PEMBERTON
EARLY CHILDHOOD EDUCATION CENTER
HANDBOOK
2026-2027

Pemberton Learning Community: Pursuing Excellence, One Child at a Time

RESPECT

SERVICE

RESPONSIBILITY

PERSEVERANCE

INTEGRITY

Pemberton Township Schools

Pemberton Learning Community: Pursuing Excellence One Child at a Time

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2026-2027 CALENDAR

September 2 & 3	Staff In-Service - No School for Students
4	First Day of School for Students
4, 8 & 9	Early Dismissal - Special Schedule
7	Labor Day - School Closed
October 9	Staff In-Service - No School for Students
12	Columbus Day - School Closed
November 5 & 6	NJEA Convention - School Closed
11	Veterans Day- School Closed
18	Common Planning Day - Early Dismissal
19-20 & 23-24	Parent Conferences - Early Dismissal
25	Early Dismissal - Thanksgiving
26 & 27	Thanksgiving Vacation - School Closed
December 23	Early Dismissal - Winter Break
24-31	Winter Break - School Closed
January 1	Winter Break - School Closed
18	Martin Luther King, Jr. Day - School Closed
29	Transition Day - No School for Students
February 3	Staff In-Service - Student Early Dismissal
15	Presidents Day - School Closed
March 8	Common Planning Day - Early Dismissal
9-12	Parent Conferences - Early Dismissal
25	Spring Break – Early Dismissal
26-31	Spring Break - School Closed
April 1-2	Spring Break - School Closed
21	Staff In-Service - Student Early Dismissal
May 31	Memorial Day - School Closed
June 15-17	Early Dismissal (Tentative)
17	Tentative Last Day for Students/Staff
18	Juneteenth - School Closed

TENTATIVE SAVE THE DATE

New Family Orientation	**August 27, 2026**	**10:00 AM** **5:30 PM**
Meet the Teacher	**September 3, 2026**	
Red & Green Hallways		***9:30-10:00 AM***
Blue & Yellow Hallways		***10:30-11:00 AM***
Bus Orientation		***9:00-11:00 AM***
Back to School Night	**September 15, 2026**	
Red & Green Hallways		***5:00-5:30 PM***
Blue & Yellow Hallways		***6:00-6:30 PM***
Parent Academy I	**October 6, 2026**	**1:45-2:45 PM**
Parent Academy II	**October 22, 2026**	**1:45-2:45 PM**
Parent Academy III	**December 8, 2026**	**1:45-2:45 PM**
Week of the Young Child	**April 12-16, 2027**	
Military Child Breakfast	**April 14, 2027**	**8:15-9:10 AM**
Soaring into Kindergarten	**June 8, 2027**	**6:00-7:00 PM**

INTRODUCTION

On behalf of the entire staff, it is our privilege to welcome you to the PECEC family for the 2026-2027 school year. At PECEC, we strive to provide the best possible educational experience for all children. We know you will find PECEC to be a caring and exciting place for your child to learn and grow.

We are looking forward to partnering with you in order to fulfill our district-wide mission, Pursuing Excellence, One Child at a Time. Here, is where it all begins…our school is the *gateway* to each child's educational journey. We will strive to reach new heights while working together and demonstrating our motto, *PECEC Pandas #ShineBright*.

This handbook has been created in the hopes of making life easier for you as we progress through the year together. In it, you will find information about our policies and practices designed to foster a caring, secure, and organized environment that will enable your child to reach his or her maximum potential.

The partnership between school and home is critical in making each child's educational experience successful. We look forward to getting to know you and your child. We invite you to become actively involved as a school volunteer.

If you have any questions or concerns at any time during the year, please call or stop by the office. We are here to help you and your child, and we look forward to doing just that.

Warmest Regards,

Danielle Hosey — Principal

Deb Ceplo — Director of Early Childhood, Preschool-Kindergarten

WHAT DOES DEVELOPMENTALLY APPROPRIATE PRACTICE MEAN?

Our program follows a philosophy of teaching developed by the National Association for the Education of Young Students called Developmentally-Appropriate Practices (DAP). DAPs are when activities are appropriate to the students' developmental age and individual characteristics (personality, needs, learning style, background, and interests). Developmentally-Appropriate Practices assume that the process of learning is more important than the ability to perform.

You may have heard the phrase, *a child's play is his/her work*. This captures the basic premise of developmentally-appropriate practices: "students learn best while engaged in meaningful and challenging play that is facilitated by professional educators" (Steffen Saifer). DAPs assume that cognitive learning will take place if the materials and activities are presented at the right time for each child.

What does all of this mean in practical terms?

- **Subjects and skills are integrated within the daily routine, not taught separately.**
- **Learning takes place through active exploration and interaction with peers and materials.**
- **Activities are concrete, real and relevant. (For example, counting is taught while setting the table for family-style dining.)**
- **Balance of child-directed activities and teacher-directed instruction through small groups.**
- **Students are given choices in the areas where they would like to *work in*.**
- **Teachers are alert to students' stress or frustration, and act quickly using problem-solving techniques with the students.**
- **Teachers foster competence and interdependence in students.**

GOALS OF THE PRESCHOOL PROGRAM

Our preschool program provides a rich learning environment coupled with developmentally appropriate practices as outlined in the Creative Curriculum. In addition, the Department of Education provides State Standards at the preschool level called program Expectations: Standards of Quality, which is the foundation of the learning expectations.

The Expectations (i.e. Standards of Quality) focus on the following areas of development:

Social/Emotional Development:

- Standard 0.1: Children demonstrate self-confidence.
- Standard 0.2: Children demonstrate self-direction.
- Standard 0.3: Children identify and express feelings.
- Standard 0.4: Children exhibit positive interactions with other students and adults.
- Standard 0.5: Children exhibit prosocial behaviors.

Visual & Performing Arts:

- Standard 1.1: Children express themselves through and develop an appreciation of creative movement and dance.
- Standard 1.2: Children express themselves through and develop an appreciation of music.
- Standard 1.3: Children express themselves through and develop an appreciation of dramatic play and storytelling.
- Standard 1.4: Children express themselves through and develop an appreciation of the visual arts (e.g., painting, sculpting, and drawing).

Health, Safety and Physical Education:

- Standard 2.1: Children develop self-help and hygiene skills.
- Standard 2.2: Children begin to develop the knowledge and skills necessary to make nutritious food choices.
- Standard 2.3: Children develop awareness of potential hazards in their environment.
- Standard 2.4: Children develop competence and confidence in activities that require gross- and fine-motor skills.

Language Arts/Literacy:

- Standard 3.1: Children listen and respond to environmental sounds, directions and conversations.
- Standard 3.2: Children converse effectively with different audiences in their home language, English or sign language for a variety of purposes related to their experiences.
- Standard 3.3: Children demonstrate emergent reading skills.
- Standard 3.4: Children demonstrate emergent writing skills.

Mathematics:

- Standard 4.1: Children demonstrate an understanding of number and numerical operations.
- Standard 4.2: Children develop knowledge of spatial concepts (e.g., shapes and measurement).
- Standard 4.3: Children understand patterns, relationships, and classification.
- Standard 4.4: Children will use mathematical knowledge to represent, communicate and solve problems in their environment.

Science:

- Standard 5.1: Children develop inquiry skills.
- Standard 5.2: Children observe and investigate matter and energy.
- Standard 5.3: Children observe and investigate living things.
- Standard 5.4: Children observe and investigate the Earth.
- Standard 5.5: Children gain experience in using technology.

Social Studies:

- Standard 6.1: Children identify unique characteristics of themselves, their families and others.
- Standard 6.2: Children become contributing members of the classroom community.
- Standard 6.3: Children demonstrate knowledge of neighborhood and community.
- Standard 6.4: Children demonstrate awareness of the cultures within their classroom and community.

World Languages:

- Standard 7.1: Children know that people use different languages (including sign language) to communicate, and will express simple greetings, words, and phrases in a language other than their own.

Technology:

- Standard 8.1: Navigate simple on-screen menus.
- Standard 8.2: Use electronic devices independently.
- Standard 8.3: Begin to use electronic devices to communicate.
- Standard 8.4: Use common technology vocabulary.
- Standard 8.5: Begin to use electronic devices to gain information.

