

LINDENWOLD PRESCHOOL

2024-2025 PARENT HANDBOOK



100 South Avenue
Lindenwold, NJ 08021

(856) 783-1499

www.Lindenwold.k12.nj.us

SCHOOL HOURS

9:45 am - 3:45 pm

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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. We use **HighScope Curriculum for Preschool**, an evidence-based curriculum that emphasizes active learning. HighScope provides students the opportunity to have direct, hands-on experiences with people, objects, events, and ideas as they work towards New Jersey's Preschool Teaching and Learning Standards. 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.

Each Lindenwold Preschool class is limited to 15 children with a certified classroom teacher and instructional assistant. The district uses a mixed age delivery and inclusive approach-all classrooms have both 3 and 4 year old students and both General Education and Special Education students. Our Preschoolers have a 6 hour day from 9:45-3:45 with breakfast, lunch, snack and a rest period of an hour included.

INCLUSION: Inclusive education teaches all children teamwork and how to relate and function together with others with different abilities. Students learn to value diversity, see the ability of others to contribute, and inclusion also gives children a sense of unity. Preschool Inclusion teachers work in the classroom to provide special education services to children with disabilities. They collaborate with-and provide strategies to-the regular education teachers to ensure the children's individual goals are being met. They provide extra support and change the curriculum in order for children with disabilities to function in a general education setting. The Inclusive Teaching Model allows the Preschool teacher to implement classroom activities and lesson plans from the district curriculum and plans with the Inclusion teacher for adaptations and modifications for children with special needs.

THE DAILY ROUTINE: Establishing a routine helps provide children with a consistent schedule of events for the day. It also helps our teachers and staff organize their time to ensure challenging learning experiences. "Daily Routine Cards" are posted in each classroom so students can visually see the day.

Elements of the HighScope daily routine include:

- Greeting Time/Morning Message (Greeting time provides a smooth transition from home to school and gives teachers the chance to help students get ready for an enjoyable and productive day of learning)

- Morning Message (The message board gives children and teachers a chance to share important information for the day.)
- Small Group Time (The class breaks up into two small groups and the children question, experiment, observe, and create based on their own interest or based on a teacher-assigned topic)
- Large Group Time (Children and teachers gather together to play games, do reading activities, tell and re-enact stories, sing songs, do finger plays, dance, play musical instruments or re-enact special events. This time is an opportunity for each child to participate in a large group, sharing ideas and learning from the ideas of other)
- Planning Time (In their small groups, children indicate what they choose to do during work time . Their teacher will try to understand children's plans and often try to help children extend their plans)
- Work Time (Children will work on their plans in the different interest areas and teachers will observe, support and assist the children as they work, explore, inquire, create, etc.)
- Recall Time (Recall brings closure to the planning work time recall sequence. In their small group, children reflect on, talk about, and/or show what they have done at work time)
- Meal Time(s) (Children and teachers eat all meals and snack family style in the classrooms at the tables)
- Outside Time (Children will go outside twice everyday for a total of 45 minutes to engage in outdoor play. Teachers participate in, and support, children's play outdoors.)
- The daily routine used in our preschool program allows for one hour of rest time per day.

STUDENT PROGRESS REPORTS : As part of the HighScope curriculum, students are assessed in 36 different Key Developmental Indicators, divided into 8 content areas, over the course of the school year. The content areas are Approaches to Learning, Social Emotional Development, Physical Development and Health, Language/Literacy/ Communication, Mathematics, Creative Arts, Science and Technology, and Social Studies. These progress reports serve to paint a picture of each child's development and learning. Progress Reports will be issued on or around 12/12, 3/20, and 6/18,

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 and we ask that all children are picked up by 4:00. Parents/guardians picking-up their child must sign them out from the Front Parking Lot. **On days with severe weather, walkers will wait inside for their families and we will dismiss Classrooms 1-6 from the Main Entrance and classrooms 7-12 from the South Avenue entrance.** A Realtime text message will be sent in advance to let families know of this process.

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.

BEFORE AND AFTER CARE

Champions-the tuition-based before and after care program- is held at Lindenwold Preschool from 7:15 am – 6:30 pm daily. For more information contact Champions Customer Care at 1-800-246-2154.

