

Orange

"Good to Great"

John Robert Lewis Early Childhood Center

Dr. Cayce J. Cummins, Principal

123 Cleveland Street

Orange, NJ 07050

973-677-4000 ext. 1701

www.orange.k12.nj.us

Preschool Family Handbook 2021-2022



TABLE OF CONTENTS

INTRODUCTION-Welcome Letter

District Vision and Mission.....4

Preschool Vision.....5

Preschool Shared Beliefs.....5

Preschool Facilities.....6

PROGRAM INFORMATION

Program Design.....7

Scheduling and Hours of Operation.....7

Support Staff.....

Enrollment

Arrival and Departure 10

Attendance and Tardiness.....

Emergency School Closings..... 12

Confidentiality..... 12

Before and Aftercare

HEALTH AND SAFETY

Nurses.....

Immunizations/Annual Physicals.13

Medication Administration.....

Incidents & Accidents..... 14

Allergy Procedures.....14

Illness and Exclusion..... 14

Admission/Exclusion (COVID-19).....

Hygiene Procedures (COVID -19).....16

School Cleaning Practices (COVID-19).....

School Pandemic Response Team.....

Safety Precautions....18

.....

Personal Belongings.....

Nutrition and Wellness.....

Child Abuse.....20

Guidance & Discipline.....20

Smoking & Cell Phone Use..... 21

CLASSROOM INFORMATION

Instructional Staff.....

Inclusion.....

Curriculum..... 21

Virtual Learning..... 22

Social and Emotional Learning..... 22

Positive Behavior Supports.....23

Assessment.....

The Learning Environment..... 24

Daily Routine.....

Sample Schedule.....25

Field Trips and Virtual Educational Experiences.....

Clothing.....

Toys from Home..... 26

Celebrations:.....

FAMILY INVOLVEMENT

Family Involvement..... 27

Family/Teacher Conferences.....

Monthly Family Events.....

Family Volunteers..... 27

Completing and Returning Forms.....28

Early Childhood Advisory Council.....

Preschool —Grade 3 Transition Committee.....

Self-Care for Adults.....28

APPENDIX

Social Media Policy

COVID- 19 Addendum



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 16, 2021

The John Robert Lewis Early Childhood Center
It All Starts Here.
Cayce J. Cummins, Ed. D., Principal

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2021-2022 school year at the John Robert Lewis Early Childhood Center (JRLECC)! We are partners, jointly dedicated to helping your child grow socially, emotionally, and intellectually. Please be reminded that students report for the first day of school on Tuesday, September 7, 2021. This school year will be filled with continued opportunities to stretch your child's practice. It is going to be a great school year for not only the school level staff but for each of you as well. For the last 15 months, we were immersed in a remote and/or hybrid model, be advised that we are returning to all buildings on September 7th. Governor Murphy shared in Executive Order #175 that remote learning would be ending as of June 30, 2021. As shared by Superintendent Dr. Fitzhugh, the end of the remote option provided the district the opportunity to plan accordingly for the safe return for all students and staff. What did the district do? We maintained our mask mandate throughout the summer, continued our temperature checks, and social distancing.

Throughout SY 21-22, as we did during the spring and summer, COVID testing will continue at every school building throughout the school year. We will continue the daily COVID-19 questionnaire that you completed each day last school year in Genesis. The district's mask mandate will help to ensure the continued health and safety of all staff and students.

All face coverings (whether disposable or reusable) must:

- ✓ Be made with at least 2 layers of breathable materials v/
Fully cover the nose and mouth and secure under the chin
- ✓ Fit snugly but comfortably against the side of the face
- ✓ Be secured with ties or ear loops and allow the user to remain hands-free

In our reopening plan, the following are symptoms of COVID-19 where your child/children should be tested.

- ✓ A fever of 100 degrees or greater
Cough

- ✓ Shortness of breath or difficulty breathing ✓

Chills

- ✓ Repeated shaking with chills

- ✓ Muscle pain

- ✓ Headache

Sore throat

- ✓ New loss of taste or smell Fatigue

- ✓ Congestion or runny nose

Nausea or vomiting

Diarrhea

Please see the information below regarding school procedures:

MORNING ROUTINE FOR STUDENTS

- Students must arrive to school by 8:20 a.m. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Parents/caregivers should bring their children to the main gate of the parking lot (White Street) where their temperature and the temperature of the parent/caregiver dropping them off will be taken.
- Teachers will meet their students and parents/caregivers near the fence with their names and classroom numbers on them. The parent/caregiver will sign the student in with the teacher or staff member before leaving. (If there is inclement weather, students will be escorted inside the building to their classrooms by a staff member after being signed in by the parent/caregiver.)
- Breakfast will be served and eaten in the classroom.