All District Policies can be found on the district's website under *Board and Community* - *Policies and Protocols.* You may also enter this web address to go directly to the district's policies: https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=dbcfea39423746028f70325837bfa033

SCHOOL PROCEDURES

ARRIVAL/DISMISSAL

Arrival	9:10 AM
Dismissal	3:40 PM
Delayed Opening	11:10 AM
Early Dismissal	1:40 PM
Drop-N-Go Arrival	9:10-9:25 AM
Drop-N-Go Dismissal	3:15-3:35 PM
Drop-N-Go Delayed Opening	11:10-11:25 AM
Drop-N-Go Early Dismissal	1:15-1:35 PM

ATTENDANCE BOE Policy #5200

Research shows that preschoolers who miss 10 percent or more of the school year arrive at kindergarten with lower levels of school readiness skills.

Attendance is not mandatory under age 6, however, excessive absences and tardiness disrupt the learning process for your child and others as well as the teacher's lessons. The District is responsible for limiting the number of students who are chronically absent. The State of NJ considers all students who are absent for 10% or more of the school year to be **Chronically Absent**. Students ages 5 and under with truant matters cannot be taken to court, however, students ages 5 and under with truant matters can be dropped from the roster. **After ten (10) consecutive absences, your child may be dropped from the roster.** Dropping a student is nor expulsion or punitive. Before any student can be re-enrolled, the parents/guardians of children with chronic absenteeism must consult with the preschool district social worker and/or administration where information concerning the importance of attendance will be discussed. An official agreement, resources and services will be offered. A re-enrollment conference is a preventive measure that will deter patterns of behavior that ultimately cause children to become truant in later years. A request to *cease all truant attempts* will be determined by the social worker and/or administration as a result of a current action plan to improve and educate parents on the importance of school attendance.

If a child's welfare is in question, the Division of Child Protection & Permanency and/or law enforcement will be contacted.

The attendance policy above applies to students with disabilities where applicable, consistent with any student's individualized education program, accommodation plan, or individualized health care plan.

HALF DAYS, TARDIES, & EARLY DISMISSALS

Late arrival students (after 9:25 AM), must be signed in through the main office. Late arrivals (Tardies) will be recorded if a student reports up to 2 hours late from the opening of the school day. If a student reports after 2 hours late in the morning, a half day AM absence will be recorded.

Students depend on the structure of the day. When students are repeatedly tardy, the routine and structure are disrupted. Children who are often late have trouble settling in and mastering routines. Tardiness can throw off their whole morning or even their entire day. Pemberton Township Schools' educators are diligent in making sure *all* of our students are receiving the best educational learning experience available; time in a classroom

seat is paramount in making that happen. Our objective is to provide the best possible learning experience for your child and this will occur by ensuring our students are in school and on time.

Please refrain from picking up children between 3:00 PM and 3:40 PM (1:00 PM and 1:40 PM on Early Dismissal days) as our teachers and students are preparing for dismissal and our security window is closed during this time. **All designated adults MUST have a driver's license, state-issued ID, or a military ID when signing out your child**. Students will **NOT** be released to an adult without a driver's license, state-issued ID, or a military ID. Early dismissals will be recorded if a student leaves school up to 2 hours before the close of the school day. If a student leaves more than 2 hours before the close of the school day, a half-day PM absence will be recorded. A student must be in school at least 2 hours to receive half-day credit or attendance on any given day.

DROP-N-GO

This process allows students to be dropped off and picked up at the designated hallway, during the designated times. All late arrivals must sign-in through the main office. Students will **NOT** be released to an individual who has not been designated as an authorized Drop-N-Go pick-up individual.

TRANSPORTATION

Students enrolled in preschool are provided with busing to and from school. Student bag tags are available in August. Please complete the information on the tags and attach to your child's backpack. The bag tags help with the students' smooth transition from the bus to his/her classroom. These tags are color-coded to coordinate with the color of the student's classroom hallway (green, yellow, red, or blue). School bus aides ensure that each student is seated in their assigned seats and provide assistance with their seat belts. Students will NOT be released from the bus unless a parent (or an adult) is present at the bus stop to receive them. If a parent or other adult is not at the bus stop, the bus driver will return the student back to the school. Students returned to school will be placed in CHAMPIONS Before and After School Program. It is the parent's responsibility to, then, pick their child up from CHAMPIONS and to pay the incurred cost for CHAMPIONS services.

School District Transportation BOE Policy #8630:

The driver shall be in full charge of the bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus; but, if unable to manage any pupil, he/she shall report the unmanageable pupil to the principal of the school he or she attends. A pupil may be excluded from the bus for disciplinary reasons by the principal, and his or her parents shall provide for the pupil's transportation to and from the school during the period of such exclusion.

We are counting on your cooperation in making our transportation system safe. State Law 18A:25-2 is used as a guide by principals throughout the State of New Jersey. Its primary purpose is to enforce safety standards relative to pupil transportation. A complete bus transportation schedule, including areas and times for departure, is annually prepared by the Transportation Department and distributed to each household prior to school opening.

Parent Responsibility

1. Help the driver stay on schedule by making sure that your child gets to his/her bus stop on time.
2. Do not ask the driver to stop at places other than the regular bus stop. Drivers are not permitted to do this.
3. Teach your children to be courteous and respectful to the bus driver.
4. Parents driving students to school should be mindful of the limited space for traffic and parking. Buses have the right of way. Drive/park in designated roadways/lots and follow the traffic flow plan to help avoid delays and allow for safe passage of vehicles and pedestrians.

MONITORING DEVICES ON SCHOOL VEHICLES - BOE Policy #8690

CHILD SAFETY SEATS

NJ Child Passenger Restraint Law (Title 39:3-76.2a) states that "Any child under the age of 8 years old and a height of 57 inches shall be secured as follows in the rear seat of a motor vehicle:

a. A child under the age of 2 years and 30 pounds shall be secured in a rear-facing seat equipped with a 5-point harness.
b. A child under the age of 4 years and 40 pounds shall be secured as described in (a) until they reach the upper limits of the rear-facing seat, then in a forward-facing child restraint equipped with a 5-point harness.
c. A child under the age of 8 years and a height of 57 inches shall be secured as described in (a) or (b) until they reach the upper limits of the rear-facing or forward-facing seat, then in a belt positioning booster seat.
d. A child over 8 years of age or 57 inches in height must be properly secured by a seat belt.

If there are no rear seats, the child shall be secured as described above in the front seat except that no child shall be secured in a rear-facing seat in the front seat of any vehicle that is equipped with an active passenger-side airbag. The aforementioned is acceptable if the airbag is deactivated."

If you are experiencing hardship and need assistance in obtaining a child safety seat, please contact Ms. Lisa Harris-Hall at 609-893-8141, ext. 1052.

SUSPICION OF CHILD ABUSE OR NEGLECT

In the State of New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse/neglect or acts of abuse/neglect should immediately report this information to the State Central Registry (SCR) at **1-877 NJ ABUSE (1-877-652-2873)**. If the child is in immediate danger, call 911 as well as SCR. A concerned caller does not need proof to report an allegation of child abuse/neglect and can make the report anonymously.
School district employees are expected to report any suspicions of child abuse or neglect. They will have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

ENROLLMENT PROCEDURES AND IMMUNIZATIONS BOE Policy #5320

Please inform the school nurse of any specific health problems your child may have; even the slightest condition may have an effect on your child's learning process. New students to our district must have a physical within 30 days of enrollment, regardless of their age. All new students must also, by law, present an up-to-date record of immunizations (required by the State of New Jersey) before being admitted to school.

RESIDENCY BOE Policy #5111

Students and their caregivers must reside within the school district (Pemberton Borough, Pemberton Township, or Browns Mills). Any person who makes a false statement or permits false statements to be made for the purpose of allowing a non-resident student to attend Pemberton Township Schools, commits a disorderly persons offense pursuant to N.J. 18A:38-1 and may be prosecuted by law.

CHARACTER EDUCATION

Character Education is a learning process for the students and adults in our school community that complements our approach to preschool learning by addressing service learning, social-emotional learning and to be part of a community. Today, the vast majority of Americans share a respect for fundamental traits of

character: respect, caring, trustworthiness, fairness, citizenship, responsibility, compassion, empathy, honesty and loyalty. Yet, in today's world, all children face great uncertainties in a complex and sometimes troubled society. These traits are not always readily apparent and easy to grasp or learn; therefore, our challenge is to educate, inspire, and empower our students to be ethical and engaged citizens.

Students at Pemberton Township Schools are recognized daily for demonstrating qualities that represent our K-5 Core Values of Character (Respect, Responsibility, Integrity, Perseverance, and Service). At the preschool level, we have also identified these same Core Values of Character, however, we are using preschool-friendly terms that can be understood by our student population.