PARKING AND PARKING LOT

For safety reasons, it is forbidden to park along the side of the building or near the main entrance. 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 3:20-4:05. Parents who drive their children to school must 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 or without a visitor’s badge.**

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 Work 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.

WHEN YOUR CHILD IS SICK OR ABSENT

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
- Eyelids stuck together when woken up or crust around the eyes
- Has vomited in the morning
- Any COVID symptoms

Before returning to school, children must be fever free (without medication) and free of vomiting for 24 hours. If you have any questions about whether or not your child should attend school due to medical-related reasons, please contact the nurse, Ms. Dornewass.

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.

IMMUNIZATIONS

The State of New Jersey has mandated that all preschool students under 59 months of age **receive a Flu Shot prior to December 22, 2024. Students that are not in compliance with this mandate are to be excluded from school beginning January 2, 2025.**

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. **No medication should be sent to school with students.**

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 sent Realtime notifications after drills occur.

PARENT INVOLVEMENT

Studies show that the earlier family members get involved in a young child's educational experience, the greater the educational success of the child. Frequent communication between home and school is essential to an effective program for the children. Families and culture are celebrated in our school. Family involvement and connectedness is an integral piece of what makes our program strong.

Please follow us on Instagram (@LindenwoldPreschool) for a weekly update from the building. Please note that students on our photo non-release list will not be shared on this page.

MONTHLY FAMILY ENGAGEMENT EVENTS

Family events are held at the school approximately each month to give families an opportunity to come together to learn and share information with one another alongside their children. Information about Family Engagement Events is shared on our Monthly Preschool Family Newsletter and on our monthly building calendar.

PARENT – TEACHER CONFERENCES

Parent-Teacher Conferences give us the opportunity to share information about your child at school and in the home. This year, Preschool Conferences will be held in both December and March.

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.

CLOTHING/DISTRICT DRESS AND GROOMING POLICY

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. **Please 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.

All preschool classes go outside for approximately 45 minutes per day when the temperature/wind chill is above freezing and it is not raining. Please plan accordingly and be sure your child is dressed for the weather with coats, hats, and gloves as needed.

Please note that Lindenwold School District Policy 5511, "Dress and Grooming" applies at the Preschool. As part of that Policy, "Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others. Clothing may not materially interfere with school work, create disorder, or create a disruption in the educational program. Students may not wear clothing or accessories which cause excessive wear or damage to school property or others. Students may not wear clothing that prevents the student or others from achieving their educational objectives. **Clothing that contains suggestive, derogatory, racially offensive, obscene language or clothing that makes reference to tobacco, alcohol, drugs, or other illegal substances are prohibited."**

TECHNOLOGY

Grade PK – Grade 8: Students may not have electronic devices (cell phones, smart watch communication apps, AirPods, etc.) visible and in use during the school day. This protocol begins the moment a student steps off the school bus onto school property. Students will be asked ONE TIME in a school day to put their electronic device away which means cellular communication devices must be placed in their backpack or locker. Electronic devices should remain out of sight and in backpacks and/or lockers during the school day. Please let your children know, after requesting one time for an electronic device to be deactivated or put away, the electronic device will be confiscated by an administrator. Phones will then be secured in the main office and released ONLY to an adult. Electronic devices will not be returned to a child – only an adult.

Refusing to surrender an electronic device to an administrator will be considered insubordination. If as a parent you do not wish to engage in this process, you must keep all electronic devices at home. If you allow your child to bring an electronic device into school, you are agreeing to follow our protocol.

Students may not use their personal electronic devices to randomly record or photograph other students during the school day. Only school related photographs may be taken during the school day. Those photographs are taken by our identified and trained LHS District Student Photographers or by designated School Staff. School District Photographers or school staff ONLY use photographs for the following identified purposes: communication with families, commemorating school related celebrations, unique educational experiences, or for school / district promotional purposes. ANY student who chooses to video record or photograph during the school day – including but not limited to inappropriate student behavior for the purpose of personal entertainment, humiliation, bullying, or harassment will be disciplined in accordance to the Code of Conduct. Furthermore, any student SHARING photographs/videos of other students for the purposes of bullying, harassment, humiliation, etc. will be addressed in the same manner. Sharing photos and videos causes significant harm to others.

