

2025-2026
LINDENWOLD
EARLY CHILDHOOD CENTER
KINDERGARTEN & 1ST GRADE
PARENT HANDBOOK



109 Egg Harbor Road
Lindenwold, NJ 08021

(856) 783-1499

www.Lindenwold.k12.nj.us

KINDERGARTEN & 1ST GRADE HOURS

9:05 am – 3:40 pm

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District Mission

To empower, through education, a proud, connected community where individuals thrive as confident, impactful members of society.

VISION STATEMENT

Lindenwold Early Childhood Center is committed to preparing all students to meet the New Jersey Teaching and Learning Standards and providing a safe, academically challenging, child-centered environment where all students will solve problems, develop a sense of self-worth, and embrace life-long learning whereby they become productive citizens and members of their community.

STUDENT ARRIVAL PROCEDURES

Drop-Off Times (Walkers):

- **Kindergarten & 1st Grade:** Arrive between **8:55** and **9:05 AM**.
- For the **first two weeks (September 8th–19th)** of school, 1st Grade students will be dropped off at the **All Purpose Room** (near the Board of Education). **Kindergarten** students will be dropped off at the **Preschool Activity Center** (at the far end of the building, near Lindenwold High School).
- Teachers will walk their K-1 students to class at 9:05.
- After **9:05 AM (for Kindergarten and first grade)**, please use the **Main Entrance**.

After September 19, students will walk to their classrooms with help from staff.

School begins at 9:05 am sharp. Students may enter the building beginning at 8:55 am. If you wish to drop your child off before 8:55 am you are encouraged to join the Champions program which is held at our building. For further information please contact them at 1-800-246-2154. Students arriving after 9:05am are considered tardy and must report with their parent or guardian to the main office to sign-in.

STUDENT DISMISSAL PROCEDURES

- **1st Grade:** Dismissal starts at **3:40 PM**, from the **All Purpose Room**.
- **Kindergarten:** Starts at **3:40 PM**, from the **grassy area** between the playgrounds.

Children will wait with their teacher near a sign with the teacher's name. All students must be signed out daily by a teacher.

For student safety, anyone signing out a student must be listed on the RealTime Contacts List for that student and must produce a photo ID until staff can readily identify them. **Parents wishing to pick-up their child early must send a note to the teacher or call the main office so that the necessary staff is aware and can make appropriate arrangements.** All students leaving before the dismissal time must be

signed-out from the main office no later than 3:20 pm. All Kindergarten and First Grade walkers will be dismissed from our All Purpose Room (on the side of the building closest to the Board of Education building).

A few other dismissal notes:

- Bring your **ID** every day at pick-up. Teachers will check ID until they know you.
- On **bad weather days** (snow, heavy rain, etc.), Kindergarten students will be picked up at the **Main Office doors**. A Realtime message will be sent in the event of an indoor dismissal.
- Preschoolers may be dismissed a few minutes early. If you have more than one child, please pick up your **Preschooler** first.
- Please expect some delays during dismissal as we establish new procedures and work to safely dismiss our students. We are working to improve the process daily and appreciate your patience and support.
- Busses will depart the ECC beginning at 3:50. Please expect transportation delays at the beginning of the year.
- All walkers should be picked up by 3:55pm daily.

BEFORE AND AFTER CARE

Champions-the tuition-based before and after care program- is held at Lindenwold ECC from 7:15 am – 6:30 pm daily. For more information contact Champions Customer Care at 1-800-246-2154.

PARKING AND PARKING LOT

Parent parking consists of the non-numbered spots on the sides of the parking lot. Please drive slowly in the parking lot to help keep our students safe!