Respect – We are kind to others.
Responsibility – We take care of our things at home,
at school and in the neighborhood.
Integrity – We are learning to do the right thing.
Perseverance – We keep trying.
Service – We take care of others.

This recognition of good character is important to promote whenever possible. Good character is doing what is right, even when you think no one is watching. The staff at Pemberton Township Schools encourages you, as parents/guardians, to recognize students when you see them at a local business or anywhere in the community for supporting the Core Values. A simple statement recognizing what they have done such as, *Thank you for holding the door for me* is beneficial in promoting a positive feeling in a child.

HARASSMENT, INTIMIDATION & BULLYING BOE Policy #5512

Age-Appropriate Behaviors and Supports

Preschool children are in the early stages of developing self-regulation, language, and social problem-solving skills. As a result, behaviors such as hitting, biting, pushing, grabbing, yelling, or throwing objects may occur. These behaviors are considered developmentally typical when children are learning to express needs, manage emotions, and interact with peers.

Our program approaches these behaviors as opportunities for teaching and growth. Staff will:

- Model appropriate language and social interactions
- Teach and reinforce emotional regulation and problem-solving skills
- Provide individualized supports based on each child's developmental needs
- Maintain consistent, predictable routines and expectations
- Partner with families and, when appropriate, specialists to support children

The goal is to ensure a safe, supportive environment while helping children build the skills necessary for positive social interactions.

Conflicts vs. Bullying

When there's a conflict, we may see name-calling, threats, and aggression, all which may look like bullying, however conflict and bullying are different. Conflict is considered mutual, where both parties are more or less evenly involved. Conflict is based on some type of disagreement. Our preschool classes utilize the Pyramid Model to support Social Emotional Learning.

Bullying involves one person or several people who are intentionally committing a mean or violent act against another person or group of people. Unlike conflicts, bullying does not involve mutual participation in a disagreement; it is one-sided.

Pemberton Township Schools has established a district wide anti-bullying, harassment and intimidation (HIB) program designed to create a respectful and tolerant atmosphere. Ongoing programs for students take place at every school throughout the year, focusing on bullying prevention strategies and working toward building a consistent *Climate of Respect*. In accordance with NJ law, each school has a designated anti-bullying specialist, who serves as the primary school official responsible for preventing, identifying and addressing incidents of HIB in the school.

The Anti-Bullying Specialist at PECEC is Lisa Harris-Hall. If you have questions or need clarification regarding a specific concern, please contact Ms. Hall at 609-893-8141, ext. 1052.

What can parents do?

Help your children develop **empathy skills** by encouraging them to label feelings. When reading books, have your children identify the facial expressions of the characters in the books. For instance, in The Berenstain Bears and the Bully book, ask questions on how they think Brother and Sister Bear feel. It may also help your children to see you and other adults in their lives model empathic responses. Try role-playing scenarios with your child on sharing; asking a friend to play with them; etc.

Help your children develop **assertiveness skills**. Teach them to speak directly to other children rather than through an adult. When they are dependent on an adult, they are unable to develop self-reliance and self-confidence in social situations.

GUARDIAN COMPLAINT PROCEDURE

Education is a partnership between school and home. In the event a guardian has a concern about an incident involving their student and the school the following procedure should be followed in order:

1. Speak with the teacher to resolve the issue; if unresolved:
2. Speak with the curriculum supervisor, assistant principal; if unresolved:
3. Speak with the principal; if unresolved:
4. If the issue involves a staff member, submit detailed information to the Assistant Superintendent in writing or via email; if unresolved:
5. Submit written concern to the Office of the Superintendent; if unresolved:
6. Submit written concern to the Business Administrator to be forwarded to the School Board.

Guardians may call the County Superintendent's Office, the Police Department, or the Office of Institutional Abuse, if applicable. Guardians will be sent a letter relating the action taken at each level and what avenues of recourse are available. Be aware, most personnel files are confidential. Guardians may file an Open Public Records Act request with the Business Administrator, and the district's solicitor will determine what information may be provided. Please note that the New Jersey Anti-Bullying law applies only to actions between students, not adults and students.

CHILD CUSTODY DOCUMENTATION PROCEDURE

Parent or guardian must present Official Court Orders to the Central Registration Office at the Brotherhood building – 1 Egbert St. Providing an additional copy to the school is recommended.

SCHOOL VISITORS BOE Policy #9150

All visitors to the building or grounds are to report to the main office to sign in, receive permission to be in the building, and obtain a visitor's pass. There are NO exceptions to this rule. We need to know who is in the building at all times to ensure the safety of our students and staff. Vehicle entrances and exits are clearly marked on all school properties. Please adhere to the speed limit in our parking lot. Also, please follow traffic signs denoting student drop-off/pick-up areas and visitor parking. All visitors must be prepared to present a **driver's license, state-issued ID, or military ID**. Only those listed on the emergency card will be permitted to remove a child from school. Appointments with staff are encouraged to ensure the staff member is available and to allocate sufficient time to the visitor.

OBSERVATION ROOMS

Every classroom has an Observation Room. There are administrative protocols in place for the use of this room. The observation room is primarily used as the teacher's office space. Parents are able to observe their child in a natural setting to observe challenging behaviors or any social/emotional concerns. The Intervention Specialists and/or the Child Study Team are also able to observe with the parents to discuss any concerns or observations. This area is occasionally used for parent conferences. Parents are encouraged to utilize this unique room by setting up a time to observe with your child's teacher and/or the main office secretary. Parents are escorted by an administrator or a designee to the observation room.

CHILD NUTRITION INITIATIVE

Children's habits, particularly their eating habits, usually follow them into adulthood. In an effort to promote healthy eating habits in our students, our school has begun a new nutrition initiative:

- High-fat products (containing >35% of calories from fat), high-sugar products (containing >35% of calories from sugar), and salty foods will be avoided.
- Whole-grain breads, pastas, and grains will be served when available.
- Increased water-intake will be encouraged and juice-intake will be discouraged.

Meal Purchase
Breakfast is available for daily purchase. Please make your child's teacher aware when a purchase is necessary. Students may bring a healthy lunch from home or purchase a school lunch. Our Food Services Dept. provides one entrée/meal per day for preschool (please refer to the preschool menu). Milk and water are offered daily.

Family-Style Dining
Family-style dining is a great opportunity to enhance a child's learning environment. Pouring, serving, and passing food helps students practice independence and it can also promote language and motor skills. This style gives students the chance to take an active role in their feeding by allowing them to make decisions and take responsibility for their food choices. During family-style dining, staff members model family-style practices and appropriate table etiquette for students. Staff members encourage, but never force, students to try new foods. Food is never used as a reward or punishment. This format is research-based and is highly recommended from the New Jersey Department of Education.

Use of Classroom Microwaves
In an effort to maintain the safety of all children and since we are unable to determine the appropriate temperature of food cooked in microwaves, use of classroom microwaves for children's meals is strictly prohibited.

Snacks
Snack time is part of the classroom daily routine. You may send in a **healthy snack** from home. When choosing a snack, please refer to the recommended snacks list provided by your child's teacher. Due to children's allergies, please include a copy of the ingredient list. Listed below are just some suggested snacks you may provide:
Suggested Snack List
Animal crackers
Applesauce
Carrots w/ dip
Baked whole grain goldfish
Bananas
Blueberries
Canned fruit in light syrup or water
Cheese (string cheese, cheese squares)
Cheese crackers
Chex mix
Flavored rice cakes
Fresh Fruit
Fresh Vegetables
Graham crackers
Granola bars
Naturally sweetened dry cereal
Pudding
Teddy Grahams
Yogurt

BIRTHDAY INVITATIONS & TREATS
If you are having a birthday party for your child, please mail the invitations or communicate with parents outside of school unless you are inviting the whole class. This request is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party.

To celebrate your child's birthday, please speak with your child's teacher for recommendations. If you would like to provide goodie bags, please avoid small items/choking hazards and candy. Acceptable goodie bag items: pencils, stickers, and slinkies.

FOOD ITEMS

Any and all food items sent in for special occasions MUST be store bought and in its original packaging showing the ingredients so we can check for allergies. Please note that although an allergen may not be an ingredient in the food, it is possible the food item was made in a facility containing the allergen (i.e. peanuts, tree nuts, etc.). Please understand, any food sent to our school without advance notice and not in its original packaging will not be served.

