

Sayreville School District

Project Before Preschool

Parent Handbook

2026-2027

Sayreville School District website:
https://www.sayrevillek12.net

Director of Early Childhood

Mrs. Audrey Burns

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Early Childhood Supervisor

Mrs. Kara Schlaline

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SCHOOL CONTACT INFORMATION

Project Before at Cheesequake

Mrs. April Magistro, Principal

April.Magistro@Sayrevillek12.net
111 NJ-34, Matawan, NJ 07747
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Project Before at Kidzland

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777 Washington Rd, Parlin, NJ 08859
Phone: 732.613.0034

Project Before at Selover

Mrs. Nina Obryk, Principal

Nina.Obryk@Sayrevillek12.net
150 Lincoln Street, South Amboy, NJ 08879
Phone: 732.525.5200 x1503

Project Before at Peace Rose

Mrs. Carmen Melendez, Director

Carmen@thepeacerose.com
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Phone: 732.518.8745

Project Before at Wilson

Mr. Timothy Byrne, Principal

Timothy.Byrne@Sayrevillek12.net
65 Dane Street, Sayreville, NJ 08872
Phone: 732.525.5200 x1001

Project Before at The Learning Experience

Mrs. Jessica Wargo, Director

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STUDENT INFORMATION

DISTRICT AND SCHOOL CALENDARS:

The Sayreville School District calendar is available on the district website at https://www.sayrevillek12.net/. Our school calendars will be e-blasted monthly to all students as well as available on each school's website, listed as follows:

- ★ PROJECT BEFORE AT SELOVER
- ★ PROJECT BEFORE AT CHEESEQUAKE
- ★ PROJECT BEFORE AT WILSON

It is important that our parents and students reference them on a regular basis to ensure you are aware of school events and closings.

STUDENT PORTAL INFORMATION:

The Sayreville School District's Student Portal is open for parents with a child at the Pre-K - 12th grade level. The Student Portal offers a school/home connection by providing electronic communication and information about registration.

The link to the Student Portal is available on the district website Sayreville School District. Your account provides access to your child only. This feature is both secure and easy to use. If you forget your password you can reset it on the portal site and a new password will be emailed to you.

CONTACT INFORMATION:

It is important that your contact information remains up to date in the Parent Portal. Changes to emergency contacts can only be made by parents in the Parent Portal. The office does not have the capability of making changes for you. *If for some reason during the year your job, residence, or the people you have listed to pick up your child from school change, it is imperative that you make the appropriate changes in the parent portal which will take 24 hours to be updated; therefore, also notify the teacher and office immediately.*

PHOTOS:

Unless you indicate otherwise through the parent portal, your child's photos may be used on the district website print publications and/or on district and staff Social Media platforms. NO personally identifiable information will ever be included.

SCHOOL INFORMATION

SCHOOL HOURS FOR ALL LOCATIONS:

Preschool Session	Hours
Regular school hours	7:45 am -1:45 pm
Early Dismissal	7:45 am- 11:45 am
Delayed opening	9:15 am-1:45 pm

Parent Square:

Parents will receive an invitation email or text to join ParentSquare. It is important to register so you will be able to:

- Receive all district, school and classroom communication via email, text, or app
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items

You can use ParentSquare on any device. You can download the free mobile app for iOS or Android or use the desktop version at www.parentsquare.com. Our district goal is for every family to join ParentSquare and engage with our school community. More information on ParentSquare including starting guide, tips for parents, and training videos can be found at www.SayrevilleK12.net under the *Families* icon.

BEFORE & AFTER CARE:

Leading Edge offers before and aftercare services for district preschoolers at both school locations. Please contact the Director for more details regarding hours and availability.

ABSENCE & 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. If your child is absent more than three consecutive days due to illness, you will receive a call from school staff and you must provide the school with a note from the doctor. Also, if your child is excessively absent, a staff member will call to follow-up.

