

LINDENWOLD PRESCHOOL

2023-2024

PARENT HANDBOOK



100 South Avenue

Lindenwold, NJ 08021

Preschool Phone Number: (856) 783-1499

www.Lindenwold.k12.nj.us

Lindenwold Preschool Fax: (856) 783-1665

TABLE OF CONTENTS

District Mission	4
Program Overview	4
School Hours	4
Before and After Care	4
Student Arrival Procedures	4
Student Dismissal Procedures	5
Parking and Parking Lot	5
Visitors	5
Important School Forms	6
Student Absences-When Your Child is Sick or Absent	6
Immunizations	7
Medication Policy	7
Emergency School Closing	7
Fire and Security Drills	7
Parent-Teacher Conferences and Family Communication	3
School Uniforms/Clothing	8
Preschool Admissions/Lottery and Supporting your Child	8
Staff Directory	9-10

DISTRICT MISSION

The Lindenwold School Community is committed to preparing all students to meet the New Jersey Core-Curriculum Content Standards and providing a safe, academically challenging, child-centered environment where all students will solve problems, develop a sense of self-worth, and embrace life-long learning whereby they become productive citizens and members of their community

PROGRAM OVERVIEW

Lindenwold Public Schools is proud to offer a full-day preschool program that serves children ages three to five. The Lindenwold School District's Pre-K Program uses HighScope, a comprehensive, research-based curriculum carefully designed to provide a rich academic foundation and foster child creativity, confidence, and independence. This will be our first year using HighScope and we are excited to see the impact it makes in our classrooms and with our students.

In preschool, we play to learn. Our program fosters creativity, language development, problem-solving and independence in a setting that is safe both physically and emotionally. As young children benefit from structure and routine, we work hard to offer new and exciting learning opportunities in the context of a familiar schedule and routine.

SCHOOL HOURS

9:45 am – 3:45 pm

BEFORE AND AFTER CARE

Champions – held at Lindenwold Preschool 7:15 am – 6:30 pm. For more information contact Champions Customer Care 1-800-246-2154.

STUDENT ARRIVAL PROCEDURES

School begins at 9:45 am sharp. Students may enter the building beginning at 9:45 am. If you wish to drop your child off before 9:45 am you are welcomed to join the Champions program which is held at our building. For further information please contact them at 1-800-246-2154 Students arriving **after 10:00 am are considered tardy** and must report with their parent or guardian to the main office to sign-in.

STUDENT DISMISSAL PROCEDURES

Students who do not take a bus are dismissed at 3:45 pm. Parents/guardians picking-up their child must sign them out from in front of the building. If there is inclement weather and we need to dismiss students indoors, a text message notification will be sent to parents. **For student safety, anyone signing out a student must be listed on the “okay to pick-up” list for that student and must produce a photo ID until the preschool staff can readily identify them. Parents wishing to pick-up their child early must send a note to the teacher or call the main office so that the necessary staff is aware and can make appropriate arrangements.** All students leaving before the dismissal time must be signed-out from the main office no later than 3:20 pm. Academic activities take place right up until dismissal. For this reason, we ask that parents/families do not consistently pick their children up early.

PARKING AND PARKING LOT

To ensure the safety of your child and others, **our Front Parking Lot is closed to cars during both Arrival and Dismissal. The Front Parking Lot is blocked off to car traffic from 9:20-10:05 and from 3:00-4:05** daily. For safety reasons, it is forbidden to park along the side of the building or near the main entrance

If you are dropping your child late or picking them up late (outside of those time windows), please maintain a safe speed limit (5 mph or less) while in our parking area. You must park in a parking space before anyone exits the vehicle. All students must be escorted to the entrance by an adult.

VISITORS

Lindenwold Preschool welcomes visits to school by parents/guardians as they fit into the classroom or school routine. We respectfully request that you schedule your classroom visit in advance to limit disruptions to the teaching and learning process. **For security purposes, no one is permitted in the halls or classrooms without proper authorization from the office.**

In accordance with the Lindenwold Board of Education the following procedures will be implemented by our Preschool Staff.