FIELD TRIPS BOE Policy #2340

Field trips are planned for each classroom. Parents must complete a permission slip in order for their child to attend. Each classroom can select two chaperones. However, all chaperones are responsible for the costs of their own tickets. Students may bring their own lunch or purchase one from school. Teachers will inform you of the details. Monies will not be collected for special lunches such as pizzas following the trips.

CLOTHING

Most of our activities are *hands-on*. Please dress your child in play clothes each day. Comfortable shoes (sneakers) are most appropriate for our active routines. Shoes without backs are **not** permitted. We encourage our students to use the bathroom independently so be mindful that belts and overalls are difficult for them to maneuver. Toilet training is on-going for those students not yet independent. Changing tables are provided in every classroom bathroom.

Weather permitting; the students will go outdoors each day. We follow the Child Care Weather Watch program. Please dress your child for the weather. Hats and mittens are a must on cold days.

Each student must have an ***extra*** set of clothing in school at all times. Socks, a shirt, pants and underwear are needed. ***Label*** each item with your child's name and pack the clothing in a jumbo-sized Ziploc plastic bag.

BACKPACKS

Although the use of roller packs - or backpacks on wheels - has become popular in recent years, the American Chiropractic Association is now recommending that they be used cautiously and on a limited basis by only those students who are not physically able to carry a backpack.

In an effort to eliminate hallway clutter which can result in dangerous trips and falls, we strongly discourage the use of roller packs. A standard backpack is appropriate for preschool children.

REST TIME

Rest time is a part of the daily routine and is offered for one hour. Please send in a small blanket and crib sheet, labeled with your child's name. **All rest time items will be sent home with your child every Friday to be laundered.** No bed pillows or sleeping bags allowed. Students may bring a small stuffed animal, if needed. If your child does not rest, quiet activities and books are provided during this time.

GENESIS PARENT MODULE

Pemberton Township Schools utilizes the Genesis Student Information System, which allows parents access to student information through the Genesis Parent Module. Parents/guardians of students can obtain online access to this system to review student's attendance, grades etc. by downloading and completing the form on the school's website, available under the *Students and Parents* tab.

PARENT/TEACHER CONFERENCES BOE Policy #9280

Parent/teacher conferences are scheduled for students in grades PK-12. At the conference, your child's strengths and needs are discussed, and you will have an opportunity to become better acquainted with the teacher's procedures and the school policies and programs. Parents are urged to attend these conferences held twice each school year.

The school district currently uses the Genesis online conference scheduling service. Please check our school's website for login information. This service allows parents to choose their own conference times to better match their schedules and coordinate conferences for multiple children.

Parents are encouraged to schedule further conferences with classroom teachers if the need should arise. Parent/teacher communication is a key factor in ensuring the educational success of each child.

COMMUNICATION

Parents receive various types of communication throughout the school year (i.e. classroom weekly newsletters, notes to parents via use of journals, etc.). Parents are surveyed on Back to School Night of their preference to receive an emailed or hard copy of the weekly classroom newsletter. The classroom newsletters are also posted on the teacher's classroom web page. Parents receive important phone calls through the district-wide global call system. It is **extremely imperative** to provide the school with **up-to-date** home and workplace telephone numbers for the school office and health files. There are many possible emergency situations which require immediate parental communication or approval. Please contact the school if contact information changes during the school year.

ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS & STUDENTS - BOE Policy #3283

HOME SUPPORT

Throughout the school year, you will receive ideas for activities you may want to do with your child. For example, we encourage all families to read to your child daily. We also encourage you to ask your child questions about their day. You can refer to the classroom's common language that is used throughout the day, such as: Group Meeting, Choice Time, Small Group, Read Aloud, Music & Movement, and Outdoor Time. I**t is the district's protocol that mandatory homework for preschoolers is not developmentally appropriate.** Research tells us that activities that involve dittos or worksheets are not beneficial to the development of very young students.

NON-ENGLISH SPEAKING FAMILIES

When the native language is not maintained, important connections to family and the community can be lost. We value native languages and encourage families to use their native language at home. We also encourage families to support their child's English language development.

HOME VISITS

In an effort to increase our partnership with families, to ensure positive outcomes for our students, PECEC offers home visits. Research has shown that a key to a successful school experience is a successful home-school partnership. Home visits offer invaluable insights about students and their families. For more information, feel free to contact Lisa Harris-Hall at 609-893-8141 ext. 1052.

SPECIAL EVENTS

There are special events, happening in each classroom, throughout the school year (i.e. Fall Festival, Caring & Sharing Month, Read Across America, etc.). Our celebrations are meaningful and stress-free for our students. End-of-the-year celebrations include family picnics and/or preschool fun days.

SCHOOL VOLUNTEERS BOE Policy #9180

All volunteers follow the Pemberton Township Board of Education volunteer policy and procedures. The Parent-Teacher Organization (PTO) is made up of parents and teachers and meets monthly under the direction of the building principal. The PTO coordinates parent events, book fairs, and other fundraisers. The proceeds benefit the students of our school. Please email pececpto@pemb.org for more information or to join the PTO.

There is always a need for volunteers in our Media Center to read to our students. Additional volunteers include, but are not limited to, the Pemberton Township Senior Center, Pemberton Township school bus drivers, military units, Pemberton Township High School students, and Newcomb/Helen Fort Middle School students.

Volunteers who are assisting in school activities for more than thirty-six times need to be fingerprinted and have BOE approval before starting. Any volunteers who are assisting in school activities from ten to thirty-six times a year do not need to be fingerprinted or to have BOE approval, but they need written approval from the building principal prior to starting. All volunteers serve under the direct supervision of the certified staff member, and they can't assist in the school, if the certified staff member is absent. In addition, parents/guardians need to be notified in writing by the classroom teacher if they have a volunteer that assists in school activities for more than nine times in the school year. All volunteers must sign the volunteer contract, which will be on file in the principal's office, before starting.

PTO - Parent Teacher Organizations

PTO - Parent Organizations BOE Policy #9210

Parent-teacher organizations are organized in each school. They elect officers and meet regularly for the purpose of strengthening the relationship between parents and teachers. PTOs have made countless contributions in support of educational and extracurricular activities for our students. Parents are encouraged to become actively involved in this outstanding organization. When parents and school form a partnership, each individual child benefits.

MOVING UP

In June, students bring home their report card, along with work samples. In addition, they receive a certificate of participation and a summer packet of suggested activities. Throughout the school year, you will receive ideas for activities you may want to do with your child. For example, we encourage all families to read to your child daily. We also encourage you to ask your child questions about their day. You can refer to the classroom's common language that is used throughout the day, such as: Group Meeting, Choice Time, Small Group, Read Aloud, Music & Movement, and Outdoor Time. I**t is the district's protocol that mandatory homework for preschoolers is not developmentally appropriate.** Research tells us that activities that involve dittos or worksheets are not beneficial to the development of very young students.

Please note: There is no need to re-register your student for the new school year.

Skipping grades from P3 to Kindergarten or P4 to First Grade does not occur**.** Our program addresses the needs of the whole child including cognitive, social-emotional and physical development. Research has supported this theory especially in this early developmental age. The teachers empower students on all levels by scaffolding instruction so they can all be successful.

SPECIAL EDUCATION SERVICES BOE Policy #2460

The Individuals with Disabilities Education Act is the primary federal program that authorizes state and local aid for special education and related services for children with disabilities.

New Jersey Administrative Code for special education (N.J.A.C. 6A:14) and the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004) are laws that ensure children with disabilities a free, appropriate public education in the least restrictive environment. An important part of these laws provides parents with the right to participate in their children's education.

The special education process is initiated with a written referral. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education and/or related services. Parents, school personnel, or any agencies concerned with the welfare of students, including the New Jersey Department of Education, can make referrals. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

Decisions regarding your child's special education needs are made at meetings. As the parent of a child who has or may have a disability, you have the right to participate in meetings and make determinations regarding the following:

- Identification (decision to evaluate);
- Evaluation (nature and scope of assessment procedures);
- Classification (determination of whether your child is eligible for special education and related services);
- Development and review of your child's individualized education program (IEP);
- Educational placement of your child; and
- Reevaluation of your child.

More information regarding the special education referral process and meetings scheduled with the IEP team can be found in the Parental Rights in Special Education handbook (PRISE), located on the NJ Department of Education website.

