



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 17, 2023

Dear Parents, Guardians, and Caregivers,

We are so excited for the start of the 2023-2024 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 learners. We plan to increase our parent and family engagement this year. We will begin our journey for the 2023-2024 school on *Thursday, September 7, 2023*. We will be welcoming you to Back to School Night on **Monday, October 2, 2023 at 6:00 p.m.**

Please see the information below regarding school procedures:



MORNING ENTRANCE PROCEDURES

8:30 a.m.

Students must arrive to school by 8:30 a.m. We need our students 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 children arrive. Classrooms 104 and 105



DISMISSAL PROCEDURES

3:00 P.M.

- All students are dismissed at 3:00 p.m. They will be dismissed from the same door where they entered in the morning.
- In the event that 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.
- It is very important that the Emergency Form is updated if there are any changes. (Phone Numbers, Emergency Contacts, etc.)

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 worn at all times. 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,

DISTRICT CALENDAR As you plan your days and weeks, the following

link <https://www.orange.k12.nj.us/Page/32723> will allow you to view the district calendar. This can assist you by knowing all days in session and off session. Should you have any questions, encouraged to email reopeningofschools@orange.k12.nj.us for accurate information. You can view the 2023-2024 District Calendar by scanning the QR code to the right.



CLASSROOM SUPPLIES: For information regarding classroom supplies, please visit www.orange.k12.nj.us select Our District and then Our Schools. Choose the John Robert Lewis Early Childhood Center page. 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 right as soon as possible. It is very important to update this form if there are any changes during the school year.

BEFORE AND AFTERCARE:

Norjenes 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.
- 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 productive school year!

Educationally yours,

Cayce J. Cummins, Ed.D.

Principal

