

**Woodbine Elementary School
Preschool Family Handbook
2022-2023**



Woodbine Elementary School
Early Childhood Program
801 Webster Street
Woodbine, NJ 08270

Dear Parents/Guardians:

This handbook has been prepared to provide students, parents, and other community members with information about the structure and operation of the Woodbine Elementary School. We welcome you and hope that the information proves to be useful as you go through the school year. Parents may visit the school or come to the office at any time to receive additional information about the school.

In order for the Woodbine School District to operate effectively and to ensure that your child receives the best educational experience possible, certain rules and regulations have been established and must be followed. The Student-Parent Planner has been designed to provide you with important information, which you are strongly encouraged to review and discuss with your child. ***Please note that our students and staff are working to improve attendance rates. It is extremely important that your child attend school every day and on time-*****Arrival to School Time - 8:00 am.**

You will find the 2022-2023 school calendar, complete with school closings, early dismissals and other important dates throughout the year. In our effort to strengthen communications between the school and families, every child will be receiving a **Thursday Blue Folder**, designed to hold important papers and information. Watch for the folder to come home on Thursday with your child throughout the school year.

To assist working parents/guardians, the Latchkey day care program is available before and following the school day for a nominal fee. The program is available from

7:00am-8:00am and 2:30pm-5:30pm after school.

If you are interested in the Latchkey program, please call the front office (861-5174) for pre-registration.

Family rates are available for more than one child in attendance.

This year, Woodbine Elementary School is continuing the **Positive Behavior Support System (PBSIS)** in our district. Working in partnership with families, we will continue to teach students the behaviors and skills that will result in creating a positive learning environment that will increase opportunities for student learning. Please read and review our school code of conduct and the Harassment, Intimidation and Bullying Policy with your child/children.

The information contained in this handbook is also available on our district's website at <https://www.woodbineschool.com>. At this site; you will find many useful resources, calendars, meeting notices and special events.

We encourage parents to be active participants in the educational process, both at home and at school. You are encouraged to participate formally, as a member of committees and or informally by volunteering, asking questions and or making suggestions as they arise. Our faculty and staff are always willing to hear and discuss your concerns.

I truly hope that you will find the 2022-2023 school year to be a most rewarding and enriching educational experience for you, your child and those who support our educational community.

Sincerely,
Carleena L. Supp
Superintendent

Preschool Directory

Carleena Supp	Superintendent	x153
Joe Giambri	School Business Administrator	x126
Jennifer Crowell	Child Study Team/Social Worker	x214
Nicole Continisio	Guidance Counselor	x167
Sara Halsey	Social Worker	
Nova Kane	Secretary	x127
Monica Morales	Secretary	x121
Erika Himstedt	School Nurse	x124
Celine Kaelble	Assistant Principal/Preschool Supervisor	x128
Jennifer Mercado	Preschool Master Teacher	x215
Judi DiBabbo	Preschool Teacher	x201
Loretta Carey	Instructional Assistant	x201
Courtney Hearon	Preschool Teacher	x202
Jackie Stebbins	Instructional Assistant	x202
Sarah Vandever	Preschool Teacher	x203
Brittany Stebbins	Instructional Assistant	x203
Brooke Lally	Preschool Teacher	x204
Rachel Rinck	Instructional Assistant	x204

WOOBINE GENERAL INFORMATION

Address: Woodbine School District
801 Webster Street
Woodbine, NJ 08270

Telephone: (609) 861-5174
Fax: (609) 861-0723

Website:
www.woodbineschool.com

School Colors: Blue and Gold

School Mascot: Rams

MAIN OFFICE

Monica Morales Confidential Secretary
Nova Kane Confidential Secretary

The Woodbine Elementary School is open each day from 8:00 to 2:30pm. All visitors are required to report to the front office to sign in and receive a visitor's pass.

MISSION STATEMENT

The Woodbine Elementary School recognizes that each child is a unique individual; possessing talents, abilities, goals and dreams. We further recognize that each child can only be successful when we acknowledge all aspects of that child's life; addressing their needs, enhancing their intellect, developing character and integrity and uplifting their spirit. Finally, we recognize that individuals learn, grow, and achieve differently, and it is therefore critical that, as a district, we provide a diversity of programs based on the Common Core Standards in order to build a foundation that prepares our students for college, the workplace and the community at large.

SCHOOL HOURS

Preschool students may enter the building between 8:00am – 8:20am through the preschool doors. All preschool students are required to be signed in by a parent or guardian upon arrival. Students that arrive after 8:20am must be brought to the Front Office and will be marked as "tardy".

Students will be dismissed from the preschool doors at 2:15. All preschool students are required to be signed out by a parent or guardian upon dismissal.

In the event that you need to bring your child late to school (after 8:20am) or pick them up early (before 2:15pm) you will need to do so through the front office.

For the safety of our students and staff, no parents will be permitted to walk their students to class. The preschool students will be accompanied by an office member, teacher or aide.

***We encourage all parents to keep their children in school for the entire duration of the day, in order to get the most from the program. If they are not here, they are missing opportunities to learn. ***

PERMISSION TO LEAVE SCHOOL

Permission to leave school early can be granted upon the receipt of a written request from parents and guardians. This notice allows the teacher and office know in advance that the child will be leaving school early. Students must be picked up by a parent or guardian and must be signed out in the front office.

If someone other than a parent or guardian will be picking up your child, you must send a written note to the school office.

Any and all persons picking up a child other than the parent/guardian will be asked to provide identification, prior to us releasing the child.

ATTENDANCE

Regular attendance is an important factor in school success. All children are expected to be in attendance each day unless they are ill or a family emergency arises. There is no substitute for actual participation in daily classroom discussion and active work.

Preschool students are encouraged to follow district policy 5113 and NJAC 6A:16-1.1. These policies state that “a pupil must be in attendance for 162 (90%) or more school days in order to have successfully completed the instructional program requirements to the grade/course to which he/she is assigned”.

In grades K-8, students in excess of 18 absences may be eligible for retention and/or truancy action through the New Jersey Administrative Office of the Courts.

Preschool students in excess of 18 absences MAY be removed from the Preschool Program. If a student is removed due to excess absences, they will not be eligible to re-enroll until the following school year.

VISITORS

The Woodbine School District encourages parents to be actively involved in the classrooms. For the safety of our students and staff, all parents and visitors must sign the visitor’s log upon entering the building.

EMERGENCY SCHOOL CLOSING

If adverse weather conditions cause a delayed opening, interruption, or cancelation of school; notification of the closing will be given to the following television stations for announcement:

Channels 3, 4, 6 and 10

School closing announcement start as early as 6am in TV and local radio stations and are repeated frequently.

In addition, school closing announcements will be posted on our Facebook page as early as 6am.

If weather conditions are adverse and there has been no emergency closing announcement on television, parents should call the school for a message on the school answering system.

GLOBAL CONNECT

The Woodbine School District has the telephone/cell phone ability to notify parents of emergency closings, special announcements and activity reminders.

Parents must be sure that we have a current, working phone number at all times. The calls are made to the phone listed as the home number. We will use this system to provide reminders for special events, school closings and early dismissals.

CHANGE OF ADDRESS AND PHONE NUMBER

It is imperative to notify the school when there is a change of address or phone number to keep communications open for any major emergency that may arise.

EMAIL

The Woodbine School District will be using email as a method of communication with parents regarding school events. Please make sure your email address is on file in the office.

TRANSFER OUT OF DISTRICT

If you are moving out of the Woodbine District, our office will prepare your transfer within **48 hours** of being notified.

USE OF TECHNOLOGY

The district recognizes that the use of cell phone, tablets and computers offers diverse and unique resources to staff and students. The operation of the district computer network relies upon, in part, the proper conduct of users-students and staff. Therefore, it is necessary for the students and staff to follow the guidelines of **The Technology Acceptable Use Policy**. If any user violates this policy, his/her privileges to use the district computers may be limited or suspended. In addition, the user may be subject to other applicable disciplinary measures.

SCHOOL NURSE
ERIKA HIMSTEDT

Our school nurse can be reached via email at:
ehimstedt@woodbine.capemayschools.com
or by calling the school at (609) 861-5174 at ext. 124.

Students who become ill during the school day will be escorted to the school nurse. If it is necessary for the student to go home, the nurse will inform the parent and the student will be released from school.

MEDICATION POLICY

NJ State Law regarding medication at school has three requirements:

1. **MUST** have written order from a private physician.
 2. Medication **MUST** be in the original container labeled by the pharmacy.
 3. A written request from parent/guardian must accompany medication.
- Parent/guardian **MUST** deliver the medication to the nurse.

All medications are to be kept in the nurse's office. Students are **NEVER** to carry medications in their book bags or on their person.

LICE POLICY

Preschool follows a "no lice" policy. Students, who have been identified with live head lice, will be sent home immediately for treatment.

WOODBINE SCHOOL DISTRICT BOARD
OF EDUCATION

The Woodbine Board of Education is dedicated to upholding and enforcing all laws, rules, and regulations of the State Board of Education as well as court orders pertaining to schools. Their responsibilities include policy making, planning, appraisal, and helping to frame policies and plans after consulting with those affected by them. It is a nice member board comprised of elected residents of the Borough of Woodbine.

The Woodbine Board of Education Members are:

- Gregory Hudgins, President
- Alicia Laracombe, Vice President
- Patrick Keenan
- Adelina Mitchell
- Miriam Vives-Rivera
- Janita Hutchinson
- Melissa Rodriguez
- Sandra Bader
- Wanda Young

Under the regulations of Title IX and New Jersey Administrative Code 6:4, the Woodbine Board of Education does not discriminate against students or employees on the basis of sex, race, religion, handicapping condition, religion, spoken language or age. The Woodbine Board of Education provided equal opportunity with regards to:

- Access and treatment in extracurricular programs.
- Treatment under regulation and policies governing student benefits, services, conduct, and dress.
- Access of employment in educational agencies, and;
- Terms, conditions and benefits of such employment.

The Woodbine Board of Education has designated Mrs. Nicole Continisio to coordinate compliance efforts and to investigate any complaints of discrimination as it pertains to the above.

Complaints should be forwarded to:

Mrs. Nicole Continisio
Woodbine Elementary School
801 Webster Street
Woodbine, NJ 08270
(609) 861-5174 x167

AFFIRMATIVE ACTION

GUIDELINES FOR BREAKFAST AND LUNCH

Nutritious meals and snacks are essential for young children's optimal growth and

development. Healthy foods help to ensure that children will be ready to fully participate in learning opportunities. During meal and snack times preschool children learn to make nutritious choices, discover a wide variety of different foods, and develop healthy eating habits, while engaging in language-rich interactions. These important language, math and social skills can best occur in family-style meal settings in children's classrooms. ***Please refer to the school's nutrition policy when sending breakfast and/or lunch for school with your child.**

FAMILY PREFERENCES AND FOOD ALLERGIES

Families' dietary restrictions due to religious beliefs, personal beliefs, and cultural customs and health issues are respected. Information regarding food allergies should be documented in writing for each child.

BREAKFAST AND LUNCH PRICES

Breakfast and Lunch will be free to ALL students for the 2022-2023 school year. Please be sure to complete and return the home survey to ensure the school remain eligible for this program.

CHANGE OF CLOTHES

Young children occasionally have accidents and get messy during active play. Please send in a spare set of clothes to keep in your child's classroom. The change of clothes should include; a top, bottoms, underwear and socks. We will send home clothes as the season changes for more appropriate clothing due to weather changes.

If your child is in pull-ups or diapers, you must provide them and wipes on a weekly basis in his/her book bag. *Please inform the classroom teacher if your child wears diapers/pull-ups and/or needs assistance.

Please dress your child for an active day that includes painting, outside activities, climbing, running, etc. This includes shoes. **FLIP-FLOPS AND SANDALS ARE NOT SAFE FOR ACTIVE CHILDREN.**

BOOKBAGS

Your child needs to bring something to carry his/her papers and projects in everyday. Please do not feel that you have to purchase a book bag, a shopping bag will work just as well. Please check your child's book bag daily for special projects and home connection activities.

REST TIME

Your child will be resting for at least 20-30 minutes a day and no longer than 1 hour. Children are not required to sleep and may have a book or quiet activity on their mat. Please send a clean blanket and sheet for your child each Monday. We will return it on Friday to be washed.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME.

TOYS

Please do not allow your child to bring toys from home. We have found that children get very upset if their toys get lost or broken. We have many toys for them to play with at school. If the children are asked to bring something from home to share with the class for a

specific theme during the school year, you will be notified by the classroom teacher.

BIRTHDAY PARTIES

Your child may celebrate his/her birthday at school. Please check with your child's teacher a few days in advance so that we do not schedule two celebrations on the same day.

Food that is provided by parents for birthday or holiday parties **MUST BE STORE BOUGHT WITH A LIST OF INGREDIENTS ON THE PACKAGE** for the protection of children with allergies.

We also ask that you **DO NOT** send in any food that contains **ANY** peanuts or peanut products for the same reason.

Please **DO NOT** send in latex balloons for birthdays or holiday parties.

SPECIAL PROGRAMS AND TRIPS

We will be offering several special programs and taking several trips this year. We **always** encourage parents to go with their children on trips. We will attempt to give you enough notice to plan to attend. Please be sure to complete permission slips and return them to your child's teacher. If the teachers do not have a signed permission slip for your child, even if you plan on attending, your child will not be permitted to attend.

PRESCHOOL PLAYGROUND

FAMILY COMMUNICATION

We strive to maintain open communication between school and our families. If you

The preschool playground is located on the side of the school building near the preschool entrance. It is designed to serve the students in the preschool and kindergarten classes. Our students are not permitted to play in the driveways, wooded areas, or other unsafe areas without teacher supervision. The playground is fully supervised and fenced for the safety of the children.

FAMILY INVOLVEMENT

We are committed to making your child's first learning experience a rewarding and exciting one. Your child's teacher will be contacting you during the first month of school to meet and greet your family. We believe that families are an important part of our program and your child's success in school. We encourage your participation in your child's learning experiences through a variety of family activities.

Some of the activities and resources that we offer to our families throughout the year are;

1. Preschool Orientation Program
2. Family visitors and/or helpers in the classroom.
3. Holiday celebrations and programs
4. Family Workshops
5. Family Nights
6. Family Resource Center
7. Book Clubs

have a question, comment or concern please feel free to speak to your child's teacher.

Preschool teachers will hold conferences 2x's a year to discuss your child's academic growth. We offer flexible scheduling and will do our best to accommodate everyone.

Should you need to speak with your child's teacher in length at any other time during the year, please schedule an appointment for a mutually convenient time.

Parent Teacher Conferences are scheduled for November 21 and 22, 2022 and April 4th and 5th, 2023.

Please sign-up for class dojo for daily communication with the teacher.

PARENT TEACHER ORGANIZATION (PTO)

The Woodbine School District has a very active Parent Teacher Organization. Meetings are held on a monthly basis and each one will appear on the district's website, as well as, the monthly calendar that will be sent home each month.

The main objective of the organization is to promote and support the welfare and well-being of the children and create a closer relationship between the home and school.

We need the support of ALL parents and teachers if we are to achieve these goals. It is our hope that you will join us as we present activities and fundraisers for the 2021/2022 school year.

Remember no donation of time is too small!!!!

PTO Contact – Jackie Merollo x224

SOCIAL WORKER

The social worker is a district position in the role of collaborating with the classroom teachers, master teacher, CPIS and other district professionals to support the Family Services Program. In conjunction with the CPIS, the social worker reaches out to families, determines individual needs, provide advocacy services and help to obtain available community services. The social worker also assists parents in learning about child development, nutrition, providing a safe environment and how to support the curriculum chosen by the district.

Social Worker – Sara Halsey

EARLY CHILDHOOD ADVISORY COUNCIL (ECAC)

The Early Childhood Advisory Council provides an opportunity for local stakeholders and families invested in the education and welfare of preschool-age children to review progress towards full implementation of high quality programs. The Early Childhood Advisory Council meets on a quarterly basis to assess the progress and needs of the program.

PARENTS ARE HIGHLY ENCOURAGED TO ATTEND AND LET YOUR VOICES BE HEARD.

FACEBOOK

In an effort to increase communication with ALL preschool parents; the Woodbine Elementary School Preschool Program has a

Facebook page to share information with parents and families.

To become part of our Facebook community search;

Woodbine Elementary School Preschool Program and “LIKE” us!

STUDENT SUPPORT SERVICES

SCREENING

Preschool program regulations require the administration of a developmentally-based early childhood screening assessment.

The Early Screening Inventory-Revised, is administered to each child upon their entry into the preschool program.

Information from the screening instrument is used to determine if a child may require additional classroom support.

Parent are notified prior to and after all screenings have taken place.

PRESCHOOL INTERVENTION AND REFERRAL TEAM (PIRT)

Preschool Intervention and Referral Specialist (PIRS) - Mrs. Jennifer Mercado, Preschool Master Teacher

The PIRT team is in place to help school district preschool staff modify the children's challenging behaviors (ie: physical, social, language) that block successful participation in a general preschool classroom through development and implementation of intervention plans.

Intervention plans address a variety of behaviors (ie: a child who hits, a child who doesn't have any friends, a child with separation anxiety, a child who stutters, a child who does not speak).

If you have any concerns, you should discuss them with your child's teacher.

PIRT PROCESS

The PIRT process is a collaborative approach to problem solving. If a concern is identified the following steps are taken;

1. The teacher completes a request for assistance stating the concern/problem and what interventions have been tried.
2. Within 10 days, the teacher is contacted by the PIRS and additional information is collected.
3. Once documentation has been collected, parent/guardians are notified and invited to attend the planning meeting.
4. The PIRT team develops goals and an action plan.
5. Once the action plan is complete the PIRS and PIRT team will continue to support, evaluate and continue the process as necessary.

PRESCHOOL SPEECH CONCERNS

Preschool speech evaluations are done through the Child Study Team. Once speech concerns are identified, the student is evaluated by the speech therapist. If he/she is eligible they receive their speech services during the school day.

If you have concerns about your child's speech, please discuss them with your child's teacher.

REFERRAL TO THE CHILD STUDY TEAM

**CST Case Manager – Jennifer Crowell
x214**

When initial screening or other documentation indicates that a child should be referred, or a parent, teacher or PIRT member has a concern about a child's development and suspects a potential disability, the following steps should be taken:

1. Submit a written request to the child study team for a special education evaluation.
2. The parent, preschool teachers and child study team (school psychologist, social worker, and learning disabilities teacher consultant, speech and language pathologist) will meet within twenty days (excluding school holidays) to determine the need for evaluation.
3. If an evaluation is warranted the evaluation will be completed.
4. After the completion of the evaluation and determination of eligibility (within 90 days), an IEP is developed for the child by an IEP team consisting of a parent, child study team member, district representative, the case manager, and the general education teacher. The team determines modification, interventions and supplementary services necessary to support the child.
5. IEP's are re-evaluated annually.

Guidance Counselor/Social Worker
Guidance Counselor – Nicole Continisio
Social Worker – Sara Halsey

CURRICULUM

Preschool education consists of specifically designed education experiences to stimulate and teach

readiness before a child enters Kindergarten.

Our curriculum, TOOLS OF THE MIND, is designed to give children practice in developing self-regulation with a focus on make-believe play and child talk.

TOOLS OF THE MIND integrates instruction in language/literacy, math, social studies, science, gross motor (big muscle), fine motor (small muscle) and music through hands-on and interactive activities sequenced in a way that matches the typical development of Pre-K children.

PERFORMANCE-BASED ASSESSMENT

Students are assessed using Teaching Strategies Gold, an online performance based assessment portfolio which uses drawings, constructions, conversations and observations in the classroom to determine the students level of skill mastery.

POSITIVE BEHAVIOR SUPPORT MODEL

Our preschool program uses the positive behavior support model. The positive behaviors support model is a proactive

approach to teaching students positive behavior. With a strong emphasis on targeting our young children's social emotional development, the students are given strategies for building positive relationships and problem solving.

Positive Behavior Support Pyramid model provides a process for understanding and resolving the problem behavior of children and offers an approach for developing an understanding of why the child engages in problem behaviors and strategies for preventing the occurrence of problem behavior while teaching the child new skills. It includes a written plan for the teacher to address problem behaviors that range from aggression, tantrums and property destruction to social withdrawal.

ADMINISTRATIVE ACTION

Preschool students who are experiencing behavioral or emotional difficulties in the classroom will be included in the following process;

1. Parent notification
2. Parent/Teacher Conference
3. Preschool Master Teacher observations and input
4. Preschool Intervention and Referral Team request for assistance.