A case manager from the Child Study Team or Speech Department is assigned to each student with an IEP. They work with the students, parents, and district staff to develop appropriate programs and services for students with special needs. Pemberton Township Schools offer a continuum of special education services to address the needs of each student requiring special education. To the maximum extent appropriate, children with disabilities are educated with children who are not disabled in the Least Restrictive Environment (LRE). Specialized classes, separate schooling, or other removal of children with disabilities from the general educational environment occurs only when the nature and severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Parents or guardians of educationally disabled or potentially disabled students should feel free to contact Special Education Services at (609) 893-8141 ext. 1012.

Preschool Child Study Team
Sherry Thornton – Child Study Team Secretary
Ext. 1156
sthornton@pemb.org

PROJECT CHILD FIND
This is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability from birth through twenty-one years of age. In addition, **Project CHILD FIND** develops and distributes information to the public about early intervention services and special education programs throughout New Jersey. Information through **Project CHILD FIND** may be obtained by calling the toll-free number, 1-800-322-8174, which is in service 7 days a week, 24-hours a day. All calls received are confidential.

FIRE & EMERGENCY DRILLS BOE Policy #8420

Monthly drills are held to prepare all students and staff to respond to emergencies. Absolute silence is to be maintained at all times while conducting the drills. Teachers and staff will guide their students and any visitors according to the drill plan.

EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL PROCEDURES

STAY INFORMED with Blackboard Connect, our district's automated phone notification system. Please make sure the school has your most up-to-date phone numbers! Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it is necessary to close schools because of extreme weather or other reasons, you will be notified through Blackboard Connect. In addition, radio station KYW-1060 will announce the DISTRICT CODE NUMBER 651. School closing information is also posted on the district website, Facebook and Twitter pages, as well as the Pemberton Township Board of Education's Channel 19, serving Pemberton Township, Pemberton Borough, and Joint Base McGuire-Dix-Lakehurst. Parents should not call the school unless absolutely necessary.

DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURES

The Board of Education strictly prohibits all forms of unlawful discrimination and harassment on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. It is the policy of the School District that the School District's educational program, employment practices, and other functions shall be free of all forms of discrimination and harassment.

The purpose of this regulation is to provide a procedure whereby complaints of discrimination and harassment are investigated and, if appropriate, addressed.

DEFINITIONS

1. **Affirmative Action Officer.** A certified individual designated by the Board of Education to monitor the School District's compliance with the Policy Against Discrimination and Harassment & Affirmative Action Policy.
2. **Complaint.** An allegation of any form of discrimination or harassment.
3. **Complainant.** The aggrieved person who makes a complaint of alleged discrimination or harassment.
4. **Discrimination.** Unlawful conduct whereby a person is treated differently from others on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. Discriminatory conduct is strictly prohibited whether it is engaged in students, employees, parents and/or other third parties.
5. **Harassment.** Harassment is a form of discrimination. Harassment consists of unwelcomed conduct including but not limited to: unwelcome verbal comments; jokes; unwelcome written comments (such as emails, flyers, memos, etc.); threatening or disturbing behaviors; stalking; and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of harassment. Harassing conduct is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.
6. **Sexual Harassment.** Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment includes but is not limited to: unwelcomed sexual advances; requests for sexual favors; inappropriate verbal conduct (such as name calling, using sexually explicit language, telling sexual jokes, repeatedly asking a person out on a date, etc.); inappropriate physical conduct (such as unwelcomed touching, physically blocking passageways, invading personal space, staring at a person's body, stalking, etc.); storing or

displaying sexually explicit images or videos on School District property (such as photos, calendars, computer screen savers, electronic or printed pornographic materials, etc.); and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of sexual harassment. Sexual harassment is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.

COMPLAINT PROCEDURE

A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer. The School District encourages complainants to put their complaints in writing.

B. The recipient of the complaint should request the complainant to put the complaint in writing. However, the complainant is not required to put his/her complaint in writing. If the complainant declines to put his/her complaint in writing, then the recipient of the complaint shall immediately make a written record reflecting what the complainant is alleging.

C. Upon receiving notice of the complaint, the Affirmative Action Officer shall determine who at the School District shall investigate the complaint. The investigator may be the Affirmative Action Officer or it may be another administrator. The investigator shall be selected based on his/her ability to maintain objectivity and independence throughout the investigation, as well as his/her familiarity with the parties involved.

D. The investigator shall promptly conduct an investigation into the allegations contained in the complaint. The investigation may include the following: conducting investigative interviews with the complainant and other potential witnesses, collecting/examining relevant documentation, reviewing video and/or audio recordings, and similar conduct.

E. Investigations shall be initiated within three school days of the receipt of the complaint.

F. All accused individuals shall have the opportunity to review and respond to allegations as part of the investigation before any decision is made regarding the veracity of an allegation. Accused individuals shall also have the right to identify witnesses and/or other evidence on their own behalf. It shall be in the investigator's sole discretion to determine what, if any, witnesses may have information relevant to the complaint and therefore what, if any, witnesses shall be interviewed as part of the investigation.

G. All investigations shall be completed within a reasonable timeframe, which shall depend on the nature and scope of the investigation unless the timeframe is dictated by applicable law (i.e., such as HIB investigations).

H. At the conclusion of the investigation, the investigator shall create a written report detailing his/her findings. The investigator's report shall include a finding indicating whether the allegations contained in the complaint were substantiated or not substantiated. A copy of the investigator's findings, along with all supporting documentation created and/or collected during the investigation, shall be forwarded to the Affirmative Action Officer. The Affirmative Action Officer shall maintain the documentation in an *investigative file* separate from any personnel records and/or student records.

I. The Affirmative Action Officer shall make recommendations regarding the potential discipline of the accused individual.

J. The Affirmative Action Officer shall communicate the results of the investigation to the complainant in writing. The complainant shall not be entitled to a copy of the investigative file unless required by law.

K. The Affirmative Action Officer shall communicate the results of the investigation to the accused individual(s) in writing. The accused individual(s) shall not be entitled to a copy of the investigative file unless required by law. Accused individuals shall have the right to appeal any finding and/or discipline as provided for by law.

L. If the complainant and/or the accused individual disagrees with the outcome as communicated by the Affirmative Action Officer, then the complainant may appeal to the Superintendent of Schools. The appeal shall include a copy of the complaint, a copy of the communication containing the results of the investigation, and an explanation of the reasons why the complainant and/or accused individual disagrees with the outcome.

M. With the filing of an appeal, the complainant may request an informal hearing with the Superintendent of Schools. Such a meeting shall be scheduled within a reasonable time frame and at a mutually convenient time. The Superintendent shall remain impartial and objective when reviewing the results of the investigation and reasons why the complainant and/or accused individual appealed the outcome.

OUTCOMES

A. If it is determined that discrimination and/or harassment has taken place, the School District shall take immediate steps to prevent the discrimination and/or harassment from occurring again and, if appropriate, shall take steps to remedy any discrimination and/or harassment that has taken place.

B. If it is determined that discrimination and/or harassment has been engaged in by a student, the student may be subject to discipline, up to and including suspension and/or expulsion, as provided for by the Code of Student Conduct.

C. If it is determined that discrimination and/or harassment has been engaged in by an employee, the employee may be subject to discipline, up to and including suspension without pay and/or termination from employment.

D. If it is determined that the discrimination and/or harassment has been engaged in by a parent and/or other third party, the School District shall take reasonable steps within its legal authority to prevent the discrimination and/or harassment from occurring again.

E. If appropriate, the School District shall take interim measures to preclude contact between a complainant and an accused person and such interim measures will not disproportionately impact the complainant. Complainants needing additional counseling or assistance may be referred to the guidance office for referrals.

REPORTING COMPLAINTS & AFFIRMATIVE ACTION OFFICER

A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer.

The School District's Affirmative Action Officers/ADA/504 Coordinators are:

Kim Ferlauto
Affirmative Action Officer/ ADA coordinator for students
(609) 893-8141 ext. 1033
kferlauto@pemb.org

Jannett Pacheco
Affirmative Action Officer and ADA/504 coordinator for all staff
(609) 893-8141 ext. 1021
jpacheco@pemb.org

Lauren O'Donnell
Title IX Coordinator
609-893-8141 x1073
lodonnell@pemb.org

B. All employees are required to promptly report any incidents of discrimination and/or harassment that they witness and/or that become known to them in any way. Employees must report the discrimination and/or harassment to their immediate supervisors and/or to the School District's Affirmative Action Officer.
C. No person shall be subject to retaliation for having made a complaint and/or for participating in any investigation. Allegations of retaliation are taken seriously and will be investigated.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) BOE Policy #8335

The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 years of age (*eligible students*) certain rights with respect to the student's educational records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

STUDENT RECORDS BOE POLICY #8330

Student records are governed by extensive regulatory provisions. The district will conform in all respects to the requirements of state and federal law regarding the preparation, maintenance, security, disclosure, and destruction of student records. A Public Guide to The Open Public Records Act (OPRA) N.J.S.A. 47A:1A-1 can be found at www.nj.gov/grc.

