



*Cherry Hill*  
PUBLIC SCHOOLS



Preschool Program

**HOME OF THE CUBS**

**Family Handbook**

**2025 - 2026**



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***ASSISTANT SUPERINTENDENT'S WELCOME:***

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Dear Parents and Friends of our Cherry Hill Public Schools Preschool Program,

Welcome to a brand-new school year! Whether you're returning or joining us for the first time, we are so excited to have you as part of our preschool community. The beginning of the year is always filled with anticipation, and we can't wait to see the joy, curiosity, and growth that will unfold in the months ahead.

Preschool is a magical time—full of first friendships, big emotions, and incredible discoveries. Our team is committed to creating a safe, nurturing, and engaging environment where your child can thrive socially, emotionally, and academically. We believe in the power of play, the importance of kindness, and the value of strong partnerships between home and school.

This year brings fresh opportunities to inspire, nurture, and guide our youngest learners as they take their first steps into the world of education. The creativity, patience, and unwavering dedication of our preschool staff embody the heart of what makes our program a nurturing and joyful environment where children can flourish.

We look forward to working closely with you to support your child's journey. Communication is key, so please don't hesitate to reach out with questions, ideas, or concerns. We're here for you every step of the way.

Thank you for entrusting us with your little ones. We're honored to be part of their early learning experience and can't wait to watch them grow.

Dr. Mahan



## **ATTENDANCE:**

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District Policy 5200 ATTENDANCE governs the attendance of all preschool-aged children within the district. Consistent with this policy, frequent absences hinder young children's establishment of a structured daily routine and mastery of essential routines. Furthermore, such absences impede the inclusion of other waiting-list children who could otherwise attend the program regularly. It is the district's responsibility to mitigate chronic absenteeism and tardiness among children participating in the state-funded preschool program. A doctor's note is mandatory after three (3) consecutive absences.

In compliance with New Jersey State Law, unexcused absences exceeding five (5) consecutive days without parental communication will prompt an investigation by the Attendance Officer, with subsequent notification to the Preschool Administrator.

Following ten (10) consecutive days of unexcused absence, the School Administrator or designated personnel will contact the parent/guardian to address the behavioral pattern and inform them of the potential dismissal from the program due to continued tardiness or absenteeism. An attendance conference involving the parent and relevant school staff may also be necessary.

For more information regarding our program's Attendance Monitoring Procedures, please contact:

Amanda Gerald, *Community Parent & Involvement Specialist*, [agerald@chclc.org](mailto:agerald@chclc.org)

Catherine Briggs, *Preschool Social Worker*, [cbriggs@chclc.org](mailto:cbriggs@chclc.org)

Lauren McCall, *Preschool Social Worker*, [lmccall@chclc.org](mailto:lmccall@chclc.org)

## **SCHOOL HOURS:**

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Regular Student Instructional Day:

- 9:30 AM - 3:30 PM

Early Dismissal Schedule:

- 9:30 AM - 1:30 PM

Delayed Opening Schedule:

- 11:30 AM - 3:30 PM

## **STUDENT DROP-OFF/PICK-UP:**

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**Cadence Academy, Discovery Corner Childcare, and KinderCare Learning Preschool:**

- Drop-off and pick-up for the 2025-2026 school year will be through the Main Entrance.
- Please use your unique door code to access the building. Do not share your code with anyone.
- Please remember that arrival time is 9:30 AM and dismissal time is 3:30 PM. In order to allow all students the full educational opportunity of this program, we ask that parents adhere to the drop-off and pick-up times.
- Parents are to remain with and supervise their children until the children have been signed in.



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- Parents or designees must show a photo ID when picking up a child. This will be matched to the names identified in Genesis.

### **Estelle V. Malberg Early Childhood Center:**

- Drop-off and pick-up for the 2025-2026 school year will be at Door 4.
- Please remember that arrival time is 9:30 AM and dismissal time is 3:30 PM. In order to allow all students the full educational opportunity of this program, we ask that parents adhere to the drop-off and pick-up times.
- Parents are to remain with and supervise their children until the children have been signed in.
- Parents or designees must show a photo ID when picking up a child. This will be matched to the names identified in Genesis.
- Any child arriving after 9:40 AM is considered late and must be escorted, through the main (front) entrance, by a parent/guardian to be signed in.
- **No early pick up after 3:00 pm daily**

**No access will be permitted to the bus loop from 9:00 am - 9:45 am and 3:00 pm - 3:45 pm.** Parents or designees must park on Winston Way and escort children to Door 4. **Please do NOT block residential driveways, use the handicapped spaces without proper decals, park in the fire lane, or in the designated NO PARKING section of Winston Way.** Please hold your child's hand as you walk them from the car to the building and use the crosswalks provided for your safety.