DISMISSAL

- All students are dismissed at 3:20 p.m. Weather permitting, they will be waiting in the same area in the parking lot by classroom number with their teachers. During inclement weather, students will be dismissed from the same doors they enter in the morning (see below).
- Please arrive promptly at 3:30 p.m. to pick up your child.
- 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. Please include the name of the person who will serve in your capacity and include their phone number.
- Classrooms 100 and 106 will enter and exit the building from Door #1 (the main entrance door in the parking lot) on White Street.
- Classrooms 101 and 102 will enter and exit the building from Door #2 on Cleveland Street. ● Classrooms 104 and 105 will enter and exit the building from Door #3 on Cleveland Street.

STUDENT ATTIRE

Students should dress appropriately for a school setting. It is the expectation of the following in terms of dress:

The following items of clothing are considered to be inappropriate and are not to be worn:

- Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini-skirts, clinging or form fitting spandex leggings (without the appropriate length

skorts, 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 not to be worn due to the safety factor when using stairs. 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 and select Our District to find your child's school for a comprehensive review.

STUDENT ABSENCES: Parents are responsible for reporting daily absences to Ms. Marjorie Tetterton, School Secretary, at 973-677-4000 ext. 1701. The district policy indicates that a student must be in attendance for 163 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

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 by September 13, 2021. It is important that these forms are returned so we are able to have active communication with you throughout SY 21-22.

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. and childcare vouchers are accepted.

Contact Information:

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

SAMSUNG TABLETS

Students are to bring their district issued Samsung Tablet to school on a daily basis; fully charged.

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 and check the "school story" daily for any announcements.
- E-mail & phone blasts will also be used to communicate with families. Please ensure you have updated your contact information in Genesis. It is imperative that all school personnel have the most updated information for your household.
- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated. You will receive calls from our secretaries to check and update your information in Genesis.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance.

This is even more important in these uncertain times.

- If you have not signed up for the Orange App, you can download 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 also follow our school on the following social media platform below:
- School Twitter: @JohnLewisECC o District Twitter: @ops_district o Facebook: [JRLECCSM@orange.k12.nj.us](https://www.facebook.com/JRLECCSM@orange.k12.nj.us)

The Orange Board of Education Vision and Mission Statement

VISION

"The Orange Public School District commits to provide a safe and caring environment where each student is expected to grow and succeed. We pledge to prepare all students with equitable opportunities for college and career readiness, leading to lifelong learning and responsible citizenship in a competitive global community."

Mission

- The Orange Public School District in collaboration with all stakeholders is responsible for promoting the academic, social, emotional, and personal success of all students.
- With a commitment to academic excellence, the district provides teachers, families, and administrators the tools needed for all students to reach their full potential.
- The district serves all students in our schools, acknowledging their unique backgrounds, cultural perspectives and learning styles.
- The district recognizes that curiosity, discipline, integrity, responsibility and respect are necessary for success.
- The Orange Public School District cultivates a community of 21st century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

Good to Great

Looking forward to a happy, healthy, and productive school year!

Educationally yours,

Cayce J. Cummins, Ed.D., Principal

The Orange Board Education

Vision and Mission Statement

Vision

"The Orange Public School District commits to provide a safe and caring environment where each student is expected to grow and succeed. We pledge to prepare all students with equitable opportunities for college and career readiness, leading to lifelong learning and responsible citizenship in a competitive global community."

Mission

- The Orange Public School District in collaboration with all stakeholders is responsible for promoting the academic, social, emotional and personal success of all students.
- With a commitment to academic excellence, the district provides teachers, families, and administrators the tools needed for all students to reach their full potential.
- The district serves all students in our schools, acknowledging their unique backgrounds, cultural perspectives and learning styles.
- The district recognizes that curiosity, discipline, integrity, responsibility and respect are necessary for success.
- The Orange Public School District cultivates a community of 21st century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.