VISITORS

The Lindenwold Early Childhood Center welcomes visits to school by parents/guardians as they fit into the classroom or school routine. We respectfully request that you schedule your classroom visit in advance to limit disruptions to the teaching and learning process. **For security purposes, no one is permitted in the halls or classrooms without proper authorization from the office or without a visitor's badge.**

In accordance with the Lindenwold Board of Education, the following procedures will be implemented by our ECC Staff:

1. All visitors are to report immediately to the school office to sign-in.
2. Visitors will be asked the reason for their visit.
3. All visitors must comply with all school rules and regulations.
4. Visitors are required to wear a "visitor" badge throughout their visit.

5. All visitors must sign-out in the main office.

Parents are invited to participate in a variety of activities that support student learning throughout the school year, such as reading to the class or a small group of students, helping out at work time, speaking to the class about a particular topic the class is studying, etc. We do not have birthday parties at school. Parents are welcome to send in a special treat to celebrate their child's birthday and classmates will share their warm wishes with the birthday child, but birthday parties must be held outside of school.

IMPORTANT SCHOOL FORMS

Some of the forms that you will be asked to complete on the first day of school include the following:

1. Emergency Medical Information Card (blue card)
2. Contact List (list of people authorized to pick-up your child from school)
3. Transportation Form (list of people authorized to retrieve your child from the school bus)
4. Application for Free or Reduced Lunch

It is very important that we have current information about each child on file in case of emergency. Any changes to the list of people who are authorized to pick-up your child must be provided in writing and sent to your child's teacher. **Individuals picking up students should be prepared to show their picture ID upon request and sign the child out.**

If your address or phone number changes at any time, you must contact our Lindenwold main office at (856)783-1499 ext.6000. You will need to provide new proof of residency.

WHEN YOUR CHILD IS SICK OR ABSENT

In order to protect your child and their classmates, we ask that you keep your child at home if they present ANY of the following symptoms:

- Fever requiring medicine, in the last 24 hours
- Eyelids stuck together when woken up or crust around the eyes
- Has vomited in the morning

Before returning to school, children must be fever free (without medication) and free of vomiting for 24 hours. If you have any questions about whether or not your child should attend school due to medical-related reasons, please contact the nurse, Ms. Peacock.

If your child will be absent from school, please call the main office (856-783-1499) to let us know. Students who are absent due to illness need a doctor's note to excuse the absence. If they are absent because of a communicable or infectious disease, a note of re-admission from a physician will be needed. Please note that our district uses an automatic calling system to contact parents when a student is absent. Even if you call to let us know that your child will be absent, we can't prevent the automatic calling system from contacting you. Thank you for your understanding.

IMMUNIZATIONS

Please make sure all immunizations are up to date. The nurse will touch base with families on an as-needed basis.

MEDICATION POLICY

Whenever it is necessary for a child to take medication during school hours, even for over-the-counter medicine, it must be prescribed by a physician and a form for the administration of medicine must be completed and submitted to the school nurse. Parents or guardians must bring the medication to school. **No medication should be sent to school with students.**

EMERGENCY SCHOOL CLOSING

When weather conditions exist which affect the safety of our students because of road conditions or other hazards, the superintendent will close all district schools. The announcement will be made through a phone call to all of our parents and guardians. It's essential that you keep your phone number up to date so you may receive this call. Our **school closing number is 571**. Parents are also encouraged to check the districts website at: <http://www.lindenwold.k12.nj.us/>

FIRE AND SECURITY DRILLS

All students and staff will participate in monthly fire and emergency drills in accordance with N.J.S. 18A:41-1. Parents will be sent Realtime notifications after drills occur.

PARENT INVOLVEMENT

Studies show that the earlier family members get involved in a young child's educational experience, the greater the educational success of the child. Frequent communication between home and school is essential to an effective program for the children. Families and culture are celebrated in our school. Family involvement and connectedness is an integral piece of what makes our program strong.

A monthly Parent Newsletter will be sent home to keep families aware of what is happening within the building and how they can get involved. Please follow us on Instagram (@LindenwoldECC) for updates from the buildings. Please note that students on our photo non-release list will not be shared on this page.

