

**Orange Township Public Schools
Preschool Parent Handbook**



**Orange Early Childhood Center
397 Park Avenue
Orange, NJ 07050
973-677-4000 ext. 1903 & 1920
www.orange.k12.nj.us**

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TABLE OF CONTENTS

INTRODUCTION

Welcome Note.....	4
District’s Mission Statement.....	5
Preschool Vision.....	5
Preschool Shared Beliefs.....	5
Preschool Facilities.....	6
Preschool Office Contact Information.....	6

PROGRAM INFORMATION

Program Design.....	7
Hours of Operation.....	7
Support Staff.....	7
Enrollment	8
Arrival and Departure	9
Attendance and Tardiness.....	9
Emergency School Closings.....	9
Confidentiality.....	10
Before and Aftercare	10

HEALTH AND SAFETY

Nurses.....	10
Immunizations/Annual Physicals.....	10
Medication Administration.....	11
Incidents & Accidents.....	11
Illness and Exclusion.....	11
Allergy Procedures.....	12
Nutrition and Wellness	12
Safety Precautions.....	13
Child Abuse.....	13
Guidance & Discipline.....	14
Smoking & Cell Phone Use.....	14

CLASSROOM INFORMATION

Instructional Staff.....	14
The Classrooms.....	14

Inclusion..... 14

Curriculum..... 15

Assessment..... 15

The Learning Environment..... 16

Daily Routine..... 16

Field Trips..... 17

Clothing 17

Toys from Home..... 17

Celebrations..... 18

FAMILY INVOLVEMENT

Family Involvement..... 18

Family/Teacher Conferences..... 18

Monthly Family Events..... 18

Family Volunteers..... 19

Completing and Returning Forms..... 19

Early Childhood Advisory Council..... 19

Preschool –Grade 3 Transition Committee..... 19

CLOSING

Jacquelyn Blanton, EC Supervisor/OECC Administrator..... 20

APPENDIX

Social Media Policy



INTRODUCTION



To Our Fabulous Families,

Welcome to the Orange Township School District where “Keeping Children First” and a commitment to excellence in preschool education are our priorities. It is our vision to provide a quality educational experience for all children by maximizing their cognitive, physical, social, and emotional potential. This is accomplished by utilizing a developmentally appropriate approach to learning that is supported by a comprehensive research-based curriculum and The NJ Preschool Teaching and Learning Standards.

The teachers and other support staff are ready to take a journey with you through the preschool years. These years are short, but they are the most important years for laying a strong foundation for future educational success. Therefore, we ask that you join us in making these years exciting, fun, enjoyable and memorable.

We look forward to your participation in our program because we recognize and understand that parents make a difference!

Best Wishes for a Wonderful School Year!

Jacquelyn Blanton

Supervisor of Early Childhood

Administrator of the Orange Early Childhood Center

Orange Township Public Schools

DISTRICT MISSION STATEMENT: *The Orange Township Public Schools will provide a safe and caring environment where each student will grow and succeed. In collaboration with parents and the community, we are responsible for promoting the academic, social, emotional and personal success of all students. With a commitment to strong policies and procedures, the district gives teachers, parents, and administrators the tools needed for all students to reach their full potential. We will serve all students in our schools, acknowledging their unique backgrounds and cultural perspectives. We will provide learning experiences for our students in ways that address their unique learning styles. We expect all students to actively participate in the learning process. All students will achieve high standards of excellence, with a focus on academics. Curiosity, discipline, integrity, responsibility and respect are necessary for success. We seek to discover these qualities in all. We pledge to include the community stakeholders in partnering with us as we prepare each and every student for a lifetime of learning, productive work and responsible citizenship in a competitive global community.*

PRESCHOOL VISION: It is the intent of the Early Childhood Department to provide a quality educational opportunity for all children ages three and four living in the City of Orange Township. Our goal is to maximize their individual cognitive, physical, and social/emotional potential by utilizing a developmentally appropriate approach to learning that is supported by a comprehensive research-based curriculum and the NJ Preschool Teaching and Learning Standards.