INTRODUCTION

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
- The High Scope Curriculum which is a comprehensive research-based curriculum offers a developmental approach to preschool education and provides the foundation for future successful educational experiences
- 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
John Robert Lewis Early Childhood Center (JRLECC)	6 Preschool Classrooms 123 Cleveland Street Orange, NJ 07050 973-677-4000 Ext. 1701 https://www.orange.k12.nj.us/Domain/1135 Twitter @JohnLewicECC
Orange Early Childhood Center 397 Park Avenue	8 Preschool Classrooms
Scholars Academy 268 Capuchin Way	4 Preschool Classrooms

Private Provider Classrooms

Montclair Child Development Center 261 William Street	15 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

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 I I (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 — Your 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 always provide at least three clean complete changes of clothing. 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.

SCHEDULING and HOURS OF OPERATION

- Students must arrive to school by 8:20 a.m. Dismissal is at 3:20 p.m. We are still following COVID-19 safety guidelines. Parents and families will not be allowed to enter the building.

SUPPORT STAFF

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

The John Robert Lewis Early Childhood Center 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.

Instructional Coaches — 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. WE are welcoming a new instructional coach this year, Ms. Shardea Brown.

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. 1701 The following is required at the time of registration:

- A current lease, mortgage statement, deed, water bill, tax bill.
- Two additional proofs 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)
- Child's immunization record

ARRIVAL AND DEPARTURE PROCEDURES (COVID-19 Precautions)

Arrival and departure procedures are designed to allow for safe social distancing. We ask that the designated drop-off and/or pick up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition). Temperatures will be taken for all children and adults at the entrance gate on White Street. We are also asking that only one family member drop off/pick up children to reduce the number of people in the building and reduce the risk of exposure. We will have designated check-in staff (support staff) at each entrance wearing proper PPE in the morning and afternoon to expedite signing in and out. All family members dropping off or picking up must wear a face covering. We would like family members to have their own pens to sign in and out. If we supply a pen, it must be cleaned by the designated check-in staff member before another person can use it. Each classroom will have a designated entrance for drop off and pick up.

Drop-Off Procedures (White Street)

When students arrive in the morning with a parent or caregiver, their temperatures will be taken at the main entrance gate before entering the parking lot.

If the temperatures are below 100°F, the parent or caregiver can escort the child to where their teacher and class are lined up. Children who arrive late should be brought to the main entrance door on White Street. A staff member will take the child(ren) to his/her classroom. Staff, family members, and children must wear face coverings while in the building. The school will supply disposal masks if a staff member or children forget to bring one from home. Family members must sign children in printing their full name legibly, working phone number, and time signed in.

In our reopening plan, the following are symptoms of COVID-19 where your child/children should be tested.

A fever of 100 degrees or greater

- ✓ Cough
- ✓ Shortness of breath or difficulty breathing

- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat
- ✓ New loss of taste or smell
- ✓ Fatigue
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea

Dismissal and Pick-Up Procedures

Check-out staff members (support staff) will be required to stand at their assigned post in the afternoon. Teachers will bring the children to the designated pickup and the staff member designated for that area to sign children out. Everyone must wear a face covering/mask. Family members must sign children out at dismissal printing their full name legibly, working phone number, and time signed out.

Without exception, children will only be released to parents and authorized individuals whom the parents have included on their emergency pick up cards. Parents must include the full names of all individuals that will be allowed to pick up their child on the emergency card. For security precautions, phone calls will not 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 security guard, Main Office staff or 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 also not to release a child for pick up to anyone less than 12 years of age.

Designated Arrival and Dismissal Areas

- Classrooms 100 and 106 will enter and exit the building from Door #1 (the main entrance door in the parking lot) on White Street.
- Classrooms 101 and 102 will enter and exit the building from Door #2 on Cleveland Street.
- Classrooms 104 and 105 will enter and exit the building from Door #3 on Cleveland Street.

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 engage in the learning process whether virtual or face to face. 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. Attendance is equally important during virtual learning. Please be sure that you and your child engage in all activities during the virtual learning schedule. If your child cannot participate on a given day, please inform your child's teacher right away. If we do not hear from you or if you do not engage in the learning process during virtual learning for three consecutive days, our social workers will reach out to you to ensure the health and safety of your family. We will work with you to help you find resources needed for better engagement with virtual learning.

Please ensure that your child arrives at school on time each day and that they are picked up on time each day. Your child is late 15 minutes after the start of the school day. If your child is excessively absent or late, a meeting will be required with the school social worker and principal.

