



**Orange Township Public Schools**  
The John Robert Lewis Early Childhood Center  
*It All Starts Here.*  
Cayce J. Cummins, Ed. D., Principal



Gerald Fitzhugh, II, Ed.D.  
Superintendent of Schools

August 19, 2024

Dear Parents, Guardians, and Caregivers,

We are so excited for the start of the 2024-2025 school year at the John Robert Lewis Early Childhood Center (JRLECC)! Welcome back to our returning families and welcome to our new families. The JRLECC staff is anxiously awaiting our partners (You!) to develop and educate our young scholars. Our teachers and staff began training in our new curriculum, *Creative Curriculum*, in June and will continue to train and prepare for the children's meaningful learning experiences. Please visit our school website to access links with answers to questions that parents had about the new curriculum will begin our journey for the 2024-2025 school year on *Friday, September 6, 2024*. Our Back to School Night is on *Tuesday, September 24<sup>th</sup> from 6:00 to 8:00 p.m.* Please see the information below regarding school procedures.



**MORNING ENTRANCE PROCEDURES**

Students must arrive at school by **8:30 a.m.** *We need our students to be on time and present every day.*

- There will be no entry prior to 8:30 a.m. as teachers and staff are preparing to welcome the children.
- Parents/caregivers should bring their children to their classroom, where they will sign them in.
- Breakfast will be served and eaten in the classroom when the children arrive.



**DISMISSAL PROCEDURES**

- All students are **dismissed at 3:00 p.m.** They will be dismissed from the same door where they entered in the morning.
- If you are unable to pick up your child on a certain day, please provide prompt written notification to the Main Office. Include the name of the person who will be picking them up and include their phone number. This person will need to show identification before signing the child out. Your child's teachers will also be informed.
- It is especially important that the Emergency Form is immediately updated if there are any changes during the school year.

**STUDENT ATTIRE** Students should dress appropriately for a school setting. **The following items of clothing are inappropriate and are not to be worn to school:**

- **Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short miniskirts, clinging, or form fitting spandex leggings (without the appropriate length shorts, shorts, skirt, or dress), pants/jeans worn below the waist, and pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.). All flannel-type pants and sleepwear are not permitted.**
- **Appropriate and safe footwear must be always worn. Specifically, no flip-flops or "sliders" are to be worn due to the safety factor when walking and/or playing. All sandals must be secured at the toes and ankle for safety.**

**CLASSROOM SUPPLIES:** For information regarding classroom supplies, please visit [www.orange.k12.nj.us](http://www.orange.k12.nj.us) and select Our District and then Our Schools. Choose the John Robert Lewis Early Childhood Center page where you will find a list of school supplies. Please make our school's website a Favorite, as it is updated regularly with information and resources for families. Each teacher's website can also be accessed here.

**FORMS:** Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms and return them to your child's teacher as soon as possible. It is very important to update this form if there are any changes during the school year. Please let us know if you need any assistance.

**BEFORE AND AFTERCARE:**

Norjene's Day Care Center offers before and aftercare services for in-district preschoolers. Before and aftercare hours are 7:30 a.m. to 8:15 a.m. and 3:00 p.m. to 5:30 p.m. Childcare vouchers are accepted.

Contact Information:

- Norma Adams, Executive Director  
95 South Essex Avenue  
Orange, NJ 07050  
(973) 677-4299

**COMMUNICATION**

- All teachers and staff will be connected to our students and families using "Class Dojo." Please ensure you have connected with your child's classroom teacher on this platform once they send you the class information. Check Class Dojo daily to see class or school information, upcoming events, announcements, and photos. There is a link for an online Class Dojo tutorial in English, Spanish and Haitian Creole on our school's website.
- NEW THIS YEAR: Teachers and staff will also be able to communicate with parents and families using the *Creative Curriculum* platform. Newsletters with information about the curriculum, additional resources and an explanation of what each class is working on will be emailed to families. They will be available in English and Spanish. Please be sure to share an email address with your child's teacher.
- Our school and district websites and phone blasts will also be used to communicate with families. It is imperative that all school personnel have the most updated information for your household.
- If you have not signed up for the Orange Public Schools App, you can download it on your Android or Apple iPhone.
- The School District's social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. You can follow and add to our school.
- You can follow and contribute to our school and district's narrative on the following social media platforms below:
  - School Twitter: @JohnLewisECC
  - District Twitter: @ops\_district

The JRLECC Team is looking forward to another happy, healthy, and *CREATIVE* school year!

Educationally yours,

*Cayce J. Cummins*, Ed.D.

Principal