STORAGE OF HAZARDOUS SUBSTANCES

Pursuant to the New Jersey Worker and Community Right to Know Act, N.J.S.A. 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other non-routine activities involving the use of hazardous substances will be posted on the bulletin board in the school. In addition, Hazardous Substance Fact Sheets developed by the New Jersey Department of Health will be made available at the school for such substances.

TOBACCO-FREE ENVIRONMENT

SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS BOE Policy#7434

The Board of Education recognizes the medical danger associated with the use of tobacco and is cognizant of its statutory duty pursuant to NJSA 26:3D-15 regarding smoking in school facilities. Additionally, the Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose

not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all buildings and school grounds belonging to the District and in all school vehicles.

FRAGRANCE PROTOCOL

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and cologne. Some sensitivities and allergic reactions are triggered by cut flowers or plants. We ask that everyone remain respectful of those with sensitivities and allergies. Reasonable accommodations may be necessary. Please remember they did not choose to have this sensitivity or allergic reaction and your cooperation is greatly appreciated.

EDUCATION OF HOMELESS CHILDREN AND YOUTHS - BOE Policy #5116

McKinney-Vento Homeless Assistance Act of 2001 – Title X, Part C of the No Child Left Behind Act – Section 725

The term *homeless children and youth*:

A. means individuals who lack a fixed, regular, and adequate nighttime residence…; and
B. includes-
(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

If you and your family fall into one of these categories, please contact the Homeless Liaison, Joseph Bowen, at ext. 1008 or the Preschool District Social Worker, Lisa Harris-Hall, at ext. 1052.

SECTION 504 BOE Policy #2418

Section 504 of the Rehabilitation Act of 1973 is civil rights legislation for persons with disabilities. It prohibits discrimination against individuals who meet the definition of disability in this act. Schools must afford students with disabilities under this act equal opportunities to reach academic achievement as students without disabilities. Students that are determined to be eligible will be provided with free appropriate educational services.
Anyone can make a referral to the 504 committee. The preschool district social worker is the chairperson and referrals may be made directly to the preschool district social worker. A person is considered for a 504 plan if they have a physical or mental impairment that substantially limits one or more of their major life activities; or if they have a record of an impairment; or if they are regarded as having an impairment. A 504 plan will be created if the student is found eligible. The 504 plan will outline specific accommodations for the student, so that equal access is granted. Please contact the principal, Mrs. Hosey, or preschool district social worker, Ms. Hall, for more information.

SCHOOL HEALTH SERVICES & PROCEDURES BOE Policy #5310

School Health Services are provided by the school nurses for the purposes of:

1. Care of emergency sickness or injury in school.

2. Communicable disease prevention and control.
3. Determination of health needs.
4. Follow-up and interpretation of health needs to pupils and parents.

Parent cooperation is requested in the following situations:
1. A doctor's note is needed when your child returns to school from an absence due to illness or injury.
2. Students returning from an absence with **medical equipment, such as crutches, wheelchair, etc. need to have a doctor's order for the equipment.** A doctor's note is required to clear your child to safely return to gross motor activities.
3. If your child is absent due to illness or injury, please call the school nurse to inform us of the problem.
4. Any health problems; changes in your child's medical condition; any medication changes; or any recent medical procedure, should be brought to the attention of the school nurse. The school nurse **will coordinate care with your child's teacher as needed. The school nurse should also be informed of medications your child takes at home.**
5. Your child should be kept home and the nurse should be contacted if he/she has contracted any communicable diseases: i.e., measles, mumps, strep throat, ringworm, chicken pox, pink eye, etc. A doctor's note to return to school will be required. Ringworm must be covered while at school.
6. If your child becomes seriously ill or injured in school, you will be called to make arrangements for him/her to be picked up. Please ensure that your child is picked up within an hour.

Health Regulations in General
1. Keep up-to-date home, work, and emergency telephone numbers filed in the Nurse's and main office. You, as the parent(s)/guardian(s) have the responsibility to keep these numbers current. The school has no place to care for your child for an extended length of time. We must have the name and telephone number of a friend, relative, neighbor, or baby sitter who would be able to care for your child until you return home. Please remember, you are responsible for your child's welfare 24 hours a day.
2. A child who has diarrhea or vomiting cannot be sent to school. A child who has been sent home due to **diarrhea or vomiting should remain at home the rest of that day and the following day or until symptom free.** Example - If a child is sent home sick on Wednesday, students cannot return to school on Thursday, may return on Friday – *only if they are no longer experiencing diarrhea/fever/vomiting and are symptom free.*
3. A child who has a fever cannot be sent to school. A child sent home from school with a **fever (100 degrees Fahrenheit or above) should not return to school until the temperature has been normal (less than 100 degrees Fahrenheit) for 24 hours without medication**. See above example.
4. Any child with a rash should not be sent to school until it has been determined not to be contagious by a healthcare provider in writing. A Doctor's note is required for return to school.

State of New Jersey Immunization Requirements BOE Policy #5320
Students entering **Preschool** must have 4 doses of DTaP, at least 1 dose of Hib given on or after the first birthday, 1 dose of MMR given on or after the first birthday, at least 1 dose of Pneumococcal vaccine given on or after the first birthday, 3 doses of Polio, and 1 dose of Varicella given on or after the first birthday. Additionally, all preschool students are required to receive an annual influenza (flu) vaccine by November 30th each year. Anyone entering after November 30th, but before April 1st, must have a seasonal flu vaccine before starting school. After a child's 4th birthday and before entering kindergarten, the following booster vaccines are required: DTaP, Polio, and MMR. Three doses of the Hepatitis B vaccine are also required for kindergarten entry. Please submit proof of immunizations to the school nurse as soon as possible.Students admitted provisionally must be no more than 14 days behind the required intervals for missing vaccines as specified with the applicable catch-up schedule. A 10-day grace period is allowed to obtain records from transfer students within New Jersey and up to 30 days for children entering from outside the U.S. **Students who do not meet these requirements *will* be excluded from school.**

Medication Policies BOE Policy #5330

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student's health may be jeopardized without it. The following rules must be followed for all prescription and over-the-counter medications including diaper creams, lotions, chapstick, and sunblock.

1. Medication will be dispensed to your child by the school nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. **Medication orders must be renewed at the beginning of every school year. Field trip participation will be denied if the student needs medication and orders are not on file with the school nurse**.
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the medication (check to make sure it has not expired), the dosage, and the time to be given.
6. The medication must be given to the school nurse by a parent/guardian and will be stored in the nurse's office.
7. Students with asthma, serious allergic reactions, seizures, or diabetes are required by state law to have action plans completed **every school year**. **Students without a current plan on file will be unable to participate in field trips**.
8. The state of NJ now requires that a trained delegate be available for any student who may need an epi-pen or glucagon when the school nurse is not available. Please have your doctor complete those forms **every school year**.

Nurse's Office Forms

All forms are available in the nurse's office upon request. They can also be downloaded from the school website.

Pediculosis BOE Policy #8454

Pediculosis (head lice) is a condition which can affect children of all ages. Head lice occur without regard to income or socio-economic position. In-school transmission is considered to be rare and no disease is associated with head lice. Our district has a no live lice policy and students with live lice will be sent home for treatment. Students must be brought to the school by a parent/guardian to be examined by the school nurse before readmission to school, to ensure that Pediculosis treatment has taken place and that no live head lice are present. If at the return examination your child still has live head lice, you will be required to take your child home for further treatment. Students with nits only are not excluded from school. At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student who has active head lice, but classroom-wide or school-wide screening is not merited. Maintaining the student's privacy, family confidentiality, and preventing stigmatization are vital. **When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Pediculosis Information, and BOE Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent**.

a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found on their child's scalp or in their hair and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits on their child's scalp or in their hair. The school nurse will perform a head check of any student if requested by the parent.

b. The school nurse will perform head checks of all students in a classroom where there are **three** or more active head lice cases or nits in the same classroom within a two week period.