Please ensure that your child arrives at school on time each day and that they are picked up on time each day. If your child is excessively absent or late, a meeting will be required with the school social worker and principal. Parents who drop their child off late to school in the morning are asked to wait with their child until security and a staff member is able to come assist him or her to class.

PROJECT BEFORE AT CHEESEQUAKE ARRIVAL:

Buses will enter the parking lot area and go down past the parking lot to the side of the school building. Staff are there to help students off the buses. No cars are permitted in that area.
As parents enter the parking lot, cars should pull along the school and curb to enter the Kiss'N Go dropoff area along the sidewalk. Staff will be directing cars to pull up as far as possible. Students will be assisted out of the car by a staff member and should exit the car only from the door by the sidewalk. Parents should not exit their cars to help their child out of the car. Once students are safely out of the vehicles, parents should continue and exit the parking lot.

CHEESEQUAKE DISMISSAL:

Bus students will be dismissed first. Buses will be lined up along the school drive. Staff will bring students to each bus. ALL buses will depart first before walkers will be dismissed. Dismissal for walkers begins at 1:45 pm. Parents should be waiting for students who will exit the building from their assigned door.

Any change in dismissal procedure must be arranged prior to the start of the school day and must be confirmed in writing with a note from the parent sent to the school with the child that day or via email to your child's teacher. If an emergency arises after the child has gone to school and dismissal plans need to be changed, the parent/guardian must call the office for notification. If someone on your emergency contact list is picking up your child, they must produce a valid ID. Please understand that this is for your child's safety and that no student will be released to an unfamiliar adult without identification.

PROJECT BEFORE AT SELOVER ARRIVAL:

Buses will line up in front of the school building. Staff are there to help students off the buses. No cars are permitted in that area. As parents enter the parking lot, cars should pull along the curb to enter the Kiss'N Go dropoff area along the sidewalk. Staff will be directing cars to pull up as far as possible. Students will be assisted out of the car by a staff member and should exit the car only from the door by the sidewalk. Parents should not exit their cars to help their child out of the car.

PROJECT BEFORE AT SELOVER SCHOOL DISMISSAL:

Students at Project before at Selover will exit the building at their assigned door. Teachers will notify parents which door to utilize.

Parents who are picking up their child need to park on the street, but not in front of the school as that is for School Buses. Once buses are dismissed, you will then walk up to the building and wait for students by the appropriate door as they are dismissed. Our staff will not dismiss any child until a parent or guardian is present.

Any change in dismissal procedure must be arranged prior to the start of the school day and must be confirmed in writing with a note from the parent sent to the school with the child that day or via email to your child's teacher. If an emergency arises after the child has gone to school and dismissal plans need to be changed, the parent/guardian must call the office for notification. If someone on your emergency contact list is picking up your child, they must

produce a valid ID. Please understand that this is for your child's safety and that no student will be released to an unfamiliar adult without identification.

TRANSPORTATION/BUSING:

All transportation/busing questions should be directed to the Transportation Department at 732-525-5200 x1307. Students must meet the district's eligibility requirements (found on our district website) to receive complimentary busing.

The Transportation Regulations and the Policy adopted by the Board of Education should be stressed to the students not only for their safety but to protect the lives of all students riding the school bus.
- Help your student(s) be on time at the bus stop.
- Do not ask the driver to stop at places other than the designated stop.
- Assume responsibility in training your child to cooperate with the school bus driver.
- Insist on correct behavior in waiting for and riding the school bus.
- Accompany very young students to the bus stop each morning and meet the bus in the afternoon.
- Cooperate with school officials in discharging discipline requirements in support of the Transportation Safety Program. Parental attitude in this matter is extremely important.

For the protection of our young students, we require that they are accompanied to the bus stop and met at the bus stop by a parent/guardian, or adult (18 years), whose name appears on the emergency/pick-up contact list that you provided. If you need to update your contact list, you must do so on the parent portal. In the event your child is not met or not met by an authorized adult, the child will be brought back to their attending school and placed in aftercare. Busing may be removed for students who are repeatedly brought back to buildings.