PRESCHOOL SHARED BELIEFS

- All children will have an equal opportunity to develop personally (i.e. culturally and linguistically) through a quality preschool educational experience
- All children will be provided with a quality educational environment that promotes his/her cognitive, social, and emotional growth
- All children come to school with a special gift and something to offer; it is the responsibility of caring adults to accept, acknowledge and support them while nurturing their gifts in a warm and respectful quality learning environment
- A developmental approach to preschool education supported by a comprehensive research-based curriculum provides educational opportunities that allow for success in life
- Effective preschool programs have an effect not only on the preschooler but on the community as well. It has the potential to positively alter the lives of families and the community at large

PRESCHOOL FACILITIES

The Orange Township Public Schools has 57 preschool classrooms located in a mixed delivery system of district classrooms, privately owned centers and Head Start.

District Classrooms

Heywood Avenue School 421 Heywood Avenue	2 Preschool Classrooms
Oakwood Avenue School 135 Oakwood Avenue	2 Preschool Classrooms
Forest Street School 651 Forest Street	2 Preschool Classrooms
Rosa Parks Community School 33 Cleveland Street	5 Preschool Classrooms
Orange Early Childhood Center 397 Park Avenue	8 Preschool Classrooms
Orange Early Childhood Center II at Scholars 268 Capuchin Way	4 Preschool Classrooms

Private Provider Classrooms

Montclair Child Development Center 261 William Street	16 Preschool Classrooms
Blessed Hope Day Care Center 237 Scotland Road	6 Preschool Classrooms
Norjenes Day Care Center 95 South Essex Avenue	6 Preschool Classrooms
Valley Settlement House 33-41 Tompkins Street West Orange, NJ 07052	3 Preschool Classrooms
West Orange Community House 242 Main Street West Orange, NJ 07052	4 Preschool Classrooms

CONTACT INFORMATION: The Preschool Principal and Support Staff location:

Orange Early Childhood Center (OECC)

397 Park Avenue

Orange, NJ 07050

973-677-4000 Ext. 1903 & 1920

www.orange.k12.nj.us.

PROGRAM INFORMATION

PROGRAM DESIGN: The State of New Jersey mandates full day/full year education for all three and four year old children in specific school districts. The Orange Township Public Schools offers a **FREE** six hour educational program in our district's public schools as well as the neighborhood childcare facilities. Before and aftercare services are available as well, however, there are associated costs, please see page 11 (Before & Aftercare) for additional information. This mixed delivery system allows families greater flexibility in choosing the school/center that works best for the family. However, placement at the schools/centers is on a first come first basis. Every effort is made to place your child at your school of choice. If there is no space at the school of your choice at the time of registration, we will work diligently to place your child at a school/center of your second choice. Your child will then be placed on a transfer waiting list for the first choice school and you will be notified as to when space becomes available.

- Transportation – There is no transportation provided; however, preschoolers identified as preschool disabled are eligible for transportation services provided by the district's Department of Special Services.
- Potty Training – You child does not need to be potty trained to begin school. Teachers will work with families to assist with this process. If your child is not yet potty trained, you must provide at least three clean complete changes of clothing at all times. You must also provide the diapers and wipes needed.
- Uniforms – They are optional in district preschool classrooms. Some of our private providers do require uniforms. If your child attends a site that requires uniforms, you will receive information about what your child should wear to school from the Director. Please see pages 18 & 19 for additional information regarding clothing.

HOURS OF OPERATION: The preschool program hours are 8:15 a.m. to 3:00 p.m. However, the classroom doors will open at 8:15 a.m. in order for the children to begin breakfast and be ready to begin their day at 8:30 a.m.

SUPPORT STAFF: Besides the instructional staff, the preschool department has support staff to assist with the implementation of the program. The support staff includes:

Early Childhood Principal – is responsible for the administrative oversight of the preschool program including: overseeing the preschool budget, five-year preschool program plan, the implementation of the comprehensive curriculum and appropriate early childhood practices, registration, recruitment, professional development, contract compliance with preschool providers, transition, communicating with school district and special services, etc.

Fiscal Specialist – is responsible for monitoring each contracting private provider and/or Head Start agency for compliance with the preschool program contract; track and report teacher certification information;

monitor expenses and review quarterly expenditure reports and provides financial management assistance to contracting private providers and Head Start in developing and monitoring their annual budgets.

Master Teachers – they work directly with the instructional staff and they model, coach, informally observe using structured observation instruments and provide feedback to teachers to assist with the implementation of the comprehensive curriculum and the NJ Preschool Teaching and Learning Standards.