PARENT – TEACHER CONFERENCES

Parent-teacher conferences give us the opportunity to share information about your child at school and in the home. This year, conferences will be held in both December and March. Correspondingly, Progress Reports will be issued on or around 12/9, 3/18, and 6/15.

You may set up a meeting with your child's teacher at any time by contacting them through their email (which they will provide at the beginning of the year) or by sending in a request through your child's communication binder/folder.

CLOTHING/DISTRICT DRESS AND GROOMING POLICY

Historically, the district has had a uniform policy. The uniform policy is NOT IN EFFECT for this year as we are piloting a uniform-free year. **Uniforms are not required for any Lindenwold Schools student this year.**

Be sure that your child's clothing is comfortable, washable, and allows for self-dressing. Sneakers or closed toe, rubber soled shoes are best. We practice many gross motor skills that can be difficult without the proper shoes. Please save "dressy" or "fashionable" shoes for special occasions. **Please send in a change of clothes to be kept in the classroom.** Please label all articles of clothing and the bag with your child's name.

All classes go outside each day when the temperature/wind chill is above freezing and it is not raining. Please plan accordingly and be sure your child is dressed for the weather with coats, hats, and gloves as needed.

Please note that Lindenwold School District Policy 5511, "Dress and Grooming" applies at the ECC. As part of that Policy, "Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others. Clothing may not materially interfere with school work, create disorder, or create a disruption in the educational program. Students may not wear clothing or accessories which cause excessive wear or damage to school property or others. Students may not wear clothing that prevents the student or others from achieving their educational objectives. **Clothing that contains suggestive, derogatory, racially offensive, obscene language or clothing that makes reference to tobacco, alcohol, drugs, or other illegal substances are prohibited.**"

TECHNOLOGY

Grade PK – Grade 8: Students may not have electronic devices (cell phones, smart watch communication apps, AirPods, etc.) visible and in use during the school day. This protocol begins the moment a student steps onto school property. Students will be asked ONE TIME in a school day to put their electronic device away which means cellular communication devices must be placed in their backpack or locker. Electronic devices should remain out of sight and in backpacks and/or lockers during the school day. Please let your children know, after requesting one time for an electronic device to be deactivated or put away, the electronic device will be confiscated by an administrator. Phones will then be secured in the main office and released ONLY to an adult. Electronic devices will not be returned to a child – only an adult.

Refusing to surrender an electronic device to an administrator will be considered insubordination. If as a parent you do not wish to engage in this process, you must keep all electronic devices at home. If you allow your child to bring an electronic device into school, you are agreeing to follow our protocol.

Students may not use their personal electronic devices to randomly record or photograph other students during the school day. Only school related photographs may be taken during the school day. Those photographs are taken by our identified and trained LHS District Student Photographers or by designated School Staff. School District Photographers or school staff ONLY use photographs for the following identified purposes: communication with families, commemorating school related celebrations, unique educational experiences, or for school / district promotional purposes. ANY student who chooses to video record or photograph during the school day – including but not limited to inappropriate student behavior for the purpose of personal entertainment, humiliation, bullying, or harassment will be disciplined in accordance with the Code of Conduct. Furthermore, any student SHARING photographs/videos of other students for the purposes of bullying, harassment, humiliation, etc. will be addressed in the same manner. Sharing photos and videos causes significant harm to others.

LINDENWOLD ATTENDANCE POLICY

Developing good attendance habits now sets a precedent for later school years. Parents shall make every effort to have children to school on time every day the child is healthy. Children who are tardy or absent unnecessarily miss out on important activities and have their routines disrupted. Communication with school staff is essential to ensure that unique situations are addressed.

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

Harassment, Intimidation, and Bullying (HIB)

The Lindenwold Board of Education prohibits acts of harassment, intimidation or bullying of a student. The district Board of Education has determined that 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 violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying. No pupil, staff member, vendor, volunteer or visitor shall commit an act of harassment, intimidation or bullying of any kind against any member of the school community.