EARLY DISMISSAL /EARLY PICK-UP FROM SCHOOL:

Children who must be excused from school early should bring a note from their parents/guardians stating the time to be excused and the reason for leaving early or call your child's school main office. **If someone other than a parent/guardian will be picking up the child, he or she must be on the emergency contact list and show identification upon arrival.**

EMERGENCY SCHOOL CLOSING:

When it is necessary to close schools for the day and/or implement an emergency early dismissal schedule because of weather, road conditions or other emergencies, News 12 New Jersey, Fios 1, and NJ 101.5 will be contacted to make this announcement. It will also be posted on the district's website at www.sayrevillek12.net, announced via Bomber Blast, tweeted (@Sayrevillek12) and posted on our Facebook page.

Delayed openings and emergency closings will be posted on the district website and broadcast via the automated calling system. In the unlikely event that there is an early dismissal during the day, parents/guardians should make their own backup plans beforehand for use during these days and provide them to their child's classroom teacher early in the year.

VISITORS:

Visitors are required to report to Security and present photo identification prior to visiting. Visitors' tags and registration are mandatory. ***All visitors will be subject to a metal detection screening***. *Please do not bring bags into our school buildings, as they too will be screened and subject to a search if warranted.*

PERSONAL BELONGINGS:

Student items should all be labeled with the student's name. Students should not bring valuable items or money to school except to pay for school lunch. Bedding will be sent home on the last day of each week so it can be laundered before returning the next week. Bedding will be stored on your child's cot in the classroom.

COMMUNICATION

COMMUNICATION WITH STAFF:

All staff members, including instructional assistants, are prohibited from texting with parents. All communication regarding student progress and classroom events should be directly between the parent and the teacher via email, phone, in person, or approved app. The expectation is for teachers to respond to parent emails within 48 hours. ***Please do not email teachers with time sensitive dismissal information. Instead, contact the main office with urgent matters.*** To ensure that communication is streamlined and accurate, questions specific to your child or the class should be directed to the classroom teacher, not instructional assistants.

PARENT INVOLVEMENT

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences are held once a year for Preschool through High School. They are virtual and are usually held the 3rd week in January. Information and schedule will be sent from the School District.

BACK-TO-SCHOOL NIGHT:

Parents/guardians are invited to come to school in the evening to meet as a class with their child's teacher. During this time, the teacher will inform parents/guardians of the curriculum, discuss classroom procedures and expectations. Parents/guardians are strongly urged to attend this informative session.

PTO:

Joining the PTO is a great way to support your school and become more involved.
The PTO graciously supplies hospitality at PTO meetings and School Events, programs and assemblies, classroom supplies, Fun Day T-shirts and supplies, teacher appreciation initiatives,

school and playground equipment, and much more! For more information, visit the PTO link under your child's school webpage:

- Project Before at Selover
  - Selover PTO page
- Project Before at Cheesequake
  - Cheesequake PTO page
- Project Before at Wilson
  - Wilson PTO page

HEALTH

SCHOOL NURSES:

Project Before Preschool at Selover: School nurse is Ms. Caitlyn Odgers. She can be reached at caitlyn.odgers@sayrevillek12.net or by calling (732) 525-5200 x1502
Project Before at Cheesequake: School nurse is Ms. Mary Kukuvka. She can be reached at mary.kukuvka@sayrevillek12.net or by calling 732-525-5200 x1433.

