

White Township School

Preschool Program

Parent Handbook

Hours of operation: 9:15-11:45 a.m.

First day of school - September 4, 2018



Preschool Teacher: Mrs. Lisa Rosano

Preschool Aides: Ms. Marie Chaira  
Ms. Maryann Heroux  
Ms. Donna Kernor

Chief School Administrator: William Thompson

### **Mission Statement/Philosophy**

Our mission statement for White Township School Preschool Program is to provide a safe, developmentally appropriate environment for children ages 3 and 4. Our focus is to provide a stimulating early care and educational experience that promotes each child's social, emotional, physical and cognitive development. Our goal is to support children's desire to be lifelong learners.

Our philosophy is to enhance your child's physical, social, emotional and intellectual development; as well as developing his/her self-esteem. Our program is designed to meet all the needs of the children by cultivating a positive learning environment filled with engaging learning experiences. Children may participate in a variety of activities such as creative development, social interaction, self-regulation, quiet times with books and storytelling.

### **Attendance Policy/reporting absences:**

Students should be absent from school only in cases of illness and emergencies. Unnecessary absences tend to minimize the value of the preschool program and interfere with a student's progress. Parents should call the school office before 9:00 AM to report your child's absence on the morning of the pupil's absence.

### **Instant alert/Emergency closing information**

White Township School uses Realtime Notification system to convey information to parents. Please make sure all contact information is updated with the school office so you receive all alerts.

When inclement weather or emergency conditions make it necessary to close school, delay opening, or dismiss early, announcements will be made through the Realtime Notification system. Telephone messages will be sent to each family, but if you do not receive a call and should conditions warrant, please consult the following:

WWYY-107.1

WAEB- B104 FM

WODE - 99.9 FM

WSBG - 93.5 FM

WLEV - 100.7 FM

WZZO- 95.1 FM

Announcements also appear on WFMZ-TV - Channel 69 and on the Internet at:

<http://www.wfmz.com> and <http://www.lehighvalleylive.com>

**The preschool program will operate on its normal schedule even on an early dismissal day. (9:15-11:45)**

On days when inclement weather is causing hazardous road conditions that are expected to clear up, we will institute a 2 hour delayed school opening. **The preschool program will run from 11:15-1:45 on a two hour delay.**

### **Emergency Card/Health Emergency Card**

Parents are REQUIRED to fill out an information card as well as a health emergency card for each child attending school. These cards are used whenever an emergency makes it necessary for the school to get in touch with you, in instances when children are ill and we are unable to contact you, and in the event that an emergency should require that students be dismissed to individuals other than parents/guardians. The medical card provides important health information and gives permission for school personnel to obtain emergency medical help if parents are unavailable. Both cards provide information vital to the well being of your child. In addition, questions regarding health insurance and permission to share that information with NJ FamilyCare [in compliance with FERPA and N.J.A.C.6A:32-7.1(g)] have been added. These cards are included in the information sent home on the first day of school. Please return them immediately, and be sure to update the information whenever it changes. Please note, there is an area on the emergency card for parents/guardians to opt in or out of having their contact information included in a Family Directory. Please be sure to complete this section. If the section is left blank, contact information will not be included.

### **Special Medical Considerations**

Parents/guardians are requested to notify the nurse of any specific health conditions (epilepsy, allergies, etc.) to safeguard the welfare of their child. As a result of the Federal Privacy Guidelines, parents/guardians who wish to share medical information with staff members must give the nurse written permission to release the information on a need-to-know basis. This permission appears on the Health Emergency Card, must be completed each year, and is included in the packet sent to each family on the first day of school.

### **Sickness or Accidents During School Hours**

When children become sick during school hours, the nurse will determine if the child should be sent home. In this case, the nurse will contact the parent and make arrangements for transporting the child home. Parents are expected to provide this transportation. If the parent cannot be contacted, reference will be made to the information noted on the Emergency Card and Emergency Health Card. If a minor accident occurs, the school nurse will administer first aid, and the parents will be notified. The school nurse will give no care beyond first aid. We cannot emphasize enough the importance of complete, up to date, and accurate information on the Emergency Card and the Emergency Health Card which you complete each year.

### **Student Group Accident Insurance**

The school carries accident insurance on each child with limitations. The insurance policy is a co-pay policy along with the policy of the parent/guardian.

**Student Dress**

Clothing should be appropriate for the weather and season. It should be comfortable, easy to put on and take off, and in good taste for the school environment. On rainy or snowy days, children should wear suitable outer clothing and waterproof footwear. It is advisable to plainly mark your child's clothes with his/her name or some other identifying symbol. School regulations prohibit student dress or grooming practices which interfere with schoolwork, create disorder, or disrupt the educational program. Flip flops are not allowed. All footwear must be appropriate for the school environment. Also, please send in a change of clothes (including underwear and socks) in a labeled, ziploc bag to be kept at school.

**Drop Off/Pick up**

Parents should drop their students off at the exit outside the preschool room on the route 46 side of the building at 9:15 am. Parents **MUST** park in a designated spot and walk to the door where Mrs. Rosano will meet them. Parents should pick their child up at the same location at 11:45AM; Mrs. Rosano will bring students to parents. If someone other than a parent or guardian is picking up a student, they must sign the student out with the preschool teacher. Sending a note ahead of time if that situation occurs is required.

**Snack time**

Students should bring a small healthy snack and drink with them each day. Snack time will be provided. Students may purchase milk from the cafeteria for 50 cents. Please send money in a marked envelope. Do not send any peanut products for snack.

**School Safety and Security**

A variety of security drills will be run during the school year in accordance with the law and the Department of Education recommendations. Students and staff will practice procedures outlined in the School Safety and Security Manual for cases of fire, school lockdown, school evacuation, and possibly site evacuation. Representatives from the New Jersey State Police, local fire companies, local ambulance corps, the Warren County Department of Public Safety, the Warren County Prosecutor's Office, and the Office of Emergency Management may be on site during drills. These drills are a part of regular and routine school operations and parents should not expect notification prior to or after these events. (Adopted by the White Township BOE on 7/25/11)

Should a real threat occur, parents will be notified and updated through the school's Realtime Notification system. Please refrain from coming to the school to pick your child up unless instructed to do so. In instances of a lockdown, the police will, in all probability, have closed off the roads around the school. If the situation requires that students be evacuated, parents will be

notified of the site where children should be picked up. We thank you in advance for all of your cooperation and support.

**Tuition (If Applicable)**

Tuition is \$2600 for the 10 month program or \$260/month. The registration fee that was collected will be applied to the June 2019 tuition payment. Tuition is due the 1st of the month of attendance. Invoices will be mailed prior to due dates.

**Termination of Services**

Non-payment after notification, failure to comply with all health regulations, or if your child is displaying inappropriate and disruptive behavior will result in child's dismissal from the program. Parents will be held financially responsible for any damage to the room, equipment or toys shall a child purposely destroy something. All clients are required to give a two weeks notice when withdrawing. A letter of intent with the last day of enrollment is sufficient.

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ACKNOWLEDGEMENT

Please sign below to indicate that you have read the Preschool Parent Handbook and return this form to school.

Name of Student \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_