EMERGENCY SCHOOL CLOSINGS

Announcements of school closings or delayed openings will be broadcast through the districts automated phone system, Class Dojo, text message, the 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 phone calls by the district.

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

In addition, the district is working with the YMCA to assist with providing childcare as well. The YMCA will provide families with payment information.

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, physical 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 will also demonstrate proper handwashing and toothbrushing techniques as well. JRLECC's School Nurse

Ms. Alexandra Dong

(973) 677-4000 ext. 1706 or 1701

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 (about 5 years) of age attending a childcare 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 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 parents 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.

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 a 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.

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 a 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 parents 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 hours 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 e Mumps
- Rubella
- Scarlet Fever

- Diarrhea: more than 2 loose stools, the 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.

ADMISSION/EXCLUSION DUE TO SYMPTOMS OF ILLNESS (COVID-19 Precautions)

- Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our school. If families have any doubts about their child's health, they must call 973677-4000 ext. 1906 to speak with the school nurse. If children appear to be sick or has any of the above symptoms while at school, the school nurse will notify the family immediately, and it is necessary that the child be picked up within one hour of notification.
- The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Children must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event that a child is sent home with one of the above health concerns, he/she will not be permitted back to school without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.
- Permission for a child to be administered medicine in the school must be approved by the physician and completing a medication form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the school nurse in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.
- If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if a family member was in close contact with someone testing positive for COVID- 19, we will ask the family to keep the child home for a minimum of 14 days.
- We ask that all family members and staff inform us of any potential exposure immediately. A potential exposure means being in close contact (within 6 feet) of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours (about 2 days) before the individual becomes symptomatic. If there is a positive case of COVID- 19 in a child or an adult who has been present in the childcare center, we will inform the Superintendent and follow district process and procedures while informing our parents.

- We will safely and respectfully isolate children who show symptoms related to COVID- 19 in our established isolated space (near the nurse's office). Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- Students and employees may be asked to leave or not come into school if they test positive for COVID- 19 or exhibit one or more of the symptoms of COVID- 1 9, based on CDC guidance, that is not otherwise explained:
 - A fever of 100⁰ F or greater
 - Cough
 - Shortness of breath or difficulty breathing o Chills o Repeated shaking with chills o Muscle pain
 - Headache o Sore throat or new loss of taste or smell o Fatigue o Congestion or runny nose o Nausea or vomiting o Diarrhea

HYGIENE MEASURES AND PROCEDURES (COVID-19)

There will be signs for social distancing and proper handwashing throughout the building.

The John Robert Lewis Early Childhood staff will routinely clean and disinfect commonly used surfaces (e.g., keyboards, tables, etc.) before/after use (in the classrooms and offices). Cleaning procedures include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.

The John Robert Lewis Early Childhood staff will ensure safe and correct use and storage of cleaning and disinfection supplies, including storing products securely away from children, and ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout our school.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process as usual. All surfaces and toys will be sprayed at the end of the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing children will be expected to wear a mask when they enter/exit the building, when using the bathroom (only classrooms that do not have a bathroom), while walking in the hallways, on the playground and when they cannot practice social distancing. While in their own classroom — they may remove the mask and place it in their personal book bag. Staff are expected to wear a face covering throughout the day (with breaks) unless health reasons prohibit the wearing of a face covering. The district will purchase a face shield for all staff.
4. Plexiglas shields: shields will be provided for secretaries and security guards. Each student in the district will have a trifold type of desk shield.
5. Social distancing: Each class is considered a "family." Each "family" will socially distance from other "families" to assure safety. Children will not need to wear a mask when they are in their

"home" (classroom). Classes will not intermix and will be with the same teachers as much as possible. Also, children are prohibited from wearing a mask during naptime.

6. Potty Training: A school district with a state funded preschool program cannot mandate that preschool students be potty trained prior to program enrollment (this includes preschool contracted providers and Head Start). The only requirements for enrollment in a state funded preschool program are age and residency within the school district. Eligible children cannot be denied enrollment into the preschool program, nor can they be removed from the program due to the lack of potty-training skills. Teachers and support staff will utilize all safety precautions when changing children. Due to the pandemic, extra precautions will be taken as teachers will be provided with a face shield, disposal gloves, and disposal gowns to protect their clothing. Children must wear a mask while being changed (see page 21). Teachers will dispose of the gloves and gowns after changing each child and will wash their hands properly and thoroughly.

