
- Interfaith Hospitality Network.....856-638-0110
- NJ Board of Public Utilities.....800-624-0241
- PSE&G Energy Assistance.....800-510-3102
- St. Vincent de Paul.....609-953-0021

**Mental Health/Counseling Assistance**

- Connect Family Center.....609-871-4442
- Legacy Treatment Services.....800-433-7365
- Oaks Integrated Care.....609-518-5470
- PerformCare.....877-652-7624

**Utility Assistance**

- Burlington County Board of Social Services.....609-518-4871
- Burlington County Community Action Plan.....609-835-4329
- Christian Caring Center.....609-893-0700
- NJ Board of Public Utilities.....800-624-0241
- PSE&G Energy Assistance.....800-510-3102
- St. Vincent de Paul.....609-953-0021

**Other Important Phone Numbers:**

- Domestic Violence.....800-799-7233
- Child Protection.....877-652-2873
- Servicios Latinos de Burlington County.....609-518-7171

**For further information and assistance with available community resources, please contact Ms. Jamillah Parker at 609-893-8141 ext. 1521.**

## STUDENT CODE OF CONDUCT

### **Foundational Beliefs:**

Discipline helps a child learn to value his or her self and develop good self-discipline and social skills. It is best accomplished as a collaboration between the individual student, family, and staff member. Good discipline is compassionate, caring, sensitive teaching to manage conflict and strong feelings. Good discipline helps students accept that they and others are good people who sometimes make mistakes. Our school is committed to teaching students the inherent self-worth of themselves and others as the foundation for life-long success.

### **Accepted Practices:**

1. Our school staff will establish a positive relationship with every student.
2. Developmentally appropriate preferred activities and choices will be used.
3. Communication, language and social skills will be taught and reinforced.
4. Classrooms and other common areas will be structured and maintained to promote self-control, including use of a posted daily routine schedule with any changes noted, and opportunities for quiet time alone.
5. Developmentally appropriate individualized use of visual, auditory, verbal, and cognitive prompts will be implemented to remind students of rules and routines.
6. Developmentally appropriate individualized use of visual, auditory, and verbal redirection will be used to teach students self-control when they first begin to violate classroom rules or become aggressive.
7. Students will be involved in establishing classroom rules and structure.
8. Verbal and visual redirection will always be used first to discourage inappropriate behavior.
9. Students who repeatedly demonstrate inappropriate behaviors will be referred to the Preschool Intervention & Referral Team.

### **Prohibited Discipline Practices:**

1. Yelling, humiliating, name calling, physical threats, swearing, or teasing
2. Sitting or standing in a corner or making a student stand with arms raised
3. Rough handling of a student
4. Corporal punishment (e.g. hitting or spanking)
5. Improper restraint

### **Physical Restraint Policy:**

BOE policy 5131.8 will be followed. Restraints are only to be used in an emergency. For the purpose of this policy, emergency is defined as a situation in which a student's behavior poses a threat of imminent, physical harm to the student or others or eminent property destruction. A written incident report will be completed by school personnel (teacher, nurse, PIRT, administrator, etc.) after a physical restraint is implemented. Parents will be notified by telephone and provided with a copy of the report.

## Pemberton Township Schools

### Start and End Times for the 2016-2017 School Year

Location	Full School Day			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	7:05 AM	7:10 AM	2:05 PM	2:25 PM
HFNMS	7:35 AM	7:55 AM	2:40 PM	2:55 PM
Fort Dix	7:40 AM	8:00 AM	2:45 PM	3:00 PM
Stackhouse	7:40 AM	8:00 AM	2:45 PM	3:00 PM
Harker-Wylie	7:45 AM	8:05 AM	2:50 PM	3:05 PM
Busansky	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Emmons	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Denbo	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Crichton	8:45 AM	9:05 AM	3:50 PM	4:05 PM
PECEC	8:35 AM	9:10 AM	3:40 PM	3:55 PM

Location	Early Dismissal			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	7:05 AM	7:10 AM	11:50 AM	12:10 PM
HFNMS	7:35 AM	7:55 AM	12:25 PM	12:40 PM
Fort Dix	7:40 AM	8:00 AM	12:45 PM	1:00 PM
Stackhouse	7:40 AM	8:00 AM	12:45 PM	1:00 PM
Harker-Wylie	7:45 AM	8:05 AM	12:50 PM	1:05 PM
Busansky	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Emmons	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Denbo	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Crichton	8:45 AM	9:05 AM	1:50 PM	2:05 PM
PECEC	8:35 AM	9:10 AM	1:40 PM	1:55 PM

Location	2 Hour Delay			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	9:05 AM	9:10 AM	2:05 PM	2:25 PM
HFNMS	9:35 AM	9:55 AM	2:40 PM	2:55 PM
Fort Dix	9:40 AM	10:00 AM	2:45 PM	3:00 PM
Stackhouse	9:40 AM	10:00 AM	2:45 PM	3:00 PM
Harker-Wylie	9:45 AM	10:05 AM	2:50 PM	3:05 PM
Busansky	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Emmons	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Denbo	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Crichton	10:45 AM	11:05 AM	3:50 PM	4:05 PM
PECEC	10:35 AM	11:10 AM	3:40 PM	3:55 PM

**Pemberton Early Childhood Education Center  
Request for Social Worker Assistance**

Date of Request: \_\_\_\_\_

Parent/Caregiver's Name: \_\_\_\_\_

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

Teacher's Name: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

1. What is the area of need or concern?

- Health Services
- Heat/Energy Assistance
- Clothing
- Food
- Housing
- Other: \_\_\_\_\_

2. Please describe your concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact phone number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Parent/Caregiver's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to:

**Jamillah Parker, MSW**  
**Preschool District Social Worker**  
**609-893-8141, ext. 1521**  
[japarker@pemb.org](mailto:japarker@pemb.org)