Preschool Intervention and Referral Specialists (PIRS) – they work directly with the instructional staff to deliver preschool age-appropriate services designed to decrease referrals to special education and to maximize general education classroom teachers’ ability to support all students. They visit classrooms to observe, model, provide feedback and make recommendations about appropriate strategies, classroom modifications and the selection of adaptive materials to address the needs of children with challenging behaviors or potential learning difficulties.

Social Workers – they collaborate with all relevant preschool instructional staff, administrators and support personnel to support the school district family services program. They also coordinate resources for families, review child needs, and provide parent involvement programs to help parents learn how to support their child’s learning.

Community Parent Involvement Specialist (CPIS) – this person is responsible for coordinating the Preschool through Grade 3 Early Childhood Advisory Council which reviews the implementation of the preschool program and supports transition as children move from preschool through grade three.

Nurses – are responsible for the basic health services for all enrolled preschool children. These services include but are not limited to: vision, hearing, dental, height and weight screenings, maintenance of records pertaining to immunizations, physical examinations and other records. They also provide family education and communication that are designed to meet the health and social service needs of the children.

ENROLLMENT PROCEDURES: children must be 3 years old or 4 years old by October 1st of the current school year and all families must reside in the city of Orange. Preschool registration is held throughout the school year. Please call the Orange Early Childhood Center for dates and times: 973-677-4000 ext. 1904, 1918 or 1903

The following is required at the time of registration:

- A **current** lease, mortgage statement, deed, water bill, tax bill.
- **Two additional proof of residency:** i.e. utility bill, bank statement, cable bill, current driver’s license, or current car insurance card, or current car registration, current pay stub, medical insurance bill, and state benefit statement or public assistance document.
- Birth certificate (original)
- Childs immunization record

ARRIVAL & DEPARTURE: Arrival and departure are busy times during a school day; therefore, parents are asked to walk their children to their classroom and sign them in each day.

- Upon arrival it is very important to follow the morning classroom routine every day. This provides your child with a sense of security. The school must be able to contact you at all times. At the time you sign in, please provide a working phone number where you may be reached in case of an emergency. If there are any changes to your address and phone numbers please notify the school social worker immediately. Also please keep teachers informed about your child's health, mood, eating habits, family situation, or anything you think might affect your child's behavior at school. When it is time for the person dropping the child off to go, tell the child you are leaving, and say, "Good-bye". If your child is having difficulty separating, signal a teacher for assistance. Feel free to call us later if your child is upset when you leave, and we will let you know how he or she is doing.
- Departing the school is very important. Children will only be released to parents and authorized individuals whom the parents have included on their emergency pick up cards. Parents are encouraged to include on their emergency cards the full names of **all** individuals that will be allowed to pick up their child. No phone calls will be accepted from parents informing us that someone that is not on the emergency card will be picking up the child. All individuals picking up children must have a picture ID available to show the teacher if it's their first time picking up the child (the name on the emergency card must match the name of the ID). Please note that we are not allowed to release the children to anyone who is not on the authorized pick up list or anyone under 12 years of age. During departure, it is also important to follow the set classroom routine. We recommend that when you arrive, you greet your child and the teachers, and let your child know how much time he or she has to wrap up the ongoing project or activity. On the way out, check your child's cubby/mailbox. In addition, each classroom has a parent information board that has relevant information posted. Be sure and say, "Good-bye" to your child's teachers, so they know you and your child are leaving.

ATTENDANCE & TARDINESS: In order for children to obtain the full benefits of the program and reach their greatest potential, it is important for them to come to school on time everyday. If our child is absent, please call the school. If your child is absent more than three consecutive days due to illness, you must provide the school with a note from the doctor.

The school day begins at **8:30 a.m.** (however, you may drop your child off at school as early as 8:15 a.m. in order for our day to begin promptly at 8:30 a.m.). Your child is considered late at **8:45 a.m.** and will get a late slip prior to entering the classroom. If it is determined that your child is excessively absent or late, a meeting will be required with the school social worker.

EMERGENCY SCHOOL CLOSINGS: Announcements of school closings or delayed openings will be broadcast through the districts automated phone system, as well as your local TV stations and on the district's website: www.orange.k12.nj.us. It is important that your phone number remains current and that you answer the call whenever it is made.

CONFIDENTIALITY: All information gathered about a child is kept confidential. Records are kept in a secure area with limited access except by authorized personnel.