Families, staff members, students, and community members can report an incident of HIB using HIBSTER (<https://reporting.hibster.com/Pages/ReportIncident338.aspx?Id=150>) or fill out a printable copy of the HIB form from the District website and send it to Dr. Kristin O'Neil, School Superintendent (koneil@lindenwold.k12.nj.us) and Mr. Jeffrey Patterson, Director of the Early Childhood Center (jpatterson@lindenwold.k12.nj.us).

The following staff members have been appointed to anti-bullying positions for the 2025-2026 school year:

ECC Anti-Bullying Specialist: Ms. Denise Velez-Vogel: dvelezvogel@lindenwold.k12.nj.us

District Anti-Bullying Coordinator: Amber Gresik-Callow: agresik-callow@lindenwold.k12.nj.us



Lindenwold Early Childhood Center

Code of Conduct

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Unacceptable language, gestures, disrespectful comments or ethnic remarks towards students	Teacher Responsibility & Parent Contact	Referral to Guidance (Possible HIB) & Parent Contact	Principal, Student & Parent Conference	Detention
Unacceptable language, gestures, disrespectful comments or ethnic remarks towards staff	Teacher Responsibility & Parent Contact	Referral to Guidance (Possible HIB) & Parent Contact	Principal, Student & Parent Conference	Detention
Possession or use of tobacco products and/or matches, lighter, etc.	Counselor-Student Conference	Principal Conference	Principal, Student & Parent Conference	
Possession of or under the influence of drugs or alcohol	Principal Conference & Referral to SAC, as appropriate			
Fighting (As defined by NJ Safety Data System Guidelines) - K-2 Out of School suspension in accordance to State Regulations*	Principal, Student, Parent Conference & Up to 3 days suspension	Principal, Student, Parent Conference & Up to 3 days suspension	Principal, Student, Parent Conference & Up to 4 days suspension IST Referral, if appropriate	
Assault on Staff	Admin. Discretion with up to 4 days suspension	Admin. Discretion with up to 4 days suspension & possible IST Referral, if appropriate		
Possession of a Weapon or Facsimile (Administrative Discretion based on type of weapon)	Police Contact & Up to 4 days suspension	Police Contact & Up to 4 days suspension (Pending referral to Superintendent Hearing)		
Threat with a Weapon	Police Contact & up to 4 days suspension (Pending referral to Superintendent Hearing)			
Purposeful damage to School/Personal Property	Principal, Student & Parent Conference & Restitution			

Stealing (Referral to police if warranted)	Principal, Student & Parent Conference & Restitution	Principal, Student & Parent Conference, Restitution & Admin. Discretion (up to 3 days suspension)	Principal, Student & Parent Conference, Restitution, Counselor Referral & Admin. Discretion (up to 4 days suspension)	
Harassment / Intimidation / Bullying	Refer to the district HIB policy - Infractions will be addressed via Student Code of Conduct & level of discipline based on severity of infraction			
Arson/False Alarm	Parent Contact, Up to 3 days suspension & Notification of appropriate authorities	Parent Contact, Up to 4 days suspension, Pending referral to Superintendent & Notify appropriate authorities		
Truancy and Excessive Absenteeism	Up to 4 days of Unexcused Absences: Teacher/Counselor Responsibility & Parent Contact	Between 5-9 days of Unexcused Absences: Attendance Plan created by Counselor	10+ days of Unexcused Absences: Truancy Court Appearance	
Leaving grounds without permission	Principal, Student & Parent Conference	Principal, Student & Parent Conference & Admin. Discretion		
Sexual Harassment/Sexual Assault	Guidance, Student & Parent Conference	Principal, Counselor, Student & Parent Conference	Admin. Discretion and/or Agency Referral	
Other Offense	Discretion of Building Principal and/or Supervisor			

*The Building Principal has the discretion to modify disciplinary consequences as appropriate, based on the circumstances of each individual case.