Dismissal at Malberg is a busy time with a lot of children, parents, and assistants in the hallways and sidewalks. For safety, please hold your child's hand as you walk them to and from the building each day.

### **Joyce Kilmer Elementary School:**

"UNDER CONSTRUCTION"

### **Mosaic Early Learning Center:**

- Drop-off and pick-up for the 2025-2026 school year will be through the Side Entrance closest to the street.
- Please ring the bell and someone will buzz you into the building.
- Please remember that arrival time is 9:30 AM and dismissal time is 3:30 PM. In order to allow all students the full educational opportunity of this program, we ask that parents adhere to the drop-off and pick-up times.
- Parents will need to sign their child in when they arrive to the classroom.
- Parents are to remain with and supervise their children until the children have been signed in.
- Parents or designees must show a photo ID when picking up a child. This will be matched to the names identified in Genesis.



**EMERGENCY SCHOOL CLOSURE/2-HOUR DELAYED OPENING:**

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If adverse weather conditions cause the cancellation of school, the District emergency phone system will be activated to provide automated phone messages to the primary phone number you provided. Word of the closing will also be sent to local Philadelphia radio (KYW 1060) and television stations (Comcast-19 and FIOS-24) for announcement. Each school district is assigned a code number; Cherry Hill's code number is **551**. When determining your child's amended bus stop pick-up time, simply add two hours to the regularly scheduled time.

Closing school early due to inclement weather is avoided as much as possible. However, please discuss your family's emergency plan just in case safety dictates an unanticipated early dismissal. We will attempt to make contact with parents/guardians through our automated telephone service. Children whose parents/ guardians cannot be reached will remain at school until an emergency adult contact is notified.

**TRANSFERS/WITHDRAWALS:**

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Please contact the office as soon as possible when planning to move; we will provide you with information on how to proceed to make the transfer as smooth as possible.

**ACADEMIC PROGRAM:**

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**Program Offerings**

Children may be recommended for placement in one of our programs depending on their specific educational needs. The Malberg Early Childhood program provides a continuum of services for our special education population. These include:

**Preschool General Education (Inclusion)**

These classes meet for 6 hours per day, five days per week. One certified teacher, one educational assistant, and one-on-one aides, as needed, according to Individualized Education Plans, instruct each class. Teachers in this program utilize the Creative Curriculum for Preschool. These multi-age (3-, 4-, and 5-year-olds) classes are capped at 15 children.

**Self-Contained Preschool Disabled**

These classes meet for 6 hours per day, five days per week. One certified teacher, three educational assistants, and one-on-one aides, as needed, according to Individualized Education Plans, instruct each class. Teachers in this program utilize the Creative Curriculum for Preschool and eclectic instructional strategies, including Applied Behavior Analysis, Verbal Manding, Play Skills Development, and Sensory Support. These multi-age (3-, 4- and 5-year-olds) classes are capped at 12 children.

**Therapy Integration**

Self-regulation and/or adult-assisted regulation are needed for students to participate and progress in a school environment. To help increase a student's attention and focus for engagement and play, some of the following strategies may be used. These strategies are only used with students who



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have an Individualized Educational Plan and the teacher will inform you if these items are being incorporated into your child's program:

- Weighted materials, such as weighted blankets, vinyl stuffed animals, hats, lap pads, weighted kettlebells, pushing weight carts, and weighted backpacks.
- Vibration materials, such as a vibrating cushion, a vibrating noodle, and a vibrating toothbrush.
- Deep pressure and movement...such as massage, squeezing hands with or without wiggling arms, and stress balls.
- Tactile materials, such as lotions (to be sent from home), cold therapy, and chewing items

The following items may be used without parent notification:

- Flexible seating options, such as t-stools, seat cushions, therapy balls, rocking chairs, and tactile containers.

### **Resource Support**

Push-in service for students with IEPs provides additional support within the classroom setting.

### **Indoor Gross Motor**

Each class receives Indoor Gross development from a certified P.E. teacher twice per week.

### **The Creative Curriculum for Preschool Overview**

Our program uses *The Creative Curriculum® for Preschool*, a comprehensive, research-based curriculum, which features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical-thinking skills. We've chosen this curriculum because it focuses on the skills and knowledge that are most important for helping your child to be successful in school. Throughout the year, *The Creative Curriculum® for Preschool* will help us plan learning experiences that are just right for your child, so they can make progress at their own pace.

So, how does *The Creative Curriculum® for Preschool* support your child's learning? It's based on 38 objectives for development and learning that focus on all the areas that are most important for school success: social-emotional, cognitive, math, literacy, physical, language, social studies, science and technology, and the arts. These objectives are built into every activity that happens in the classroom, which means that all day long, the teacher is helping your child build skills and knowledge in these important areas.