- Information obtained and collected by the program will be shared with other staff only on a “need to know” basis.
- Practicum students are not included in discussions of children and assessment/screening results unless the information is relevant to the practicum experience.
- Parents and guardians may ask to view screening and assessment results through asking the classroom teacher.
- All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child.
- No information shall be shared with an outside agency without the written consent from the parent or legal guardian.

BEFORE AND AFTERCARE: Norjenes Day Care Center offers before and aftercare services for in-district preschoolers only. Before and aftercare hours are 7:30 a.m. to 8:15 a.m. and 3:00 p.m. to 5:30 p.m. and childcare vouchers are accepted. Contact Information:

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

**If you attend Norjenes, Tiny Tots, Head Start, Valley Settlement House, West Orange Community House, or Blessed Hope please contact the school for information regarding their before and aftercare options.*

HEALTH AND SAFETY

NURSES: The Orange Board of Education employs full time nurses to care for the needs of the students’ immediate health concerns. The school nurses are responsible for maintaining accurate and up-to-date health records including immunizations, physicals and emergency information on every student. In addition, the nurses are responsible for taking the height and weight of the students as well as the following screenings: hearing, vision, blood pressure and dental. The nurses are also responsible for demonstrating proper hand-washing and tooth brushing techniques as well.

IMMUNIZATIONS & ANNUAL PHYSICALS: It is mandated by the State of New Jersey that the school have complete immunizations on record for every student in preschool. The nurses will do an immunization review upon registration and early in the school year to ensure our records are up-to-date. If your child requires further immunizations, the nurses will send a letter home with the specific vaccines needed. If your child is not current with his/her immunizations, the school may be forced to exclude your child from school until he/she is current. Students must also have a **Universal Child Health Record** filled out by a pediatrician which is based on their annual physical examination.

As of September, 2008 the NJ Department of Health and Senior Services has mandated additional vaccines for children in preschool:

- Influenza Vaccine: this is for children 6-59 months attending any child-care center or preschool facility on or after September 1, 2008. They must receive at least one dose of influenza vaccine between September 1 and December 31 of each year.
- Pneumococcal Conjugate Vaccine (PCV): every child 12-59 months of age attending a child care center on or after September 1, 2008 must receive at least one dose of PCV on or after their first birthday.

MEDICATION ADMINISTRATION: if your child is sick and needs to take medications, we hope that the medications can be given at home, either before or after school. However, in the event that your child needs medication during the school day, our policy is that you **must** have your doctor fill out a **“Permission to Give Medication in Childcare”** form **before** our nurses can administer the medication. We ask that you give at least one dose to your child at home to ensure that there are no allergic reactions or side effects. Please note that even if the medication is over the counter medication, we will need a form filled out by the doctor. These forms are located in your child’s school/center. In order for medication to be administered in school, it must be in the original prescription bottle and clearly labeled with the following: child’s name, name of medication, dosage, date it was prescribed, times to be given, child’s name and doctor’s name. We can only give medication to the specific child the prescription was intended for. If your child has asthma, they may be in school as long as we have the proper **Asthma Action Plan** filled out by the doctor and have the proper medication to administer if needed. Every school/center has a nebulizer if needed. You would need to provide a mask, tubing and medication in a clearly labeled prescription box.

INCIDENTS & ACCIDENTS: If the child is injured during the day, the preschool nurse will be called to examine the child. The nurse will care for the child and contact the parent as needed. If we cannot contact a parent, we will call the emergency contact. The emergency contact must be someone who will be available in case of mild illness, to provide temporary care for a sick child, and has transportation to the school/enter. A report will be completed and given to the parent or person picking up the child. In case of a medical emergency beyond that of the preschool nurse, 9-1-1 will be called immediately and an ambulance will take your child to the nearest hospital if necessary. The school will need a signed permission form for staff to act in your absence in case of an emergency. You will be contacted immediately and will meet your child at the school or the hospital. A preschool nurse or staff member will accompany your child to hospital. A report will be completed and given to the parent in this case as well.