IMMUNIZATION REQUIREMENTS:

Proof of Immunizations is required for preschool entry and MUST be provided before the first day of school. Your child needs:

- ★ 4 doses of DTAP
- ★ 3 doses of Polio
- ★ 1 dose MMR after first birthday
- ★ 1 dose HIB on or after first birthday
- ★ 1 dose Varicella after first birthday
- ★ 1 dose of Pneumococcal conjugate on or after first birthday
- ★ 1 dose Seasonal Influenza between September and December annually

ILLNESS/INJURIES AT SCHOOL:

If a student becomes ill at school, the school nurse is available to give immediate assistance. If it is necessary for an ill or injured student to be sent home, either the nurse or office will notify the parent/guardian to come for the student. If a parent/guardian cannot be reached, the people listed as emergency contacts will be contacted. It is important to have people who are likely to be available for such pickups listed. **IF FOR SOME REASON DURING THE YEAR YOUR JOB, RESIDENCE, OR THE PEOPLE YOU HAVE LISTED CHANGE, IT IS IMPERATIVE THAT YOU MAKE THE APPROPRIATE CHANGES IN THE PARENT PORTAL AND NOTIFY THE OFFICE IMMEDIATELY.**

COVID related illness:
Should your child need to quarantine based on procedures put out by the DOE, you will be contacted immediately to pick your child up from school and be provided with a date to return.

ILLNESS/INJURIES AT HOME:

Based upon our Standing Doctor's Orders, your child should stay home if he/she has an:

- elevation in temperature (100 degrees or more)
- any vomiting or diarrhea.
- any contagious illness (strep throat, persistent cough, unidentified rash, etc) that could infect others, distract your child or disrupt the class.

RETURNING FROM ILLNESS:

Children who have had an elevated temperature **must** remain home until the temperature has returned to normal without fever reducing medications such as acetaminophen or ibuprofen for 24 hours. If a child is returning after vomiting or diarrhea, s/he should remain home until vomiting and/or diarrhea has stopped for 24 hours and food is tolerated. If a child is returning after having had a contagious illness such as strep or conjunctivitis, **a note from the child's doctor is required for re-admittance**. The note listing the illness, date treatment began, and the doctor's signature should be delivered to the office on the day of return.The child will then be sent to the classroom.

MEDICATIONS:

Exceptional circumstances may require a child to take medication during school hours. This is allowed only if the child's attendance at school would not be detrimental to the health or physical well-being of others. Parents/guardians should come in and administer any required medication. Where medication is necessary, but a parent/guardian is unable to administer it, the school nurse may perform this function. The following conditions must be met:

- The nurse must have a written statement from the parent/ guardian giving permission to give the medication to the child. (Contact the nurse for the District Medication form).
- The nurse must have a written order from the child's doctor which includes:
    - child's name and name of medication
    - purpose of the medication, dosage, and termination date
    - The medication must be in its original container
    - The medication MUST be kept in the nurse's office

All medications must be personally delivered to the school nurse by an adult. ***Medications are not to be sent into school in a student's backpack.***

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ANNUAL HEALTH SCREENINGS:

The NJ Department of Education (NJDOE) requires that all preschoolers are screened annually by the school nurse. Screenings include height, weight, vision, hearing and dental. Should there be a need for your child to be taken for further examination by a medical professional, you will receive a referral form.

SAFETY

SCHOOL SAFETY, DRILLS AND BUS EVACUATIONS:

One fire drill and one school security drill are held each month within school hours as required by law. The purpose of the drills is to practice leaving or securing the building as quickly and efficiently as possible and to be prepared in the event of a real fire or other emergency.

STUDENT ATTIRE AND BELONGINGS:

Students go outside on the playground daily, even in very hot or cold weather. Remember to dress your child accordingly, and to provide him or her with appropriate outerwear (hats, gloves, etc.).
Students without proper footwear will not be permitted to run around on the playground with friends. **To ensure student safety, please have your child wear rubber bottom shoes. Please avoid sandals or flip-flops without backs.**
All clothing and personal items should be clearly labeled with your child's name.