In *The Creative Curriculum® for Preschool*, learning happens through studies. Studies, which span several weeks, are in-depth, project-based investigations of topics that are part of your child's everyday life. They feature topics like trees, buildings, clothes, and balls. In a study, children raise questions about the topic and find answers by exploring, experimenting, and investigating in a hands-on way through activities that take place in the classroom and outdoors. Through studies, your child will learn important math, literacy, science, and other skills.

Children will engage in the following studies this school year:



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| Study           |
|-----------------|
| First Six Weeks |
| Trees           |
| Light           |
| Clothes         |
| Buildings       |
| Music Making    |
| Water           |

*The Creative Curriculum® for Preschool* also has support, built into every experience, for children who are English-language learners and children who have special needs. This helps to ensure that every child can participate in classroom activities and can be successful. There are also many opportunities for families to become involved in what's happening in the classroom. Your child's teacher will let you know about the different ways you can be part of these learning experiences. We hope that you'll participate whenever possible and help to build the important connection between home and school.

### **Teaching Strategies FamilyApp**

We are excited to partner with families using the Teaching Strategies Family App, a secure, easy-to-use platform designed to keep you connected to your child's learning.

The app allows you to:

- View photos, videos, and updates from your child's classroom
- Access digital report cards and developmental progress
- Receive important messages and reminders directly from your child's teacher
- Strengthen the school-to-home connection with activity ideas to support learning at home

This app is the primary way teachers will communicate with families throughout the school year.

You will receive an email or text invitation from your child's teacher to join the app. For step-by-step instructions on how to download and sign up, please refer to the [Teaching Strategies Family App Login Flyer](#).

We encourage you to activate your account as soon as possible so you don't miss any important updates!

### **Report Cards**

Through the use of *The Creative Curriculum® for Preschool* to guide instruction and assess student growth, we follow three checkpoint periods throughout the school year as part of our ongoing



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assessment process. These checkpoints allow us to track each child's developmental progress in alignment with state early learning standards.

At the end of each checkpoint period, families will receive a digital report card that provides insight into their child's progress across key learning domains. These report cards are shared through the Teaching Strategies Family App, which offers a secure and convenient way to stay informed and engaged in your child's learning journey.

We encourage families to regularly check the app for updates and to reach out to your child's teacher with any questions about your child's growth and development.

Report Card Issued Dates:

- Friday, December 5, 2025
- Thursday, March 19, 2026
- Thursday, June 18, 2026

### **Daily Schedule**

All preschool students engage in the following instructional blocks during the school day:

- Morning Large Group (10 minutes)
- Afternoon Large Group (10 minutes)
- Choice Time (60 minutes)
- Literacy Small Group (20 minutes)
- Math Small Group (20 minutes)
- Indoor Gross Motor (30 minutes)
- Outdoor Gross Motor (30 minutes)
- Lunch (30 minutes)
- Snack (15 minutes)
- Rest Time (50 minutes)
- Toileting & Handwashing (10 minutes)

The time of day for each block varies per class and preschool site location. Individual class schedules will be shared by classroom teachers.

### **Rest Time**

Each day, children participate in a 50-minute rest period. Every child is provided with a cot and a designated rest area. Families must send in a cot sheet, and may also include a favorite blanket to help their child feel comfortable. Bedding is stored at school and sent home weekly for cleaning.

While children are not required to nap, they must remain in their assigned area. Quiet activities may be provided to help maintain a calm environment and allow peers the opportunity to rest.

### **Toileting/Diapering**

Our practices follow the New Jersey Department of Education's Early Childhood Guidelines for toileting and diapering to ensure a safe, respectful, and hygienic experience for all children.



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We support families with potty training once a child has been consistently successful at home for at least one month. Until then, we ask that families provide all necessary supplies, including diapers or pull-ups and wipes.

All toileting and diapering procedures are handled discreetly and in a manner that promotes independence, dignity, and self-care skills.

### **Early Childhood Environment Rating Scale (ECERS)**

Our classrooms follow the guidelines of the Early Childhood Environment Rating Scale (ECERS) to ensure a high-quality learning environment. ECERS helps us create spaces that are safe, developmentally appropriate, and supportive of children's learning and well-being. It guides best practices in areas such as classroom setup, daily routines, interactions, and materials.

By using ECERS, we maintain a consistent focus on promoting engaging, inclusive, and nurturing experiences for all children.

### **Second Step Early Learning and Teaching Pyramid Observation Tool (TPOT)**

We use the Second Step Early Learning program to teach children essential social-emotional skills such as empathy, emotion management, friendship-building, and problem-solving. These engaging, age-appropriate lessons help children learn how to express their feelings, manage behaviors, and interact positively with others.