ILLNESS & EXCLUSION: Should your child become ill, please take precautions to ensure that we do not spread the illness to others in the school/center. Once your child is symptom-free, or has a doctor’s note stating the diagnosis, length of recovery time and the date, the child may return to school. Children who have been diagnosed with the following or have related symptoms prior to a diagnosis may not come to school:

- A runny nose with a discharge that is green, the child should be taken to the doctor to rule out infection
- Ringworm which is a fungus causing a small, round, itchy, red, flaky patch that is highly contagious. If the doctor diagnoses your child with ringworm, he/she may return to school with the appropriate doctor's note 24 hours after treatment has begun.
- Lice which are also very contagious, they are small insects that attach eggs called nits to the hair shaft. Students will be excluded till they have treatment, examined before returning to class and parent should bring in the empty box of medicated shampoo used for lice treatment to show school nurse/teacher.
- Conjunctivitis (Pink Eye): If a child is diagnosed by the doctor with pink eye, they must remain home for 24 hrs after the first treatment of antibiotic eye drops so they are no longer contagious.
- Bed Bugs: If your child has many bedbug bites on their arms and legs, the school nurse will call to see if there is a known problem at home and will help by calling our district exterminator to test the classroom as well as the home. The exterminator along with the Department of Health can then help notify the landlord of necessary treatments.
- Chicken Pox
- Whooping Cough
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever
- Diarrhea: more than 2 loose stools, child will be sent home and cannot return for 24 hrs.
- Vomiting: Child will be sent home and must remain home for 24 hours after vomiting stops.
- Fever over 100 degrees: child will be sent home and must remain home until they are fever free without medication for 24 hours.

ALLERGY PROCEDURES: When children are diagnosed with an allergy or there is a known allergy at the time of enrollment the parent must notify the school with a written doctor's statement. This would include food or other allergies (such as bee stings). If there is doctor's plan for care of the child due to the allergy, this must be given to the school and must have the doctor's signature. A Food Allergy Action Plan should be completed by the doctor. If, for any reason, your child cannot eat a certain food, please provide a written notice from your physician and discuss this issue with your child's teacher and school nurse. If your child is prescribed an Epi-Pen for the specific allergy, you must provide the school nurse with one to keep in the classroom with the proper prescription label and proper documentation filled out.

NUTRITION & WELLNESS: The preschool centers/schools provide breakfast, lunch and a snack each day. The State of New Jersey requires each family to complete the lunch form which will be given out the first day of school. Please make sure that you inform the teacher and nurse of any allergies specific to food. In keeping with the Orange Board of Education District Wellness Policy, we encourage healthy foods and we want the children to make healthy food choices. Therefore, please do not send your child to school with candy, soda, sugar drinks, gum, etc. Instead opt for fresh fruit or vegetables, 100% fruit juice, water, low fat

cheese, rice cakes, yogurt, etc. Due to many children with food allergies, especially peanuts, we ask that you also avoid sending in anything with nuts.

SAFETY PRECAUTIONS:

- Emergency phone numbers are clearly posted by all phones.
- The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached.
- In case of an emergency, a faculty/staff member may go with the child to the emergency room and remain until a parent/guardian arrives.
- Nurse/Staff will report in writing any injuries that may occur while the child is in school.
- Nurse/Staff will notify the parent/guardian of any injury requiring first aid treatment.
- Fire drills and safety drills are practiced once each month.
- Emergency evacuation plans are posted in each room.
- The school nurse is CPR and First Aid trained. Each year, training in CPR and first aid are made available to staff at no cost to the individual. Classroom teachers and paraprofessionals are required to have the training.
- Each classroom will have a first aid kit and a fanny pack (portable first aid kit). The fanny pack is to be taken with the class whenever leaving the room for outdoor play or taking a “field trip”. It will contain the following items: CPR Mask, gloves, antiseptic wipes, and alcohol wipes, antibiotic ointment, band aids, gauze pads, Kleenex, paper towels, germ-x, a class roster with emergency information as well as any specific medications the student may require (i.e. asthma inhalers, epi-pens, etc.).
- Children are supervised at all times and appropriate child: staff ratios are maintained.
- Teachers move throughout the play yard to ensure adequate and appropriate supervision.
- The play ground is monitored closely for safety and improvements.
- Medicines are stored out of children’s reach and administered only with written permission of parent/guardian.
- Individuals who serve food wear gloves when handling ready-to-eat foods.
- Cleaning supplies are stored out of children’s reach.
- Teachers/Nurses complete documentation for accidents, incidents, and health-related situations. Parents receive copies of accident/incident forms.
- Universal precautions for blood-related accidents and incidents are followed.
- Latex “free” gloves are available in each room for emergencies.
- Toys are checked frequently and broken toys are discarded.
- Teacher-child ratio is adjusted for field trips to ensure that there is a higher ratio of adults to children.
- On field trips children must stay where teachers can see them at all times and vice versa.
- Health and safety information is incorporated into the curriculum and taught to the children on a regular basis.
- Anti-bullying and character education are built into the preschool curriculum

CHILD ABUSE: Mandated Reporting – As professionals in contact with young children and their families, we are required by law to report children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/child

care workers, are mandated reporters. Thus, it is our policy to report any and all suspected cases of child abuse and/or neglect immediately by telephone and to follow up in writing within 24 hours the same information as reported by telephone.