1. All visitors are to report immediately to the school office to sign-in.
2. Visitors will be asked the reason for their visit.
3. All visitors must comply with all school rules and regulations.
4. Visitors are required to wear a “Visitor” badge throughout their visit.
5. All visitors must sign-out in the main office.

Parents are invited to participate in a variety of activities that support student learning throughout the school year, such as reading to the class or a small group of students, helping out at center time, speaking to the class about a particular topic the class is studying, etc. We do not have birthday parties at school. Parents are welcome to send in a special treat to celebrate their child’s birthday and classmates will share their warm wishes with the birthday child, but birthday parties must be held outside of school.

IMPORTANT SCHOOL FORMS

Some of the forms that you will be asked to complete on the first day of school include the following:

1. Emergency Medical Information Card (blue card)
2. Dismissal Form (list of people authorized to pick-up your child from school)
3. Transportation Form (list of people authorized to retrieve your child from the school bus)
4. Application for Free or Reduced Lunch

It is very important that we have current information about each child on file in case of emergency. **Any changes to the list of people who are authorized to pick-up your child, must be provided in writing and sent to your child's teacher. Individuals picking up preschool students should be prepared to show their picture ID upon request and sign the child out.**

If your address or phone number changes at any time, you must contact our Lindenwold main office at (856)783-1499 ext.6000. You will need to provide new proof of residency.

STUDENT ABSENCES

In order to protect your child and his/her classmates, we ask that you keep your child at home if he/she presents ANY of the following symptoms:

- Fever requiring medicine, in the last 24 hours
- Has vomited in the morning
- Eyelids stuck together when woken up or crust around the eyes

- Any COVID symptoms

Before returning to school, children must be fever free (without medication) for 24 hours.

If your child will be absent from school, please call the main office (856-783-1499) to let us know. Students who are absent due to illness need a doctor's note to excuse the absence. If they are absent because of a communicable or infectious disease, a note of re-admission from a physician will be needed. Please note that our district uses an automatic calling system to contact parents when a student is absent. Even if you call to let us know that your child will be absent, we can't prevent the automatic calling system from contacting you. Thank you for your understanding.

There is nothing more important to a child's success than regular attendance at school. In September 2023, the Board is reviewing a new Preschool Attendance Policy. This policy recommendation would make it so that General Education students may be dropped from the program if regular attendance cannot be established or absences exceed twenty (20) cumulative days in one school year. Families will be given every opportunity to establish regular attendance, and may be dropped from the roster only when they are unwilling or unable to do so. This policy would allow for a child on the waiting list to be given the opportunity to be admitted into the program to ensure all seats are fully utilized.

IMMUNIZATIONS

The State of New Jersey has mandated that **all preschool students under 59 months of age receive a Flu Shot prior to December 31, 2023.** Students that are not in compliance with this mandate **are to be excluded** from school beginning January 2, 2024.

MEDICATION POLICY

Whenever it is necessary for a child to take medication during school hours, even for over-the-counter medicine, it must be prescribed by a physician and a form for the administration of medicine must be completed and submitted to the school nurse. Parents or guardians must bring the medication to school.

EMERGENCY SCHOOL CLOSING

When weather conditions exist which affect the safety of our students because of road conditions or other hazards, the superintendent will close all district schools. The announcement will be made through a phone call to all of our Preschool parents (it's essential that you keep your phone number up to date so you may receive this call). Our **school closing number is 571**. Parents are also encouraged to check the districts website at: <http://www.lindenwold.k12.nj.us/>

FIRE AND SECURITY DRILLS

All students and staff will participate in monthly fire and emergency drills in accordance with N.J.S. 18A:41-1. Parents will be provided notification of security drills on the day they take place via Realtime text notification.

PARENT – TEACHER CONFERENCES

Frequent communication between home and school is essential to an effective program for the children. Conferences give us the opportunity to share information about your child at school and in the home. You may set up a meeting with your child's teacher at any time by contacting them through their email (which they will provide at the beginning of the year) or by sending in a request through your child's communication binder/folder.