To support the effective use of this curriculum, we also implement the Teaching Pyramid Observation Tool (TPOT). TPOT helps us observe and strengthen the way teachers promote positive behavior and emotional development in the classroom. Together, Second Step and TPOT help create a caring, inclusive environment where all children can thrive socially and emotionally.

The results of TPOT observations guide professional development and coaching, helping us maintain a nurturing, supportive, and inclusive classroom environment for all students.

### **REPORTING PROGRESS:**

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Parent-teacher conferences are one of the ways we inform parents of a child's progress in school.

Our preschool program is committed to effective communication between students, teachers, and parents. Conferences will be held once a year. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is experiencing academic, social, or emotional issues, please do not wait for the regularly scheduled conferences—contact your child's teacher as soon as possible.

Please note that arrangements for conferences should be made in advance. Upon arrival for a scheduled conference, please report to the main office. When the need arises to informally contact the teacher, email and voicemail are the most expedient.

**December 8, 2025 – Early Dismissal for Students – Conferences held from 2 pm - 4 pm**



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**December 9, 2025** – *Early Dismissal for Students* – Conferences held from 6 pm - 8 pm

**December 10, 2025** – *Early Dismissal for Students* – Conferences held from 2 pm - 4 pm

**December 11, 2025** – *Early Dismissal for Students* – Conferences held from 6 pm - 8 pm

### **REFERRAL SERVICES:**

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#### **How is a student referred for a Child Study Team Evaluation?**

Students between the ages of 3 and 21, suspected of having an educational disability, may be referred to the Child Study Team for an evaluation by a variety of sources but generally, they come from one of the following:

- 1. PARENTS:** Parents may request a Child Study Team Evaluation by contacting the Principal or Case Manager at their child's school and forwarding the request in writing three months before their third birthday.
- 2. ADMINISTRATORS or OUTSIDE AGENCIES:** The Principal or other building administrator or an individual from an outside agency (doctor, social worker, etc.) may refer a student for a Child Study Team Evaluation.

#### **Who are the members of the Child Study Team?**

The New Jersey Department of Education requires that the Child Study Team include a school psychologist, a learning disabilities teacher consultant, and a school social worker. These professionals are all certified and employed directly by the Cherry Hill Board of Education.

#### **What is the procedure after the referral is made?**

Once the referral has been made the Case Manager has twenty (20) days to schedule an Identification Meeting. The necessary personnel expected to attend this meeting include a social worker, psychologist, learning disabilities teacher consultant, classroom teacher, speech & language specialist (if the suspected disability included that area or the child was age 3-5), and certainly the parent.

#### **Are students automatically tested if the request is made?**

No. Once a request for a Child Study Team evaluation is made, an Identification Meeting must be scheduled. At that meeting, it is determined if a Child Study Team Evaluation is warranted. If so, an Evaluation Plan is developed.

#### **What is the procedure if the student is going to be tested?**

Once it is determined that testing is necessary, an assessment plan is developed and the parent/guardian gives written permission. The district then has ninety (90) days to complete the necessary evaluations. Within the ninety (90) days, an Eligibility Conference is scheduled where the evaluations are interpreted and it is determined if the student is eligible for special education and/or related services.

#### **If a student is eligible does that mean he or she will be in a special education class?**



Absolutely not. Before a student receives services, an Individual Education Program must be developed and agreed to. The Cherry Hill Public Schools offer a full continuum of service delivery options for students with disabilities, and consideration is always first given to general education programs.

**How do I know if I need to refer my child?**

If combinations of the following behaviors are observed, and are affecting the child’s ability to interact with others and/or are interfering with the child’s ability to learn age-appropriate skills, a referral should be made.

|   |   |                                  |   |
|---|---|----------------------------------|---|
| Poor coordination                         | Visual difficulty                                 | Over-reaction to noise           | Inability to process information        |
| Toe walking                               | Hearing difficulties                              | Delayed speech and language      | Dislike being touched                   |
| Inability to use hands to manipulate toys | Inability to recall a sequence of sounds or words | Limited vocabulary               | Inappropriate loss of emotional control |
| Excessive clumsiness                      | Difficulty following directions                   | Disorganized expressive language | Distractibility                         |

**CHILD STUDY TEAM SERVICES:**

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The Child Study Team (CST) is a group of specialists employed by the Cherry Hill School District to provide consultative, evaluative, and prescriptive support to students, families, and educators.

Our CST includes a School Social Worker, School Psychologist, and Learning Disabilities Teacher Consultant. Working collaboratively with the school principal, the team makes recommendations for programs and placements that best meet the unique needs of students experiencing school-related challenges.