SCHOOL CLEANING PRACTICES (COVID-19 Precautions)

Our school will adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. JRLECC has a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects. e Examples of frequently touched areas in schools:

- o Classroom desks and chairs
- o Classroom sink handles
- o Countertops
- o Lunchroom tables and chairs
- o Door handles and push plates
- o Handrails
- o Kitchens and bathrooms
- o Light switches
- o Handles on equipment (e.g., athletic equipment)
- o Buttons on vending machines and elevators
- o Shared telephones
- o Shared desktops
- o Shared computer keyboards and mice
- o Drinking fountains
- o School bus seats and windows
- o Sign in/out materials (e.g., pens, paper)

Bathrooms will be cleaned and sanitized daily and between use as much as possible.

- Regarding bathrooms:
- NECC will avoid crowds in the bathrooms by limiting the number of students who can enter at a time.
- NECC has open trash cans to avoid children touching the lids o Doors are open to avoid touching handles NECC has a process and schedule for the routine cleaning and disinfecting of furniture.
- Classrooms have EPA-registered disposable wipes for teachers and staff to wipe down commonly used surfaces before use (e.g., keyboards, tables, etc.)

The JRLECC building will be cleaned and disinfected after a person has been identified as COVID- 19 positive.

SCHOOL PANDEMIC RESPONSE TEAM

Anna Barros, Pre-K Teacher

Shardea Brown, instructional Coach

Cayce J. Cummins, Ed.D., Principal

Carol Daly, School Counselor
Alexandra Dong, School Nurse
Terry Everett, Security Guard
Lorelly Hernandez, Custodian
Sakeenah Raheem, Pre-K Teacher
Luz Salazar, Pre School Disabled Para

Marjorie Tetterton, Secretary

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/staffmember 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 always supervised and appropriate child: staff ratios are maintained.
- Teachers move throughout the play yard to ensure adequate and appropriate supervision.
- The playground is monitored closely for safety and improvements.
- Medicines are stored out of children's reach and administered only with written permission of parent/guardian.
- 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.
- 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

PERSONAL BELONGINGS

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Bedding will be sent home on the last day of each week, and it is mandatory that bedding be laundered before returning the next week. Bedding will be stored in large plastic bags for health and safety reasons.

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.

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/childcare workers, are mandated reporters. Thus, it is our policy to report 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 schools and classrooms.

CLASSROOM INFORMATION

INSTRUCTIONAL STAFF

All preschool teachers are NJ Licensed Teachers holding a bachelor's 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.

INCLUSION

Inclusive education teaches all children teamwork 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 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. This school year we are welcoming our new Inclusion Teacher, Ms. Mindy Sauchelli.

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 to 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.

SOCIAL AND EMOTIONAL LEARNING

Social-emotional skills help children to persist on challenging tasks, to effectively seek help when they need it and to be thoughtful in their actions. Additionally, a developmentally appropriate preschool with a focus on social and emotional learning will assist children with developing a positive attitude toward school, positive social behavior, higher academic performance, decrease in emotional issues, and challenging behaviors. Children need to be taught social and emotional skills and to have opportunities to practice these skills in much the same way that they learn how to read and solve math problems. These efforts come with a big payoff, as strong social emotional skills can help children in a wide variety of social and academic settings for years to come.

There are five core skills that are widely recognized as critical social-emotional skills:

- Self-awareness — the ability to recognize your emotions and understand the links between emotions, thoughts, and behaviors.
- Self-management — the ability to regulate emotions, thoughts, and behaviors.
- Social awareness — the ability to take other's perspectives and demonstrate empathy.
- Relationship — the ability to build and maintain healthy relationships.
- Responsible decision making — the ability to make good choices about your behavior and interactions with others.

Positive Behavior Support (PBS)

Positive Behavior Support (PBS)- PBS provides a process to understand and resolve the problem behavior of individuals or children that is based on values and empirical research. It offers an approach to develop an understanding of why the child engages in problem behavior and strategies to prevent the occurrence of problem behavior while teaching the child new skills. Positive behavior support offers a holistic approach that considers all factors that have an impact on a child and the child's behavior. It can be used to address problem behaviors that range from aggression, tantrums, and property destruction to social withdrawal.