EARLY CHILDHOOD ADVISORY COUNCIL (ECAC)

The **Early Childhood Advisory Council (ECAC)** was established to serve as a forum to discuss the needs of the Lindenwold Preschool program and the challenges and successes of our preschool children and how we might best address them. The Council is composed of school staff, families, and community stakeholders. We encourage our families who want to have their voices heard to reach out to our Community Parent Involvement Specialist, Ms. Megan Metzinger, at mmetzinger@lindenwold.k12.nj.us if you are interested in participating in our meetings (either in-person or online).

Preschool Intervention Referral Team (PIRT)

The Preschool Intervention and Referral Team (PIRT) helps preschool staff modify children’s challenging behaviors (i.e. physical, social, language, and emotional) that block successful participation in a general preschool classroom through development and implementation of intervention plans. Intervention plans will address a variety of behaviors (i.e. a child who hits, a child who needs assistance with socializing, a child with separation anxiety from the caregiver, a child unable to learn new concepts, a child who cannot eat independently with utensils, a child who does not speak). Our PIRT is a dynamic group of educators who are focused and determined on providing each and every preschool student with the best education possible. It is made up of the school’s Preschool Intervention Referral Specialist (PIRS), early childhood teachers, Preschool building administration, the School Social Worker, and the Preschool Instructional Coach (PIC).

PRESCHOOL ATTENDANCE REGULATION

Developing good attendance habits now sets a precedent for later school years. Parents shall make every effort to have children to school on time every day the child is healthy. Children who are tardy or absent unnecessarily miss out on important activities and have their routines disrupted. Communication with school staff is essential to ensure that unique situations are addressed.

A. Removal from the Program

1. A typically developing child in the program may be dropped from the program if regular attendance cannot be established or absences exceed twenty (20) cumulative days in one school year.

- a. This will allow for a child on the waiting list to be given the opportunity to be admitted into the program.
- b. 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.

2. Efforts will be made by Preschool staff to reach out to parents about the importance of regular school attendance prior to dropping students from the program.

3. Typically developing students five (5) years old and under with truant matters cannot be taken to court; however, typically developing students aged five (5) and under with truant matters can be dropped from the program. Dropping a typically developing student from the program is not expulsion or punitive.

B. Required Documentation for Student's Absence

1. A doctor's note shall be provided to the Main Office in the event of any student absence due to illness where the child is out of school three or more consecutive days.
2. A note from a parent shall be provided to the Main Office upon a child's return to school for an absence of one day or more.
3. The school will contact the parent if a child is absent from school five (5) times or more in one month without notifying the school.

4. As per New Jersey State Law, if any child enrolled in a school district has an unexcused absence for five (5) consecutive days, the attendance officer and/or preschool social worker shall investigate the absence and notify the building principal.
5. For cumulative unexcused absences of ten (10) or more during the school year, the designated school staff shall make a reasonable attempt to notify the student's parents of a mandatory attendance meeting and offer assistance and community resources to help establish regular attendance.
 - a. School staff shall provide written notification of the attendance policy and the withdrawal process.

C. Late Arrival to School

1. All students are expected to report to the program by the start time of the Preschool Program.
2. Preschoolers arriving thirty minutes after the start of the Preschool Program are considered late and must report to the Main Office to sign in. After a child is late or absent ten (10) days during the school year, a conference may be scheduled with school staff to discuss how the school staff may help facilitate a timely arrival to school.

The attendance policy and remedial measures in Policy 5111.5 and this Regulation apply to students with disabilities where applicable, consistent with any student's individualized education program, accommodation plan, or individualized health care plan.

Harassment, Intimidation, and Bullying (HIB)

The Lindenwold Board of Education prohibits acts of harassment, intimidation or bullying of a student. The district Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying. No pupil, staff member, vendor, volunteer or visitor shall commit an act of harassment, intimidation or bullying of any kind against any member of the school community.

Families, staff members, students, and community members can report an incident of HIB using HIBSTER (<https://reporting.hibster.com/Pages/ReportIncident338.aspx?Id=150>) or fill out a printable copy of the HIB form from the District website and send it to Dr. Kristin O'Neil, School Superintendent (koneil@lindenwold.k12.nj.us) and Mr. Jeffrey Patterson, Director of Preschool (jpatterson@lindenwold.k12.nj.us).