**PRESCHOOL INTERVENTION AND REFERRAL TEAM SERVICES:**

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**Preschool Intervention and Referral Team Protocols:**

**Purpose**

The Preschool Intervention and Referral Team is designed to assist preschool staff in addressing children’s persistent, challenging needs. Through the development and implementation of an intervention plan and positive behavior support plan, teachers are given strategies and interventions that address a variety of persistent challenges in young children that may prevent successful participation in general education classrooms. ([NJDOE Reference](#))



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The PIRT process is integral in identifying “at risk” children and helping teachers meet their needs by using building and district resources to:

- Support the teacher’s effort
- Support additional classroom strategies
- Expand alternative modes of intervention

The primary role of the PIRT is to provide support and suggested interventions to teachers so that all children can succeed within the general education classroom. Collectively, our PIRT members have a strong background and knowledge in early childhood education, child development, the district's chosen curriculum, and the four levels of the Positive Behavior Support (PBS) pyramid. The team includes a combination of the following: teachers, preschool intervention and referral specialists, preschool instructional coaches, behavior specialists, psychologists, learning disabilities teacher-consultants, school social workers, speech and language pathologists, or other specialists, and is supervised by the school district preschool administrator.

**Preschool Intervention and Referral Specialist:**

The Preschool Intervention and Referral Specialist (PIRS) provides support and suggested interventions to teachers so that all children can succeed within the general education classroom. The PIRS supports classroom teachers in providing strategies for children who exhibit difficulty in the classroom, as indicated through the screening process or observations made by the classroom teacher and/or PIC. The PIRS provides support, including written strategies for classroom staff, modeling strategies in the classroom when appropriate, provides professional development and provides consultation to classroom staff, parents, and administrators. The PIRS conducts classroom visits as necessary to implement intervention plans created by PIRT.

**PIRT Team Members:**

|   |  |
|---|--|
| Preschool Intervention and Referral Specialists | Diana Polito<br>Amanda Gianfortune       |
| Preschool Instructional Coaches                 | Zenetta Bronson<br>Melissa Donnelly      |
| Administrator and/or Director, as needed        | Varies - principal, director, supervisor |
| Psychologist/Case Worker                        | Jennifer Campbell                        |
| Preschool Social Workers                        | Catherine Briggs<br>Lauren McCall        |
| Related Service Providers, as needed            | Speech, OT, PT, BCBA, CST members        |
| Classroom Teacher (teacher who made referral)   | Varies                                   |



|                                     |     |
|-------------------------------------|-----|
| Classroom Teacher (standing member) | TBD |
|-------------------------------------|-----|

**Early Screening Inventory (ESI-3)**

All children participate in the Early Screening Inventory, Third Edition (ESI-3) within the first 4–6 weeks of entering the program. This developmental screener helps us identify a child's strengths and areas where additional support may be beneficial.

The screening is play-based and age-appropriate, focusing on key areas such as language, cognition, fine and gross motor skills, and social-emotional development. Results are used to guide instruction and support early learning success.

**HEALTH SERVICES:**

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Our program has a school nurse available should your child become sick or injured during the school day. It is important that all the information in Genesis is up-to-date. Please notify the school nurse and the main office of any changes, so that we may reach you when needed.

**When to Keep Your Child Home**

**Is my child too sick to go to school?**

To determine if your child should stay home, please use these guidelines or contact your school nurse.

- **Fever of 100°F or higher:** Keep your child home for a minimum of 24 hours after the temperature returns to normal (98.6°F) without the use of fever-reducing medication.
- **Vomiting or diarrhea:** Keep your child home for a minimum of 24 hours after the last episode.
- **Rash:** If the cause is unknown, please check with your physician before sending your child to school.

Based on your child's demeanor, ask yourself: *"Is my child available to learn, play, and participate in school activities?"* If the answer is *no*, consider keeping them home, as they may be getting sick.

Young children have immature immune systems. Sending a child to school when he/she is not themselves may delay his/her recovery and/or spread the infection to other children. **Before returning to school, it is necessary to be symptom & fever-free (without medication) for 24 hours.** Please contact our school nurse, Heidi Setchel at 856-429-7283 ext. 4012 or [hsetchel@chclc.org](mailto:hsetchel@chclc.org). If you have any questions regarding whether your child should stay home from school.

**IMMUNIZATIONS**

**IMPORTANT NOTE: FLU SHOT MANDATED!**

The State of New Jersey has mandated that all preschool students under 59 months receive a Flu Shot prior to **December 31, 2024**. Students who are not in compliance with this mandate **are to be**

**excluded from school beginning on January 2, 2025.** Please schedule an appointment for a flu shot with your pediatrician early to be assured that there is adequate supply for your child.