The Pyramid Model - The Pyramid Model builds upon a tiered public health approach to providing universal supports to all children to promote wellness, targeted services to those who need more support, and intensive services to those who need them.

- Tiers of the Pyramid Model
 - Tier 1 : Universal Promotion — strategies are used for all children
 - Tier 2: Secondary Prevention practices that are targeted social and emotional strategy to prevent problems
 - Tier 3: Tertiary intervention comprised of practices related to individualized intensive interventions

SEL will be integrated into our delivery of instruction daily and throughout the school year. To help children problem solve, teachers will use solution cards, social stories, books, the High Scope conflict resolution steps, and Tucker Turtle.

ASSESSMENT

The Child Observation Record (COR) is the performance-based assessment model for all district and community preschool classrooms.

The COR assesses early young children in eight content areas:

- Approaches to learning
- Social and Emotional Development
- Physical Development and Health
- Language, Literacy, and Communication
- Mathematics

- Creative Arts
- Science and Technology
- Social Studies
- English Language Learning (appropriate for children whose first language is not English)

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 during 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. 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).

In class Assessment — teachers will observe and collect anecdotal notes as much as possible when children are in school.

Virtual Assessment — where applicable, teachers will use google classroom to observe children and take anecdotal notes while children perform learning task in front of the teacher in each of the identified COR indicators.

THE LEARNING ENVIRONMENT

According to the High Scope Curriculum, "Young children need space to use materials, explore, create, and solve problems. They need space to spread out, move around in, and to talk freely about what they are doing. Children need 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 (messages are written on the board using a combination of pictures and words)
- Small Group Time (the class breaks up into two small groups for direct instruction)
- Large Group Time (the children are all together: music, movement, singing, and dancing)
- 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)

- Mealtime(s) — Because of the current pandemic, our children will not eat family style, rather they will have a bag meal and will practice safety precautions while eating in their own space in the classrooms
- Outside Time (children will go outside everyday weather permitting)

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

Due to the current pandemic — field trips will be prohibited, but children will take at least two virtual field trips related to learning to actively engage them in the curriculum.

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 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 in your child's backpack and will be sent home each day with your child. It is not unusual for preschoolers to occasionally soil their clothing due to illness or accident. Please check your child's backpack daily just in case he/she has an accident. 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/pull-ups and wipes.
- 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 daily. 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.

CELEBRATIONS

The celebration of birthdays and other special events will be celebrated in developmentally appropriate ways for preschoolers. It is important to consider 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.

- Birthdays - 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. Because of the current pandemic and for health and safety reasons, families are prohibited from visiting their child's classroom for birthday parties and celebrations. Additionally, families may not bring outside food to the classroom for celebrations. The school and the teachers will make each child feel valued and special on his/her birthday. However, to keep everyone safe, outside food, party favors, and visitors will be prohibited.
- 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. We are looking for parents and families to be part of an active Parent Teacher Organization this year. Please let your child's teacher or any JRLECC staff member know if you are interested in being a part of the PTO development and membership.

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. Due to the current pandemic, all family/teacher conferences and other parent meetings will be conducted virtually. Teachers and staff will support you in navigating these digital platforms.

Tuesday, November 22, 2021

5:30-7:30 pm

Monday, February 7, 2022

5:30-7:30 pm

*Tuesday, February 8, 2022

1:15-4:00 p.m.

*Students will be dismissed at 12:30 p.m. on this date.

Marking Period Dates

MPI- 9/7/21-11/12/21

MP2- 11/15/21-1/27/22

MP3- 1/28/22-4/11/22

MP3- 4/12/22-6/22/22

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. These events will also be virtual.

FAMILY VOLUNTEERS

Because of the health and safety concerns posed by the current pandemic, volunteering in the school or classroom is prohibited. However, there are other ways to volunteer. Volunteering is a wonderful way to model positive social interactions and to demonstrate a genuine interest in your child's education. Volunteering opportunities include but are not limited to: e assisting with activities/lessons at home ● reading stories virtually to class

- Sharing your favorite family snacks virtually ● collecting materials and supplies for your child to use at home such as, acorns, tops, leaves, dress up clothes, dramatic play props, carpentry materials, etc. ● Attending or planning parent workshops (virtually)
- Participating in various school committees (virtually)

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 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. To reduce the number of forms that are exchanged, JRLECC will use technology for families to complete and return all forms.