GUIDANCE AND DISCIPLINE: One of our goals is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors guides the staff in their interactions with children. The use of corporal punishment is forbidden in our schools/centers.

SMOKING & CELL PHONES: Smoking is not permitted on or near school grounds and cell phones cannot be used while in the schools and classrooms.

CLASSROOM INFORMATION

INSTRUCTIONAL STAFF:

- All preschool teachers are NJ Licensed Teachers holding a Bachelors Degree and a NJ Preschool-Grade 3 Teacher's Certificate. Relief Teachers hold the same credentials as the teachers. They travel from classroom to classroom throughout the school day and cover the classrooms when the teachers are on their planning time which occurs each day for 45 minutes. Relief teachers assume all responsibilities as a teacher when she/he is in the classroom.
- All preschool paraprofessionals must have at least 48 college credits or have passed the NJ Paraprofessional Exam.

THE CLASSROOM: Class size is limited to 15 children with a certified classroom teacher and paraprofessional. The district uses a mixed age delivery and inclusive approach. Preschoolers have a 6 ½ hour day from 8:30 am - 3:00 pm, breakfast, lunch, snack and a rest period of an hour included.

INCLUSION: Inclusive education teaches all children team work and how to relate and function together with others with different abilities. Students learn to value diversity, see the ability of others to contribute, and inclusion also gives children a sense of unity. Preschool Inclusion teachers work in the classroom to provide special education services to children with disabilities. They collaborate with and provide strategies to the regular education teachers to ensure the children's individual goals are being met. They provide extra support and change the curriculum in order for children with disabilities to function in a general education setting. The Inclusive Teaching Model is where the Early Childhood teacher implements classroom activities and lesson plans from the district curriculum and plans with the inclusion teacher for adaptations and modifications for children with special needs. All related services such as Occupational Therapy, Speech/Language Therapy or Physical Therapy are strongly encouraged to occur in the child's classroom.

THE CURRICULUM: The Orange Early Childhood department uses one of the approved curriculums from the New Jersey Department of Education (NJDOE). High Scope is a research based curriculum that began in Michigan over 40 years ago. It is a curriculum focused on Key Developmental Indicators, which are fundamental developmental capabilities. The indicators focus on all areas of child development. Teachers utilize both the KDI's which are aligned with the NJ Preschool Teaching and Learning State Standards and the Common Core to develop lesson plans. Every lesson is structured around Math, Science and Reading. This curriculum also provides a daily routine schedule which enables the child in that he/she can visually see and follow each step throughout the day. Children "learn by doing," often working with hands on materials and carrying out projects of their choice. The adults working with the children see themselves more as facilitators or partners rather than managers or supervisors. They help the child to learn at the level he/she is most comfortable and always looking for opportunities to challenge the child. In a High/Scope classroom the five ingredients of active learning are present: materials, manipulation, choice, child language, and adult scaffolding which are instrumental for teachers in meeting the needs of all children.

The Early Childhood Program uses the High/Scope *Growing Readers Early Literacy Curriculum* for its focused approach to literacy instruction and the High/Scope *Numbers Plus Curriculum* for mathematics.

ASSESSMENT: The Child Observation Record (COR) is the performance-based assessment model for all district and community preschool classrooms. The Preschool COR assessment is based on six child development categories that represent broad domains of child development:

- I. Initiative
- II. Social Relations
- III. Creative Representation
- IV. Movement and Music
- V. Language and Literacy
- VI. Mathematics and Science

The teaching staff spend a few minutes each day writing brief notes that describe what children say & do and how they behave in various situations. The COR is completed in the course of everyday activities, and is a true reflection on what the children can do. Therefore, the assessment is seamlessly integrated with teaching and planning. Teachers compile and analyze the notes to provide a comprehensive portrait of each child's developmental gains as well as the progress of the group as a whole. The information gained will assist teachers with planning appropriate activities/lessons for the children. Child progress is shared with parents twice per year (usually in November and April).