### **Medication**

- All medication, including prescription and over-the-counter (OTC) medications require a written physician's order and must be brought to the nurse's office by an adult in the original prescription or manufacturer's labeled bottle.
- Students **are not** permitted to carry medication. **\*\*Students may not self-carry medications.**
- All medication, which includes prescription and OTC medicines, **must** be administered by the nurse.
- **Medication permission forms must be completed by both the parent/guardian and physician for all prescription and over-the-counter medication to be administered during school hours (with the exception of acetaminophen or ibuprofen which requires parent/guardian permission only. The permission form must be completed through the parent portal in Genesis).**

Please practice these self-care skills with your preschooler:

- Washing hands – back, front, and in-between fingers; sing Happy Birthday twice to ensure long enough time (approx. 30 seconds)
- Recognizing a cough, sneeze, or runny nose
- Blowing nose and disposing of tissue in trash
- Covering the mouth for cough or sneeze and washing hands

On the rare occasion that a child comes to school with head lice, the parents of the children in the classes exposed will be notified by the Nurse.

Physical exams are required of all new enrollees and should be updated each year. Physicals must be completed by the student's family physician.

Your child will be screened yearly for height, weight, blood pressure, sight, and hearing. Deviations from the norm will be screened a second time. If deviation is noted again, the parent will be notified.

**Thanks for remembering this is a Peanut/Nut Free School.** 

When sending in snacks to the classroom, we request that **you do not send any products that say "CONTAIN" OR "MAY CONTAIN" peanuts and tree nuts.** We must keep the classrooms "peanut/tree nut free". Close proximity to peanuts can cause severe life-threatening problems for some of these students.



**CHILD ABUSE AND/OR NEGLECT:**

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Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to the New Jersey Department of Children and Families (formerly The Division of Youth and Family Services). Failure of a staff member to make a report is a violation of the law. All information is kept confidential. The building principal, school nurse, and school counselor have further information relating to this process.

**STUDENT DRESS:**

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- Be sure that your child’s clothing is comfortable, washable, and allows for self-dressing. **SNEAKERS OR CLOSED-TOE RUBBER-SOLED SHOES ARE BEST! PLEASE, NO CROCS or FLIP FLOPS.**
- The children are learning to be independent with their clothing. Please use clothing that is “kid” friendly.
- We also work with messy materials almost every day: paint, glue, markers, chalk, etc. We encourage the children to participate and explore materials freely.
- We go outside on all days except when it is raining. Please ensure your child is dressed appropriately for the weather.
- You will be asked to send in a change of clothing to be kept in the classroom. Please label all articles of clothing with your child’s first and last name. **Please be sure to send in a change of shoes/socks in case of a toileting accident.**

**HARASSMENT, INTIMIDATION OR BULLYING (HIB):**

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Per the New Jersey Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-24) and Board policy 5131, the Cherry Hill Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or physically aggressive behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in an emotionally and physically safe and disciplined environment.

**TRANSPORTATION/BUS SAFETY:**

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Transportation provided by Cherry Hill Board of Education is a privilege, and as such, proper bus behavior is expected and required. Two bus evacuation drills are scheduled during the school year.

**Students must ride the bus to which they have been assigned.** Additionally, the following is expected:

| Be Safe — Be Respectful — Be Responsible |   |
|--|---|
| Be Safe                                  | Keep hands, feet, and objects to yourself |
|  | Keep the aisle clear                      |

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|                |  |
|----------------|--|
|                | Remain in your assigned seat           |
|                | No open food/eating                    |
| Be Respectful  | Obey Bus Driver's Instructions         |
|                | Use appropriate language               |
|                | Treat others with kindness and respect |
| Be Responsible | Report problems                        |
|                | Use indoor voice                       |

**STUDENT RECORDS:**

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Your child's records contain only information that is relevant to their education and is objectively based on personal observation or knowledge of the originator of the record. Parents and children have a right to individual privacy and the right to know concerning information gathered by the school. If you wish to see your child's records, you may do so by making an appointment with the preschool office.

**CELEBRATIONS:**

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Throughout the school year, classes have opportunities to celebrate various occasions. However, class festivities are limited to the following events:

- Fall Festive parade/parties
- Winter celebrations
- End-of-year celebrations

Researchers estimate that up to **15 million** Americans have food allergies. This potentially deadly disease affects 1 in every 13 children (under **18** years of age) in the United States. That's roughly **two** in every classroom. And it's critical to note that these statistics would suggest that there are many children with food allergies who have yet to be diagnosed.

On a related note, we are bound by federal and state guidelines and District policy, which prohibit us from allowing:

- foods of minimal nutritional value as defined by U.S. Department of Agriculture regulations;
- all food and beverage items listing sugar, in any form, as the first ingredient; and
- all forms of candy.