The school nurse retains the authority to, in consultation with school administrator(s), exclude a student with a current case of head lice for which there is inadequate management by the parent/guardian. This student

may be referred to his/her healthcare provider and/or the Burlington County Health Department for additional intervention. This policy is endorsed by national organizations such as the American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses.

Health Screening Procedures
Growth and development are related to inherited characteristics and environmental influence throughout the life cycle. We screen your child per New Jersey statutes for vision, hearing, blood pressure, dental, height and weight. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem.

Local Health Resources
A **family health care center, Southern Jersey Family Medical Center**, is open and taking appointments at New Lisbon Center – Aspen Hills Healthcare Center (formerly Buttonwood Hospital) in Pemberton Township. The center, located at 600 Pemberton-Browns Mills Road, provides services based on a sliding fee scale and also accepts clients with Medicare, Medicaid or other types of public or private insurance. Residents with no health insurance are encouraged to seek health care at this facility. The center's hours of operation are subject to change at any time. Please confirm hours with the access center location prior to a visit or when making an appointment. The phone number is 609-894-1100. This facility also has a **dental center and bilingual staff**.

The Rowan College at Burlington County Dental Hygiene Program offers a wide variety of dental health preventive services, such as cleanings, examinations, fluoride treatments, sealants and x-rays. There is a nominal charge of $10.00 per visit. To schedule an appointment, please call 856-291-4215. The program is located on the Mt. Laurel Campus, at 1000 Briggs Rd, Mt. Laurel, NJ 08054.

Should you need help with **immunizations**, you can call the **Burlington County Health Department Clinic** at 609-265-5533. The BCHD is located at 15 Pioneer Blvd., Westampton, NJ 08060.

For a complete list of **Local Health Resources**, contact the school nurse or the nurse's web page.

Health Insurance
Many of you have your children covered under your employer plan. However, some children do not have any coverage and this is where our school system can help. State law P.L2008 Chapter 38 mandates that all children under the age of 18 have health insurance.

This is a tremendous opportunity because we will help you obtain health coverage for your children and possibly your entire family by sending your contact information to NJ Family Care. Written consent is required pursuant to 20 U.S.C. 123g (b) (1) and 34 C.F.R. 99.30 (b). This information is collected at the beginning of the school year via the Genesis Parent Portal.

You can contact NJ Family Care directly at (800) 701-0710 or visit www.njfamilycare.org to apply online. If you have applied recently and are receiving coverage please let your school nurse know. This will allow our district to keep your child's information up-to-date.

CHAMPIONS BEFORE AND AFTER SCHOOL PROGRAM

The Pemberton Township School District offers a Before and After Care program for children that attend the in-district Preschool Program. During the school day, our CHAMPIONS program opens at 6:30 AM and runs until the start of the school day. The program runs from the end of the school day until 6:00 PM. Extended days are offered on some days when school is closed, such as minor holidays and Winter Break.

These days are offered at an additional cost and advance sign-up is required. The program begins on the first day of school.
A separate registration is required. Registration for September begins at the end of July. Children must be registered to attend each program (before and/or after care) at a minimum of two days per week.

If you have any questions, please contact Colleen McDonough, the Area Manager of CHAMPIONS at 609-331-6233 or colleen.mcdonough@discoverchampions.com

PRESCHOOL INSTRUCTIONAL COACH

What Does a Preschool Instructional Coach Do?

- Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through the reflective cycle
- Support a high level of curriculum implementation
- Coordinate and provide professional development for all Early Childhood staff
- Provide individualized follow-up to support teachers
- Confer regularly with the Preschool Intervention and Referral Team to discuss how to support teachers and parents with children who have challenging behaviors
- Coordinate and provide parent training

Anne Donovan
Preschool Instructional Coach
Ext. 1048
adonovan@pemb.org

Traci Haines
Preschool Instructional Coach
Ext. 1047
tlhaines@pemb.org

PRESCHOOL INTERVENTION AND REFERRAL TEAM (PIRT)

PIRT is composed of individuals who offer support to classroom teachers by planning strategies, adapting teaching practices and making modifications that assist with students of all developmental stages. The teacher discusses concerns with parents prior to requesting PIRT support and this contact is ongoing throughout the school year.

Listed below are everyday positive behavior supports that each classroom implements to help support and guide students in this process:

- Problem-solving and conflict-resolution methods are ingrained in daily activities.
- Expectations are communicated with students.
- Behavior triggers are anticipated and avoided.
- Hurtful behaviors are stopped.
- Positive limits for the students are set.
- Self-regulation experiences are provided.
- Consistent routines are maintained and students are prepared in advance of any changes.

Even with these preventive measures in place, situations may arise that require additional attention:

- Parents are contacted.
- Administrators are included and involved on an individual basis.
- A meeting is held with the parents and team members to discuss concerns.
- An action plan is created.
- If little to no improvement is made, alternative options are discussed.
  Revisions to this process are made as needed.

Vacancy
Intervention Specialist
Ext. 1037
@pemb.org

Nicole Edwards
Intervention Specialist/Speech-Language Pathologist
Ext. 1055
nedwards@pemb.org

FAMILY SERVICES PROGRAM

Preschool District Social Worker

The Preschool District Social Worker works with preschool families. Families are assisted in identifying resources such as housing, food, heat/energy assistance, counseling, and many other services to help meet their needs. A Request for Social Worker Assistance form is completed by the parent/guardian and submitted to the Social Worker. This form is located on the following page of this handbook. Additional forms may be requested by contacting the Social Worker, directly, or by contacting your child's teacher. Upon receiving the completed request form, based on the identified need (s), further information may be obtained from the parent/guardian, and proper resources are, then, recommended. In addition, the Social Worker is the site liaison for the Military Family Life Consultant (MFLC). The MFLC provides support and services to active duty military families who have given consent to receive services. Requests for the MFLC consent form can be sent to the Social Worker. The Social Worker chairs the Early Childhood Advisory Council, where both the school community and local community are involved in addressing the needs of the students and the program. The Social Worker also chairs the Parent Involvement Committee. Parent/family activities are planned and implemented to enhance the school – home relationship. The Social Worker facilitates the early enrollment of new registrants and assists in the preschool orientation workshops to help families and children get acquainted with their new school environment.

Lisa Harris-Hall
Preschool District Social Worker & Anti-Bullying Specialist
Ext. 1052
lharris-hall@pemb.org

COMMUNITY RESOURCES

Food Assistance
Burlington County Health Dept……....609-267-4304
Christian Caring Center……609-893-0700
Fountain of Life Center……....609-499-2131
St. Vincent de Paul……....609-953-0021

Housing Assistance
Burlington County Board of Social Services……..609-518-4871
Burlington County Community Action Plan…….609-239-4015 or 609-835-4329
Christian Caring Center……609-893-0700
Interfaith Hospitality Network…….856-638-0110
NJ Board of Public Utilities……..800-624-0241
PSE&G Energy Assistance……...800-510-3102
St. Vincent de Paul……....609-953-0021

Mental Health/Counseling Assistance
Connect Family Center……..609-871-4442
Legacy Treatment Services…….....800-433-7365
Oaks Integrated Care…….609-518-5470
PerformCare……..877-652-7624
Care Solace……888-515-0595

Utility Assistance
Burlington County Board of Social Services……..609-518-4871
Burlington County Community Action Plan…….609-835-4329
Christian Caring Center……609-893-0700
NJ Board of Public Utilities……..800-624-0241
PSE&G Energy Assistance……...800-510-3102
St. Vincent de Paul……....609-953-0021

Other Important Phone Numbers:
Domestic Violence……..800-799-7233
Child Protection……..877-652-2873
Servicios Latinos de Burlington County……..609-518-7171

For further information and assistance with available community resources, please contact Ms. Lisa Harris-Hall at 609-893-8141 ext. 1052.

STUDENT CODE OF CONDUCT

Foundational Beliefs:

Discipline helps a child learn to value his or her self and develop good self-discipline and social skills. It is best accomplished as a collaboration between the individual student, family, and staff member. Good discipline is compassionate, caring, sensitive teaching to manage conflict and strong feelings. Good discipline helps students accept that they and others are good people who sometimes make mistakes. Our school is committed to teaching students the inherent self-worth of themselves and others as the foundation for life-long success.