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 composed 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. We will conduct our meetings virtually for the 2020-2021 school year.

PREK-3 TRANSITION COMMITTEE

The formation of the preschool-kindergarten transition committee came because 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 composed 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 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. We will conduct our meetings virtually for the 2021-2022 school year.

SELF-CARE FOR ADULTS

Self-care habits help us stay healthy and at the top of our game. Because self-care and mental health are connected, neglecting one can have a negative impact on the other. Sometimes, stress or burnout may become severe enough that you cannot overcome it on your own. In this case, one of the best self-care steps you can take is seek counseling or another form of professional help. A professional can help you figure out how to practice self-care in manageable ways.

CLOSING STATEMENT

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. 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 plan to continue parent and family engagement virtually and in person.

We look forward to getting to know you and your family. Have a great school year!

Yours in education,

Cayce J. Cummins, Ed.D.

Principal

APPENDIX

Orange Board of Education

"3283

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 responsibility 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:

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 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

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 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 Of 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 of 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



An emergency closure can only be determined by the Governor of New Jersey. With that being said, in the hybrid space, students will be in buildings with the expectation of masks as well as social distancing implemented. The following points are about the hybrid and remote models.

Standards for Health and Safety

Masks are required wherever social distancing cannot be accomplished

Access to PPE (Personal Protective Equipment), hand sanitizer, partitions (if applicable) etc. As you tour the schools, this has already been solidified. PPE is available to staff and students.

Daily Cleaning/sanitizing demands (We are keeping this mandate as we did in the Spring and Summer to ensure our continued health and safety.

Educational Effectiveness while Social Distancing

Masks

The following principles apply to the use of masks in schools:

Masks and/or barriers do not preclude an individual from being identified as a close contact to a COVID19 case.

Information should be provided to staff and students on proper use, removal, and washing of masks. The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are not recommended.

Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet. } Disposable face masks should be changed daily or when visibly soiled, damp, or damaged.

Students, teachers, and staff should have access to additional disposable or cloth masks in case a back-up mask is needed (e.g., mask is soiled or lost during the day).

Clear masks that cover the nose and wrap securely around the face may be considered in certain circumstances including for the teaching of students with disabilities, young students learning to read, or English language learners.

Hand Hygiene and Respiratory Etiquette

We will continue to teach and reinforce hand washing with soap and water for at least 20 seconds If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Hand Hygiene and Respiratory Etiquette (continued)

We will inform students and staff to cover coughs and sneezes

Used tissues should be thrown in the trash and hand hygiene as outlined above should be performed immediately.

We will maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no touch trash cans.

Hand hygiene should take place: Upon arrival at school. Before and after meals and snacks. After going to the bathroom. Before leaving for the day. After blowing nose, sneezing, or coughing into tissue. When hands are visibly soiled. Assist/observe young children to ensure proper hand washing

Illness While on the School Site

Children and staff with COVID-19 symptoms should be separated away from others until they can be sent home. All schools have been outfitted with an isolation room. Students who are sick and not already wearing a mask should be provided one to wear unless the student has a contraindication to doing so. If a mask is not tolerated by the ill student or staff member, other staff should be masked and follow maximum physical distancing guidelines (at least 6 feet away).

Ask ill student (or parent/guardian) and staff whether they have had potential exposure to COVID-19 in the past 14 days meeting the definition of a close contact. Individuals should be sent home and referred to a healthcare provider. Persons with COVID-19-compatible symptoms should undergo COVID-19 testing.

Schools with testing capacity should test ill students and staff, consistent with any federal and state requirements, including requirements regarding parental consent. Ill individuals who test positive should be reported to the Local Health Department (LHD) and contact tracing should begin. The district will handle all contact tracing as outlined in the Reopening of Schools Plan posted on the district website on June 15, 2021. Ill individuals that test negative should be referred to a healthcare provider, who may consider additional COVID-19 testing.

Hybrid or Remote Option

If the district has to institute a hybrid or remote option (per the Governor's orders ONLY), synchronous; live instruction will be at the apex of the model. Additionally, we will continue to utilize Zoom and/or Google Meet to promote real time instruction for students across the school district. Students will be engaged in the core subjects as well as elective classes accordingly in the synchronous fashion. Office hours will be utilized to promote sound individualized approaches to teaching and learning. Schedules will be made available accordingly should an emergency closure have to take place.