*The Lindenwold Early Childhood Center Code of Conduct is compliant with New Jersey Public Law, 2016, Chapter 45; 18A:37-2c.

It is understood that any offense may be referred to the police, if deemed appropriate by the Building Principal or Superintendent.

Lindenwold K-1 Classroom Directory	
Teacher	Room
KINDERGARTEN	
Kristen Siehl/Lauren Retkovis	129
Tracey Malone/Ashley Lambert	130
Emily McDougald/Flossie-Lynn DiCola	131
Alexandra Kroes	219
Ines Mercado	222
Lauren Hojnowski	223
Christina Fox	224
Christina Wake	225
Danielle Kehoe	226
Joy Bruce	227
Jenny Calderone	229
Ashley Toropiw	230
Paige Speece	231
Tina Wagner	232
Teacher	Room
FIRST GRADE	
Morgan Perez	206
Elizabeth Firman	207
Kavon Eslambolchi	208
Yvette Hernandez	209
Jennifer Reyes-Rodriguez	210
Stephanie Farroni	211
Destinee Bajori	212
Jennifer Eichenberg	213
Leidy Bonilla	214
Rachel Spaventa	215
Jamie Dutkin/MaryKate Flannery	216
Lindsey Farmer	217
Nicole Eckert/Alaina Yula	218

K-1 STAFF DIRECTORY

Phone: (856) 783-1499 * Fax: (856) 783-1665

Principal	Jeffrey Patterson	jpatterson@lindenwold.k12.nj.us
Assistant Principal	Melanie Martin	mmartin@lindenwold.k12.nj.us
Secretaries	Norma Rivera and Joann Vanoyen	
School Nurse	Amanda Peacock	
Child Study Team	Cynthia Davidson	



Lindenwold School District Communication Protocols & Contact Information

This document is designed to offer you the most effective path to resolve any issues you may encounter with your child's educational experience. Please follow these important steps to ensure your concern is handled in an efficient, professional manner. Please understand if a step is bypassed, you will be redirected back to the previous office or person.

Academics

1. Classroom Teacher
2. School Counselor or Case Manager
3. BSI Supervisor (School 4, School 5, LMS)
4. Principal
5. Director of Curriculum & Instruction (Elementary or Secondary)
6. Director of Special Services (if applicable)
7. Superintendent

Student Schedules

1. School Counselor or Case Manager
2. BSI Supervisor (School 4, School 5, LMS)
3. Director of Guidance (LHS)
4. Principal
5. Superintendent

Student Social/Emotional/Wellness

1. School Counselor or Case Manager
2. Assistant Principal
3. Principal
4. Director of Pupil Personnel Services
5. Supervisor or Director of Special Services (if your child has an IEP)
6. Community & Inclusion Coordinator
7. Superintendent

Student Discipline

1. Classroom Teacher
2. Assistant Principal
3. Principal
4. Superintendent

Buildings & Grounds

1. Director of Facilities
2. Business Administrator
3. Superintendent

School Security

1. Principal
2. School Safety Specialist (District)
3. Superintendent

Special Education Services

1. Case Manager (IEP issues)
2. Special Education Coach (Teachers - Materials)
3. Principal (Scheduling, Student Needs)
4. Supervisor
5. Director of Special Services
6. Superintendent

Athletics or Extracurriculars

1. Coach/Advisor
2. Supervisor of Athletics
3. Principal
4. Superintendent

Transportation

1. Transportation Administrative Assistant
2. Director of Special Services (if your child has an IEP)
3. Business Administrator
4. Superintendent

Registration/Enrollment/Residency

1. Director of Special Services
2. Homeless Liaison (if applicable)
3. Business Administrator
4. Superintendent

Purchasing

1. Instructional Supervisor
2. Principal
3. Business Administrator
4. Superintendent