Consequently, in response to the need to keep all of our children safe and remain in compliance with state and federal regulations, our preschool program has taken the progressive stance of not allowing candy or food to come in for birthdays and holidays.

To avoid hurt feelings and distractions from the education process, invitations to **birthday parties** may not be distributed in school.



### **VISITORS:**

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As mentioned previously, parents are always welcome to visit our preschool program, but as a matter of courtesy, the classroom teacher should be notified in advance and the volunteer form in Genesis must be completed. All preschool program visitors must sign in at the main office for all school business, including the delivery of items, when picking your child up early, and/or to see a staff member.

Consistent with all schools in the District, we require all parents/guardians/family members to present photo identification and the student identification number of their child before being admitted to our school.

All other visitors, including alumni, must establish an appointment before arriving and will be required to present photo identification to be admitted to our school.

Once checked in, we ask that you wear a visitor's pass lanyard at all times while in the building so that our students and staff know that you have been "cleared" by the main office.

### **EMERGENCY TELEPHONE NUMBERS:**

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It is essential for your child's health and safety that the school has a local telephone number of someone who is to be contacted, and who is available to pick up your child, in the event of illness, injury, or an emergency early dismissal. Parents/guardians are reminded that if at any time they change their home, work, or emergency phone numbers or contacts, the school nurse and main office should be notified immediately.



## **EMERGENCY DRILLS:**

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There will be two emergency drills conducted per month as required by state statute: one fire drill and one school security drill (evacuations, lockdowns, etc.). The purpose of all drills is to regularly practice emergency protocols so they become second nature to both our staff and students. In all cases, the nature of the drill will be tactfully and sensitively discussed with the children, in age-appropriate terms, prior to each drill.

## **PARENT INFORMATION/COMMUNICATION:**

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### **Parent Teacher Conferences**

The educational welfare of our children is best served when there is mutual understanding and cooperation between the home and school. Parent/teacher conferences are scheduled once during the school year in the fall. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is having a problem or you have a concern about his or her progress, please do not wait for the regularly scheduled conferences—call your child’s teacher or the case manager (if applicable) as soon as possible. Parents are urged to utilize parent conferences to establish active communication that will assist in the progress of their child.

### **Teaching Strategies Family App**

We are excited to partner with families using the Teaching Strategies Family App, a secure, easy-to-use platform designed to keep you connected to your child’s learning.

The app allows you to:

- View photos, videos, and updates from your child’s classroom
- Access digital report cards and developmental progress
- Receive important messages and reminders directly from your child’s teacher
- Strengthen the school-to-home connection with activity ideas to support learning at home

This app is the primary way teachers will communicate with families throughout the school year.

You will receive an email or text invitation from your child’s teacher to join the app. For step-by-step instructions on how to download and sign up, please refer to the [Teaching Strategies Family App Login Flyer](#).

We encourage you to activate your account as soon as possible so you don’t miss any important updates!

### **Cherry Hill Preschool Program Weekly Newsletter**

Our weekly parent newsletter is shared every Friday with families via the email address that is on file in Genesis. It is important your contact information is updated to receive this communication weekly.

### **Parent Teacher Association (PTA)**



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The Malberg Early Childhood Center has an active Parent Teacher Association. The Malberg PTA meets monthly to plan school-wide activities and other family events. Our 2024-2025 PTA governing board is currently being formulated. Please contact Crystal Lucas (clucas@njpta.org) if you have any PTA questions and/or are interested in joining.

**Site Specific Contact Information**

|   |   |
|---|---|
| <p><b>Estelle V. Malberg Early Childhood Center</b><br/>         1220 Winston Way<br/>         Cherry Hill, NJ 08034<br/>         Ph. (856) 429-7283<br/>         Danyelle Edwards, Principal</p> | <p><b>Joyce Kilmer Elementary School</b><br/>         2900 W Chapel Avenue<br/>         Cherry Hill, NJ 08002<br/>         Ph. (856) 667-3903<br/>         Violeta Katsikis, Preschool Supervisor</p>         |
| <p><b>Cadence Academy</b><br/>         1600 Chapel Avenue W.<br/>         Cherry Hill, NJ 08002<br/>         Ph. (856) 438-5321<br/>         Delilah Diaz, Director</p>                           | <p><b>Discovery Corner Childcare and Enrichment Center</b><br/>         53 Haddonfield Road #322<br/>         Cherry Hill, NJ 08002<br/>         Ph. (856) 677-6333<br/>         Shantell Myers, Director</p> |
| <p><b>KinderCare - Springdale Road</b><br/>         1815 Springdale Road<br/>         Cherry Hill, NJ 08003<br/>         Ph. (856) 424-8874<br/>         Jenny Jijon Wallace, Director</p>        | <p><b>Mosaic Early Learning Center (Head Start)</b><br/>         33 W. Haddon Avenue<br/>         Oaklyn, NJ 08107<br/>         Ph. (856) 833-5010 ext. 11017<br/>         Stephen Holinaty, Director</p>     |