EMERGENCY SITUATIONS:

In an emergency, immediate evacuation of the building and notification of authorities are the standard procedures. The staff, teachers and administrators are well prepared for a variety of emergency situations. Parents/guardians should feel confident concerning all emergency procedures at the school. Our building has its own Evacuation Plan, and has provided training and drill in its use. The school acts "in loco parentis" (in place of parents) during evacuations and lockdowns. Parents are notified of real emergencies once students are safe.

MEALS & FOOD IN SCHOOL

FOOD:

Our Preschools are nut free schools. Meals will be available for purchase to all students in the district and for any family that completes the free and reduced lunch application form.

BREAKFAST & LUNCH:

Information about menus for breakfast and lunch please go to "Food Services"

Breakfast includes fruit, milk (1% White), grain and/or protein.
Lunch includes fruit, juice, milk (1% White), vegetable, grain & protein.

Children who are bringing in their lunch from home should use an insulated lunch box or bag. **Food cannot be heated or refrigerated at school**, so all lunches should be kept at the appropriate temperature through the use of ice packs, gel packs, or heat retaining thermoses.

CLASSROOM CELEBRATIONS AND FOOD:

Celebrations may occur for holidays and at the end of the year. Information will go home to parents prior to each celebration. **Food treats (for example: pizza, candy, snacks, donuts, pastries, ice cream, cupcakes, cakes etc) of any kind cannot be sent in or served to students due to dietary, religious, and health concerns**. That said, if you feel like you would like the entire class to indulge in a special treat, an excellent alternative to food treats would be stickers, pencils, or erasers.

STUDENT SUPPORTS

STUDENT BEHAVIOR & DISCIPLINE:

We encourage positive interactions and caring behavior among all individuals within our school community. This includes practices that promote a responsive classroom community, valuing respect for everyone and their learning environment, and developing strong social emotional skills. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. Within this framework, teachers have the leeway to establish a variety of individualized behavior management plans that support the school's philosophy. Parents will be made aware of behavioral concerns so we can work together toward improved behavior.

HOME LANGUAGE CONSIDERATION:

We encourage parents to share home language resources with us to best assist children in the school. Resources may include common gestures, commonly used phrases. Staff may use methods such as visual aids and modeling to communicate with children whose predominant language is that other than English.

PIRT- Preschool Intervention and Referral Team:

The preschool intervention and referral team (PIRT) helps the preschool staff address children's challenging behaviors (i.e. physical, social, language, emotional) that block successful participation in a general preschool classroom through development and implementation of intervention plans. Intervention plans address a variety of behaviors (i.e. a child who hits, a child who doesn't have any friends, a child with separation anxiety from the caregiver, a child who stutters, a child unable to learn new concepts, a child who cannot eat independently with utensils, a child who does not speak). 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, PIRT members have a strong background and knowledge in early childhood education, child development, the curriculum, and the four levels of the Positive Behavior Support (PBS) pyramid. The team includes a combination of teachers, behavior specialists, psychologists, learning disabilities teacher-consultants, school social workers, speech and language pathologist or other specialists and is supervised by the Preschool Supervisor of Inclusion and Family Engagement.

FAMILY SUPPORTS

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. All parent meetings will be held in a hybrid setting: in person and/or virtually.

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.and will be held within a hybrid setting: virtual and/or in person.

FAMILY VOLUNTEERS:

Volunteering is a great way to model positive social interactions and to demonstrate a genuine interest in your child's education. Possible volunteering opportunities include but are not limited to:

- ★ assisting with activities/lessons at home
- ★ reading stories to class
- ★ sharing your favorite family snacks
- ★ 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
- ★ Joining the school PTO

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 Sayreville 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.

CENTRAL OFFICE ADMINISTRATION

Superintendent of Schools
Dr. Richard Labbe

Assistant Superintendent
Mr. David Knaster

Assistant Superintendent
Mr. Eric Glock-Molloy

Business Administrator/School Board Secretary
Ms. Erin Hill