THE LEARNING ENVIRONMENT: According to the High/Scope Curriculum, “young children need space to use materials, explore, create, and solve problems; space to spread out, move around in, talk freely about what they are doing; space to work alone and with others; space to store their belongings and display their inventions; and space for adults to join them in support of their intentions and interests.” Therefore, the classrooms are divided into well-defined and labeled interest areas with simple names: sand & water area, block area, house area, toy area, art area, book and writing area, music & movement area, computer area, etc.

THE DAILY ROUTINE: Establishing a routine helps provide children with a consistent schedule of events for the day. It also helps adults organize their time to ensure challenging learning experiences. Elements of the High/Scope daily routine include:

- Greeting Time (children are greeted and welcomed)
- Morning Message (message are written on the board using a combination of pictures and words)
- Small Group Time (the class breaks up into two small groups)
- Large Group Time (the children are all together)
- Planning Time (children be given the opportunity to plan what they will do for work time)
- Work Time (children will work on their plans in the different interest areas and teachers will observe, support and assist the children as they work, explore, inquire, create, etc.)
- Recall Time (children share their work time experiences)
- Meal Time(s) (children and teachers eat all meals and snack family style in the classrooms at the tables)
- Outside Time (children will go outside everyday weather permitting)
- The daily routine used in our preschool programs allows for one hour of rest time per day. Many of the children in our classes may no longer require a nap as the year progresses. Children will never be forced to sleep and may engage in quiet activities during rest time. The atmosphere in the classroom will be conducive to resting. The lights will be dimmed and soft music is sometimes played in the background. Teachers will help children to relax by helping them to get settled and by rubbing their backs. Children will be carefully supervised during rest time. Sanitary conditions will be maintained. Mats or cots will be placed at least 18 to 36 inches apart from one another and children will be positioned head to toe. They will have assigned cots or mats and use only their own bedding. Cots and mats or linens will be stored individually and must not touch one another. If a child is particularly tired for some reason, they will be permitted to take a rest earlier in the day or for a longer period.

FIELD TRIPS: Preschool programs can be enriched through the inclusion of carefully planned field trips. Field trips provide children with a level of understanding that adds to the realism of their play and enriches their overall learning. Field Trips are:

- Educational
- Appropriate for all ages
- Supports the goals of the NJ Preschool Teaching and Learning Standards and the High Scope Curriculum's Key Developmental Indicators
- Teachers plan pre and post activities to support children's learning

CLOTHING: Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with paint, clay and other fun materials, they should wear clothes that can be laundered easily.

- For the safety of all of our students, we ask that children wear sneakers or other rubber soled shoes. Flip-flops, sandals and dress shoes are dangerous for running, jumping and climbing.
- A complete change of clothes is essential. Please label all clothing with your child's name. The extra set of clothing will be stored at school. We ask that each student have a small container (i.e. shoe box) filled with a complete change of clothing (shirt, pants/skirt, T-shirt, under ware, socks). It is not unusual for preschoolers to occasionally soil their clothing due to illness or accident. Please check your child's extra clothing box periodically to be sure that the content still fit and are season appropriate. All clothing must be labeled. If your child is not yet toilet trained, you must provide at least three clean complete changes of clothing at all times. You must also provide the diapers and wipes needed.
- One of the most important skills Preschoolers learn is to manage their own clothing. Please try to dress your child in clothing he can manage on his own. Please label your child's jackets and coats with his or her first and last name. Sometimes items look very similar and it is difficult for a child to distinguish his or her coat from that of a classmate.

TOYS FROM HOME: We ask that our Preschoolers please do not bring toys from home into the classroom. While we understand that young children often are excited to bring in special toys from home, we do not want their precious treasures to be misplaced or accidentally broken. Each classroom is full of toys and materials for our children to use on a daily basis. If, by chance, a child does bring a home toy to school, she/he will be asked to keep it safely in her cubby until the end of the day. However, we understand that some children need a special soft doll or stuffed animal to

help them relax at rest time. Children are welcome to bring their special rest buddies to school and keep them with their blankets and sheets until rest time.

CELEBRATIONS: The celebration of birthdays and other special events will be celebrated in developmentally appropriate ways for preschoolers. It is important to take into account the many different perspectives on holidays and what they mean to the communities, families and children that we serve in our schools. Guided by the NJ Preschool Teaching and Learning Standards, celebrations are educational as well as fun.