**Preschool Team Contact Information**

| Name             | Role                                      | Contact Information  |
|------------------|---|----------------------|
| Dr. Farrah Mahan | Assistant Superintendent                  | fmahan@chclc.org     |
| Violeta Katsikis | Supervisor of Preschool                   | vkatsikis@chclc.org  |
| Amanda Gerald    | Community & Parent Involvement Specialist | agerald@chclc.org    |
| Catherine Briggs | Preschool Social Worker                   | chriggs@chclc.org    |
| Lauren McCall    | Preschool Social Worker                   | lmccall@chclc.org    |
| Zenetta Bronson  | Preschool Instructional Coach             | zbronson@chclc.org   |
| Melissa Donnelly | Preschool Instructional Coach             | mwohlforth@chclc.org |



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|                     |  |                        |
|---------------------|--|------------------------|
| Amanda Gianfortune  | Preschool Intervention and Referral Specialist | agianfortune@chclc.org |
| Diana Polito        | Preschool Intervention and Referral Specialist | dpolito@chclc.org      |
| Barabara Kase-Avner | Preschool Nurse                                | bkaseavner@chclc.org   |
| Sheryla Mulcahy     | Preschool Nurse                                | smulcahy@chclc.org     |
| Heidi Setchel       | Preschool Nurse                                | hsetchel@chclc.org     |

**WEBSITE AND SOCIAL MEDIA:**

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The Cherry Hill Public School District and each of its schools have recently introduced a new web presence that boasts extensive resources that can be accessed at [www.chclc.org](http://www.chclc.org). We encourage you to visit often to review. Additionally, the school website provides a dynamic calendar of events, so please be sure to come back often. Each site specific website is linked below.

|   |   |
|---|---|
| <p><a href="#"><u>Estelle V. Malberg Early Childhood Center</u></a><br/>         1220 Winston Way<br/>         Cherry Hill, NJ 08034<br/>         Ph. (856) 429-7283<br/>         Danyelle Edwards, Principal</p> | <p><a href="#"><u>Joyce Kilmer Elementary School</u></a><br/>         2900 W Chapel Avenue<br/>         Cherry Hill, NJ 08002<br/>         Ph. (856) 667-3903<br/>         Violeta Katsikis, Preschool Supervisor</p>         |
| <p><a href="#"><u>Cadence Academy</u></a><br/>         1600 Chapel Avenue W.<br/>         Cherry Hill, NJ 08002<br/>         Ph. (856) 438-5321<br/>         Delilah Diaz, Director</p>                           | <p><a href="#"><u>Discovery Corner Childcare and Enrichment Center</u></a><br/>         53 Haddonfield Road #322<br/>         Cherry Hill, NJ 08002<br/>         Ph. (856) 677-6333<br/>         Shantell Myers, Director</p> |
| <p><a href="#"><u>KinderCare - Springdale Road</u></a><br/>         1815 Springdale Road<br/>         Cherry Hill, NJ 08003<br/>         Ph. (856) 424-8874<br/>         Jenny Jijon Wallace, Director</p>        | <p><a href="#"><u>Mosaic Early Learning Center (Head Start)</u></a><br/>         33 W. Haddon Avenue<br/>         Oaklyn, NJ 08107<br/>         Ph. (856) 833-5010 ext. 11017<br/>         Stephen Holinaty, Director</p>     |

**AFFIRMATIVE ACTION:**

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The Building Affirmative Action Officer is:  
**Barbara Harris, School Psychologist**  
 1220 Winston Way



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Cherry Hill, NJ 08034 (856) 429-7283

The District Affirmative Action Officer is:

**George Guy**

Lewis Administration Building

45 Ranoldo Terrace

Cherry Hill, NJ 08034 (856) 429-5600

The District 504 Officer is:

**TDB**

**Contact: Dr. Farrah Mahan or Ms. Caitlin Mallory if you have a concern.**

Lewis Administration Building

45 Ranoldo Terrace

Cherry Hill, NJ 08034 (856) 429-5600

### **SCHOOL BOARD POLICIES**

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The following are policies are mandated to be included in parent handbooks. For a complete directory of Cherry Hill Board of Education policies, please visit the district's website, [www.cherryhill.k12.nj.us](http://www.cherryhill.k12.nj.us). If you do not have internet access, paper copies are available in the school office.

The policy link is [here](#).