Accepted Practices:

1. Our school staff will establish a positive relationship with every student.
2. Developmentally appropriate preferred activities and choices will be used.
3. Communication, language and social skills will be taught and reinforced.
4. Classrooms and other common areas will be structured and maintained to promote self-control, including use of a posted daily routine schedule with any changes noted, and opportunities for quiet time alone.
5. Developmentally appropriate individualized use of visual, auditory, verbal, and cognitive prompts will be implemented to remind students of rules and routines.
6. Developmentally appropriate individualized use of visual, auditory, and verbal redirection will be used to teach students self-control when they first begin to violate classroom rules or become aggressive.
7. Students will be involved in establishing classroom rules and structure.
8. Verbal and visual redirection will always be used first to discourage inappropriate behavior.
9. Students who repeatedly demonstrate inappropriate behaviors will be referred to the Preschool Intervention & Referral Team.

Prohibited Discipline Practices:

1. Yelling, humiliating, name calling, physical threats, swearing, or teasing
2. Sitting or standing in a corner or making a student stand with arms raised
3. Rough handling of a student
4. Corporal punishment (e.g. hitting or spanking)
5. Improper restraint

USE OF PHYSICAL RESTRAINT BOE POLICIES

Restraints are only to be used in an emergency. For the purpose of this policy, emergency is defined as a situation in which a student's behavior poses a threat of imminent, physical harm to the student or others or imminent property destruction. A written incident report will be completed by school personnel (teacher, nurse, PIRT, administrator, etc.) after a physical restraint is implemented. Parents will be notified by telephone and provided with a copy of the report.

USE OF PHYSICAL RESTRAINT & SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES - BOE POLICY #5561

USE OF PHYSICAL RESTRAINT & SECLUSION TECHNIQUES FOR GENERAL EDUCATION STUDENTS- BOE Policy #5561.1

TOY/ELECTRONIC GAMES, CELL PHONE & ELECTRONIC DEVICES(Smart Phones, Ipod, Tablets, Smart Watches, AirPods, etc)

STUDENT USE OF INTERNET-ENABLED DEVICES BOE Policy #5516

Any student who brings a cell phone or other electronic device to school does so at his/her own risk. The school is not responsible for any lost, damaged or stolen property. Use of cell phones during the school day is strictly prohibited. All cell phones/electronic devices must be turned off and kept out of sight.

*Refer to Policy highlighted above for internet-enabled device accommodation requests

RETENTION

The New Jersey Department of Education does not recommend retention in preschool. Under State regulations, N.J.A.C. 6A:13A-2.1(b), …*the district board of education shall provide free access to full-day preschool for all three- and four-year old children.* District guidelines indicate children who turn three or four by October 1 may attend full-day preschool. Children turning five by October 1 are expected to attend kindergarten. Furthermore, there is a negative effect on student achievement and behavior due to retention. In addition, dropout rates are increased for those students who have been retained.

SUSPENSION BOE Policy#5610 & EXPULSION BOE Policy #5620

Under State regulations, N.JA.C. 6A:13A-4.4(g), *Preschool students in a general education program or special education program shall not be suspended, long-term or short-term, and shall not be expelled.* Our goal is to prepare young children to succeed in school and suspending or expelling children fails to accomplish that goal. Most importantly, suspending or expelling preschoolers is not an age-appropriate method for addressing behavioral concerns. There are no short-term or long-term outcomes that will benefit a child when he/she cannot attend school to receive the necessary support services due to out-of-school disciplinary measures.

STUDENT SUICIDE PREVENTION - BOE Policy #5350

THREATS TO DISTRICT SCHOOLS

The Pemberton Township School District takes all threats to district schools very seriously, as the well-being of our students and staff is our highest priority. If you have information concerning a perceived threat to our schools, students, or staff, please call our anonymous tip line at 609-248-3100. Calls to the tipline are reviewed the next day school is in session. If you have information of an imminent threat, please call 911 immediately.

ELECTRONIC SURVEILLANCE - BOE POLICY #7441

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

PARENT/CAREGIVER CODE OF CONDUCT

We are very fortunate to have a supportive and friendly parent/caregiver body. Our parents/caregivers recognize that educating children is a process that involves partnership between parents/caregivers, classroom teachers and the school community. As a partnership, our parents/caregivers will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/caregivers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, caregivers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Accepted Practices:

1. Respect the core values of our school
2. Understand that both teachers and parents/caregivers need to work together for the benefit of their children.
3. Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
4. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
5. Correct own child's behavior especially in public where it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
6. Approach the school to help resolve any issues of concern.
7. Avoid using staff as threats to admonish children's behavior.

Prohibited Practices:

1. Cell phone usage when picking up or dropping off your child.
2. Photographing or Videotaping children other than your child.
3. Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office area or any other area of the school grounds.
4. Using loud and/or offensive or profane language, or displaying temper.
5. Threatening to do bodily harm to a member of the school staff, visitor, fellow parent/caregiver or student regardless of whether or not the behavior constitutes a criminal offense.
6. Damaging or destroying school property.
7. Abusive or threatening emails or text/voicemail/phone messages or other written communication.
8. The use of physical aggression towards another adult or child.
9. Smoking and consumption of alcohol or other drugs while on school property.
10. Dogs (other than registered service or therapy dogs) being brought on to school premises.

Should any of the above behaviors occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds. We trust that parents and caregivers will assist our school with the implementation of this code of conduct and we thank you for your continuing support of the school. We would expect that parents/caregivers would make all persons responsible for picking up/dropping off your children aware of this code of conduct.

PLEASE NOTE THAT THIS HANDBOOK WAS PUBLISHED AT THE CONCLUSION OF THE LAST SCHOOL YEAR. SOME POLICIES AND PROCEDURES MAY HAVE BEEN UPDATED PRIOR TO THE START OF THE CURRENT SCHOOL YEAR. PLEASE GO ONLINE TO https://www.pemberton.k12.nj.us/ FOR UP-TO-DATE STUDENT HANDBOOK AS WELL AS BOE POLICY.

PAGE INTENTIONALLY HAS NO NEW INFORMATION

Pemberton Early Childhood Education Center
Request for Social Worker Assistance

Date of Request: _____

Parent/Caregiver's Name: _____

Child's Name: _____

Teacher's Name: _____

Language spoken at home: _____

1. What is the area of need or concern?
   - Health Services
   - Heat/Energy Assistance
   - Clothing
   - Food
   - Housing
   - Other: _____

2. Please describe your concerns:

_____
_____
_____
_____

Contact phone number: ( ) _____ - _____

Parent/Caregiver's Signature _____

Date _____

Please return this form to:

Lisa Harris-Hall
Preschool District Social Worker
609-893-8141, ext. 1052
lharris-hall@pemb.org

PAGE INTENTIONALLY HAS NO NEW INFORMATION

PEMBERTON EARLY CHILDHOOD EDUCATION CENTER
DEBORAH CEPLO, Director of Early Childhood, Preschool - Kindergarten
DANIELLE HOSEY, Principal

JEFFREY HAVERS
Superintendent

ACKNOWLEDGEMENT PAGE

I, the undersigned, acknowledge that I have received and read the Pemberton Early Childhood Education Center Parent Handbook and will adhere to the policies and procedures set forth in it.

Student's Name _____

Teacher's Name _____

Parent's Name _____

Parent's Signature _____

Date _____

PHONE: 609-893-8141 Ext. 1001 FAX: 609-732-3106 EMAIL: dceplo@pemb.org
Office: 100 Arney's Mount Road, Pemberton, New Jersey 08068 • www.pemberton.k12.nj.us

PAGE INTENTIONALLY HAS NO NEW INFORMATION

Pemberton Township Schools Directory

Main Phone Number 609-893-8141

Denbo-Crichton Elementary School 1414 Junction Road, Browns Mills, NJ 08015	Ext. 1200
Fort Dix Elementary School 1199 Juliustown Road, Fort Dix, NJ 08640	Ext. 1450
Helen Fort/Newcomb Middle School	
Helen A. Fort Campus 301 Fort Dix-Pemberton Road, Pemberton, NJ 08068	Ext. 1600
Newcomb Campus 300 Fort Dix-Pemberton Road, Pemberton, NJ 08068	Ext. 1700
Howard Emmons School 14 Scrapetown Road, Pemberton, NJ 08068	Ext. 1350
Joseph Stackhouse School 125 Bldg. 1 Trenton Road, Browns Mills, NJ 08015	Ext. 1750
Pemberton Early Childhood Education Center 100 Arney's Mt. Road, Pemberton, NJ 08068	Ext. 1500
Pemberton Township High School 148 Arney's Mt. Road, Pemberton, NJ 08068	Ext. 1800
Samuel T. Busansky School 16 Scrapetown Road, Pemberton, NJ 08068	Ext. 1300