The following staff members have been appointed to anti-bullying positions for the 2024-2025 school year:

Preschool Anti-Bullying Specialist: Ms. Megan Metzinger: mmetzinger@lindenwold.k12.nj.us

District Anti-Bullying Coordinator: Amber Gresik-Callow: agresik-callow@lindenwold.k12.nj.us

Lindenwold Preschool Classroom Directory		
Teacher	Instructional Assistant	Room
Ms. Alison Horner	Ms. Racquel Roman	Room 1
Ms. Claire Henry	Ms. Susan Mosier	Room 2
Ms. Melissa Bates	Ms. Angela Milton	Room 3
Ms. Claire McEachern	Ms. Dary Ayala Guevara	Room 4
Ms. Jamie Caporale	Ms. Annette Gadaleta	Room 5
Ms. Hannah Boegly	Ms. Lisa Becher	Room 6
Mr. Jeremy Poole	Ms. Fannie Daniel	Room 7
Ms. Rashena Jones	Ms. Stephanie Cook	Room 8
Ms. Michelle Trimnell	Ms. Lilly Mahon	Room 9
Ms. Rebecca Nicoletti	Ms. Janice Powis	Room 10
Ms. Winifred Otobo	Ms. Grace Mcl	Room 11
Ms. Evamarie Kearney	Ms. Leigh Ann Staszewski	Room 12
Ms. Alexandra Paradise	Ms. Crystal Barrett Ms. Nicole Copes	PSD at School 5
Ms. Kristen Adams <i>(Special Ed Teacher Rooms 1-4)</i>	Ms. Abigail Paolini <i>(Special Ed Teacher Rooms 5-8)</i>	Mr. Joseph "Colin" Francis <i>(Special Ed Teacher Rooms 9-12)</i>
Juleann Sattinger (Speech Therapist)	Rebecca Marquez (Daytime Custodian)	John Collier (Evening Custodian)

PRESCHOOL STAFF DIRECTORY

Phone: (856) 783-1499 * Fax: (856) 783-1665

Director of Preschool	Jeffrey Patterson	jpatterson@lindenwold.k12.nj.us
Assistant Principal	Ezekial Gadson	egadson@lindenwold.k12.nj.us
Secretary		Nora Franco
School Nurse		Kelly Dornewass
Child Study Team		Kim Accardo



Lindenwold School District Communication Protocols & Contact Information

This document is designed to offer you the most effective path to resolve any issues you may encounter with your child's educational experience. Please follow these important steps to ensure your concern is handled in an efficient, professional manner. Please understand if a step is bypassed, you will be redirected back to the previous office or person.

Academics

1. Classroom Teacher
2. School Counselor or Case Manager
3. BSI Supervisor (School 4, School 5, LMS)
4. Principal
5. Director of Curriculum & Instruction (Elementary or Secondary)
6. Director of Special Services (if applicable)
7. Superintendent

Student Schedules

1. School Counselor or Case Manager
2. BSI Supervisor (School 4, School 5, LMS)
3. Director of Guidance (LHS)
4. Principal
5. Superintendent

Student Social/Emotional/Wellness

1. School Counselor or Case Manager
2. Assistant Principal
3. Principal
4. Director of Pupil Personnel Services
5. Supervisor or Director of Special Services (if your child has an IEP)
6. Community & Inclusion Coordinator
7. Superintendent

Student Discipline

1. Classroom Teacher
2. Assistant Principal
3. Principal
4. Superintendent

Buildings & Grounds

1. Director of Facilities
2. Business Administrator
3. Superintendent

School Security

1. Principal
2. School Safety Specialist (District)
3. Superintendent

Special Education Services

1. Case Manager (IEP issues)
2. Special Education Coach (Teachers - Materials)
3. Principal (Scheduling, Student Needs)
4. Supervisor
5. Director of Special Services
6. Superintendent

Athletics or Extracurriculars

1. Coach/Advisor
2. Supervisor of Athletics
3. Principal
4. Superintendent

Transportation

1. Transportation Administrative Assistant
2. Director of Special Services (if your child has an IEP)
3. Business Administrator
4. Superintendent

Registration/Enrollment/Residency

1. Director of Special Services
2. Homeless Liaison (if applicable)
3. Business Administrator
4. Superintendent

Purchasing

1. Instructional Supervisor
2. Principal
3. Business Administrator
4. Superintendent