- Birthday's - School birthday celebrations can be fun, academic, and still leave children beaming with birthday delight! Parents should check with the teacher to create a celebration that fits in with the school day while making your child feel special.
- End Of Year - Our end of the year celebrations are meaningful times for our children and families. It is important to celebrate children's accomplishments. This time also brings closure to our children's time together as many move to kindergarten.
- Please check with your child's teachers for other types of celebrations that may occur in your child's classroom throughout the school year.

FAMILY INVOLVEMENT

FAMILY INVOLVEMENT: Statistics show that the earlier family members get involved in a young child's educational experience, the greater the educational success of the child. Families and culture are celebrated in our school. Family involvement and connectedness is an integral piece of what makes our program strong.

FAMILY/TEACHER CONFERENCES: The district holds at least two family/teacher conferences per year. The purposes of such conferences are to involve the family in the progress of their child as well as discuss any concerns the family or teacher may have. The conferences are scheduled during convenient times for families to attend. If you have difficulty scheduling a time conference time, please speak with your child's teacher and make alternative plans to meet. Do not pass up the opportunity to meet with your child's teacher.

MONTHLY FAMILY EVENTS: Family events are held at the school approximately each month to give families an opportunity to come together to learn and share information with one

another. These events are usually related to the curriculum, financial information, health, community resources, etc.

FAMILY VOLUNTEERS: Volunteering in the school or classroom is a great way to model positive social interactions and to demonstrate a genuine interest in your child's education.

Possible volunteering opportunities include but are not limited to:

- class parent,
- assisting with activities/lessons,
- reading stories,
- preparing a dish or snack for the class,
- attending field trips,
- fundraising,
- Construction or collection of materials for school use such, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.
- Attending or planning parent workshops
- Participating in various school committees

Please check with your child's teacher and sign up to become a volunteer.

COMPLETING AND RETURNING FORMS: Throughout the school year there will be forms sent home for you to complete and return to the school. It is important for you to complete the forms and send them back. Some of the forms that you will complete are as follows: Family update (this is sent home twice per year), Community Needs Assessment, Mid Year and End of the Year Parent Surveys, Kindergarten Transition Survey, health screening follow up forms, etc. Completing and returning forms is a form of volunteering; however, the information on the forms allows us to assess the delivery of services that we provide as well as maintaining a quality preschool program.

EARLY CHILDHOOD ADVISORY COUNCIL: The Early Childhood Advisory Council (ECAC) was established to give all those who are interested in the educational success of the children in the Orange Township Public Schools an avenue to learn and share information and experiences that are beneficial to the children. The council is comprised of school personnel, families, and community stakeholders. The council meets to discuss the needs of the program, challenges and successes of our preschool children. We encourage our families who want to have their voices heard to inform your child's teacher or social worker that you are interested in participating in the council.

PREK-3 TRANSITION COMMITTEE: The formation of the preschool-kindergarten transition committee came as a result of the Early Childhood Program and the district's elementary schools recognizing the importance of providing our preschoolers entering kindergarten with a seamless transition. This committee is comprised of representatives of all the elementary schools,

staff from the Early Childhood department, community stakeholders and parents. The events that will be planned will enhance the communication among all grade levels. The goal will be to strengthen the connection between home, school, and the community. If you are interested in participating in this committee, please speak with your child's teacher or the school's social worker.

CLOSING

A strong home and school environment is essential when building a good environment for young children. We are committed to keeping you informed and involved in our preschool program. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report any changes especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. In addition, there will be plenty of opportunities for family involvement and we hope that you will take full advantage of what we offer. We look forward to getting to know you and your family. Have a great school year!!

Jacquelyn Blanton

Principal of Early Childhood

Administrator of the Orange Early Childhood Center

APPENDIX

Orange Board of Education

P3283

SOCIAL MEDIA POLICY

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. **However**, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or

2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.

b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.

c A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's email system.

2 Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student

a Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.

(1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Teaching Staff Members and Students

a Text messaging communications between a teaching staff member and an individual student are prohibited.

(1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any

such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student

- a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
- b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
- c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

[Optional: District may select one of the following exemption options

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the teaching staff member. The Principal will provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

- ✓ A Teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A 18A:36-40

Adopted:

