Woodbine Elementary School
Preschool Handbook

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

2019-2020

“Student Motto”

Today will be my day.
I am the best me there is.
  I am kind.
  I am smart.
  I am important.
I can do it, I know I can!
Dear Parent/Guardian,

This handbook has been prepared to provide students, parents, and other community members with information about the Woodbine Elementary School Early Childhood Program. We welcome you and hope that the information proves to be useful as you go through the school year.

In order to strengthen communication and the partnership between the school and preschool families, a monthly calendar, as well as teacher’s memos and other important information will be sent home every Thursday in the Thursday blue folder. A parent sign-off sheet will also be included to acknowledge that you have received the materials. Please check your child’s book bag every Thursday for the Thursday blue folder.

To assist working parents/guardians, Latchkey services are provided before and after school for a nominal fee. The program is available from 7:00am-8:00am and 2:30pm to 5:30pm every day. If you are interested in Latch Key, please call the front office (861-5174) for pre-registration. Family rates are available for more than one child in attendance.

Social skills and appropriate student behavior continue to be a focus at Woodbine Elementary School. Working in partnerships with families, we will continue to teach students the behaviors and skills that will result in social success within the school environment and throughout life. Please read and review our general behavior section and the bullying policy with your child/children.

The information contained in this handbook is also available at our school website: https://www.woodbineschool.com

At this site, you will find many other useful resources, calendars, meeting notices and special events. Information specific to the early childhood program can also be found on our Facebook page: www.facebook.com/WoodbineElementarySchoolPreschoolProgram.

We encourage our preschool parents to be active participants in the educational process. You are encouraged to participate by becoming involved with the Parent Teacher Association, formally as a committee member and/or informally through volunteering in the classroom, asking questions and making suggestions. *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.*

As your child’s first teacher, you have provided love, nurturance and education for your child during his/her life. We look forward to getting to know you and your child and hope that you will share the knowledge and understanding that you have about your child and family with us so that we can build our partnership with you in caring for and educating your child.

I hope that you will find the 2019-2020 school year to be the most rewarding and enriching educational experience for you, your preschooler and those that support our educational community.

Sincerely,

Anthony DeVico
Superintendent
## Preschool Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony DeVico</td>
<td>Superintendent</td>
<td>x153</td>
</tr>
<tr>
<td>Darren Harris</td>
<td>School Business Administrator</td>
<td>x126</td>
</tr>
<tr>
<td>Jennifer Crowell</td>
<td>Child Study Team/Social Worker</td>
<td>x214</td>
</tr>
<tr>
<td>Nicole Continisio</td>
<td>Guidance Counselor</td>
<td>x167</td>
</tr>
<tr>
<td>Nova Kane</td>
<td>Secretary</td>
<td>x127</td>
</tr>
<tr>
<td>Monica Morales</td>
<td>Secretary</td>
<td>x121</td>
</tr>
<tr>
<td>Donna Strunk</td>
<td>School Nurse</td>
<td>x124</td>
</tr>
<tr>
<td>Celine Kaelble</td>
<td>Assistant Principal/Preschool Supervisor</td>
<td>x128</td>
</tr>
<tr>
<td>Jennifer Mercado</td>
<td>Preschool Master Teacher</td>
<td>x215</td>
</tr>
<tr>
<td>Megan Hubbard</td>
<td>Preschool Teacher</td>
<td>x201</td>
</tr>
<tr>
<td>Amanda Turner</td>
<td>Instructional Assistant</td>
<td>x201</td>
</tr>
<tr>
<td>Brooke Lally</td>
<td>Preschool Teacher</td>
<td>x202</td>
</tr>
<tr>
<td>Rachel Rinck</td>
<td>Instructional Assistant</td>
<td>x202</td>
</tr>
<tr>
<td>Kelly McGay</td>
<td>Preschool Teacher</td>
<td>x203</td>
</tr>
<tr>
<td>TBD</td>
<td>Instructional Assistant</td>
<td>x203</td>
</tr>
<tr>
<td>Karen Rinck</td>
<td>Preschool Teacher</td>
<td>x204</td>
</tr>
<tr>
<td>Brittany Stebbins</td>
<td>Instructional Assistant</td>
<td>x204</td>
</tr>
</tbody>
</table>
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 at 8:00am through the preschool entrance located at the lower end of the building by the preschool playground.

The school day begins at 8:00am and ends at 2:30pm. The instructional day begins at 8:25am and ends at 2:20pm.

Between the hours of 8:00-8:25 am and 2:30-2:45pm, preschool parents will be buzzed into the building at the preschool entrance. *The school doors will not open prior to 8:00am and 2:30pm. If you arrive prior to these times, please wait patiently outside the doors.*

In the event that you need to bring your child late to school (after 8:20am) or pick them up early (before 2:30pm) 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 late students to class once the academic day has begun. 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.

PARENT PARKING

Parent parking on Webster Street is extremely limited. We strongly discourage the “double parking” of vehicles as it creates a safety issue for the children.

Just a reminder that all transported preschool students should be in age appropriate car seats as required by NJ State Law.

Please turn off cars when dropping off or picking up children. In addition, minor children should never be left alone in a vehicle. Please drive careful and help us all to keep children safe.

VISITOR SIGN-IN

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 stop at the front office upon entering the building and sign the visitor’s log.

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. 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.

STUDENT USE OF BICYCLES

The Woodbine Board of Education will permit the use of bicycles by students in accordance with the rules of the district and by the New Jersey State Police School Safety Patrol bicycle safety code. The board will not be responsible for bicycles which are lost, stolen, or damaged. The following must be adhered to:

*New Jersey State Law requires that bicycle helmets must be worn as the student rides to and from school.*

a. Bicycles must be parked in the bicycle rack in the rear of the school.
b. Bicycles parked in the rack will remain there during the day.
c. Bicycles are not permitted to be ridden across the playground.

SCHOOL NURSE

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.
**SCHOOL DRESS CODE**

All students in grades PK-8th are required to follow the dress code.

The summer uniform may be worn from September through October 31st and May 1st through the end of the school year.

**Summer Uniform**

Boys and Girls

- Navy blue, black or khaki shorts or pants.
- Navy blue, white or yellow polo shirt/golf shirt. (No logo to be worn on the shirts)
- Navy blue, black or khaki scooter/pleated skirt, jumper or capri’s
- White Socks
- Sneakers or Shoes
- No Flip flops at any time!

*Students may also wear solid color Navy blue, white or yellow crew neck sweatshirts. No hoods allowed.

**DRESS CODE NON-COMPLIANCE**

Students who are not in compliance with the dress code will call home or go to the nurse to get uniform compliant clothing. Administration is responsible for determining any further action. Parents please contact the school if there is a home situation resulting in non-compliance.

**Winter Uniforms**

Boys

- Navy blue or khaki pants. (No cargo pants or cargo pockets)
- Navy blue, white or yellow shirt or turtleneck. (No logo to be worn other than the school logo).
- Navy blue, white or yellow sweater, vest or cardigan. (No logo to be worn other than the school logo).
- Sneakers or shoes.

Girls

- Navy blue, black or khaki skirts, jumpers, pants or Capri’s.
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:

- Janita Hutchinson
- Miriam Vives-Rivera
- Adelina Feliciano
- Elizabeth Gray
- Donald Jenkins
- Gregory Hudgins, President
- Alicia Laracombe
- Rachel Young
- Patrick Keenan, Vice President

AFFIRMATIVE ACTION

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
**CURRICULUM**

Preschool education consists of specifically designed educational experiences to stimulate and teach readiness before a child enters Kindergarten. Our curriculum, Curiosity Corner, is research-based and aligns to the New Jersey Preschool Teaching and Learning Standards.

The curriculum integrates instruction in language/literacy, math, social studies, science, gross motor (large muscle movement), fine motor (small muscle movement), and music through hands-on and interactive activities.

Curiosity Corner, a Success for All program, is language based and supports children as they acquire social competence and the skills they need to succeed as learners. The children’s learning takes place in a safe and nurturing environment where the children are active and learn through play.

The children are assessed using an ongoing performance based assessment that includes collecting, describing, interpreting, and applying classroom-based evidence of learning. The children are assessed through their drawings, constructions, conversations, and observations in the classroom.

**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.
**PRESCHOOL INTERVENTION AND REFFERAL TEAM (PIRT)**

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 of assistance stating the concern/problem.
2. Additional information is collected.
3. Parent/Guardians are notified and invited to attend the planning meeting.
4. Develop goals and an action plan.
5. 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.

**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.

**REFERRAL TO THE CHILD STUDY TEAM**

When initial screening 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 a determination of eligibility (within 90 days), and 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.
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 2019-2020 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. This does not have to be a uniform, although a uniform is preferable. 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 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. Each teacher may be choosing different trips to meet the ages of their students. 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**

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

**FAMILY COMMUNICATION**

We strive to maintain open communication between school and our families. If you 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 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 2019/2020 school year.

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

**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!

**PARENT RESOURCE CENTER**

Our Early Childhood Parent Resource Center is located in Room 114.

We have a variety of resources available for parents to check out and use.
APPENDIX

1. 2019-2020 Approved School Calendar
2. 2019-2020 Dress Code
3. Preschool Attendance Policy