COMMUNICATION WITH FAMILIES

As Lindenwold Preschool, we greatly value the involvement of our families. We know our parents love to participate in school activities and we like to provide ample opportunities and ample notification for you to attend school-wide events and your child's Family Engagement activities, so we send home both a monthly building newsletter (in English and Spanish) and a monthly calendar. Periodically, flyers will also go home to announce important events. Major building events will also be posted on the school's website.

CLOTHING

Historically, the district has had a uniform policy. **The uniform policy is NOT IN EFFECT for this year as we are piloting a uniform-free year. Uniforms are not required for any Lindenwold Schools student this year.**

-Be sure that your child's clothing is comfortable, washable, and allows for self-dressing.

-Sneakers or closed toe, rubber soled shoes are best for preschool. We practice many gross motor skills that can be difficult without the proper shoes. Please save "dressy" or "fashionable" shoes for special occasions.

-You will be asked to send in a change of clothes to be kept in the classroom. Please label all articles of clothing and the bag with your child's name.

PRESCHOOL ADMISSIONS AND LOTTERY

Students who enter Preschool as 3 year olds are automatically guaranteed seats in Preschool for the following year. The lottery for students not currently enrolled at Lindenwold Preschool and turning 3 or 4 prior to October 1st 2024 will take place in April of 2024. We will notify the community prior to the lottery .

SUPPORTING YOUR CHILD

Parents can support their children in any number of ways, perhaps most importantly by sending him or her to school every day! Reading to your child whenever you can-whether it be in the morning or in the evening- is an important activity parents can engage in with their child. Asking your child open-ended questions throughout the day and getting your child talking is another critical task. Establishing routines and encouraging independence are great ways parents can help their child grow and develop. Please stay informed about what's happening at Lindenwold Preschool and how you can get involved by reading our monthly parent newsletter!

STAFF DIRECTORY

Nurse's Office: (856)783-1499, extension 6002

Building and District Staff			
Building Administration	Mr. Jeffrey Patterson, Director	Mr. Ezekial Gadson, Vice Principal	
School Secretary	Ms. Nora Franco		
Special Services	Ms. Kim Accardo, Child Study Team Coordinator	Ms. Juleann Sattinger, Speech Therapist	Ms. Jennifer McGarry, Occupational Therapist
School Custodians	Ms. Rebecca Marquez, Daytime Custodian	Mr. John Collier, Nighttime Custodian	
District Transportation Coordinator	Ms. Jennifer Jackson	Phone: (856) 784-4071 ext. 3203	
District Food Services Director	Ms. Jennifer Dina	(856) 741-0320 ext. 1213	

Classroom Staff

Room	Teacher	Instructional Aides	Personal Care Assistants
1	Ms. Alison Horner	Ms. Joy Henhaffer	Ms. Barbara Smart
2	Ms. Marcie Mader	Ms. Susan Mosier	
3	Ms. Melissa Bates	Ms. Angela Milton	
4	Ms. Claire McEachern	Ms. Lillian Duckworth	Ms. Dary Ayala Guevara
5	Ms. Jamie Caporale	Ms. Annette Gadaleta	
6	Ms. Hannah Boegly	Ms. Jillian Taylor	
7	Mr. Jeremy Poole	Ms. Fannie Daniel	
8	Ms. Christine Cipollone	Ms. Nicole Copes	
9	Ms. Cheryl McCormick	Ms. Lisa Becher	
10	Ms. Rebecca Nicoletti	Ms. Crystal Barrett	
11	Ms. Winifred Otobo	Ms. Raquel Roman	Ms. Bryanna Pelfrey
12	Ms. Evamarie Kearney	Ms. Stephanie Cook	Ms. Leigh Ann Staszewski
Special Education Teachers	Ms. Alexandra Paradise	Mr. Joseph "Colin" Francis	Ms. Kristen Adams
Staff	Ms. Lynne Brubaker, Nurse	Ms. Cindy Jones, Permanent Substitute	Ms. Janine Mazzoni, Building IA