

RILETTA TWYNE CREAM EARLY CHILDHOOD CENTER
FAMILY HANDBOOK
2019 – 2020



R. T. CREAM EARLY CHILDHOOD CENTER
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WELCOME

Welcome to the R. T. Cream Early Childhood Center for the 2019 - 2020 school year! Our staff is anxiously awaiting the opportunity to provide your child with a high-quality education that meets the needs of all students, all while fueling their love of learning. The following handbook outlines R. T. Cream Early Childhood Center's policies and procedures and valuable school information. Please read the handbook thoroughly and reach out to our staff with any questions concerns. Thank you, for choosing R. T. Cream Early Childhood Center!

VISION

At R. T. Cream Early Childhood Center, our vision is to develop and nurture our students' curiosity to begin their journey toward becoming life long learners.

MISSION

Through meaningful experiences, it is our mission to build a strong academic and social emotional foundation that is conducive to school success.

We will:

- Provide a developmentally appropriate, inclusive, high quality education for all students.
- Engage and collaborate with our families and school community to provide rich learning experiences for our students.
- Ensure a safe and welcoming learning environment.

School Hours

- Full day: 8:30 to 2:50 p.m.
- One Session Day: 8:30 to 12:45 p.m.

No students or adults will be allowed to drop students off before 8:30 a.m. After 8:50 a.m., your child is considered LATE. In the event that you are late, you must report to the security desk to sign the late book.

Arrival/Dismissal

Arrival: At 8:30 a.m., all students and their families will enter through the school's main entrance and report to the assigned classroom. Breakfast begins at 8:30 a.m. and ends at 8:50 a.m. All families will be requested to exit the building by 8:50 am (unless you are scheduled to visit and/or volunteer) to limit disruptions to instruction.

Dismissal is at 2:50 p.m. All students must, be picked up by an adult (18 years or older). After, children are dismissed teachers will be required to attend meetings and professional developments to enhance their teaching practices. *Therefore, it is important that all children are picked up on time.*

In the event of frequent late pick-ups:

- A parent, guardian or emergency contact will be notified to pick up the child
- A conference will be scheduled with the school's social worker for support
- A conference will be scheduled with the building leader to develop an attendance improvement plan
- The Division of Child Protection and Permanency (DCP&P) may be contacted

**All students must be accompanied by a parent or guardian and signed-in and out upon their arrival and dismissal.*

Attendance-Absence/Lateness

It is important for ALL children to attend school EVERY DAY and ON TIME.

- Students are considered late after 8:50 a.m.
- Three lateness equals one absence
- The parent or guardian should contact the school when the child is late or absent.
- If a child is late/absent due to being sick or a doctor's appointment, a doctor's note should be given to the school's clerk so that the absence/lateness can be excused.
- If a child is absent for 3 consecutive days, a doctor's note must be provided.
- An "unexcused absence" occurs when there is no written notification provided to the school by a parent/guardian (i.e. doctor's note, death, family emergency, religious, etc.)
- If your child continues to be late and/or absent, you may be contacted for an appointment with the Social Worker and/or school administrator.


**Please Note: Students ages 5 and under with truant matters cannot be taken to court, however they can be dropped from the roll due to excessive absences and lateness.*

School Uniforms

R. T. Cream Early Childhood Center is a uniform school. All students are expected to wear uniforms every day. Our school uniform is as follows:

- Tops (shirts and sweaters): Navy Blue or Powder Blue (Baby Blue)
- Bottoms (pants, shorts, skirts and dresses): Khaki or Navy Blue
- Sneakers or Rubber Soled Shoes. For safety reasons, open-toe shoes or sandals are not permitted.

Needed Items

- All students will need a book bag  and folder for their daily lending library books and school communications
- All students need to have a change of clothes in case an accident occurs (spills, potty etc.).
- All students need a blanket and sheet (preferably crib sized) for nap-time. Blankets will, be sent home every Friday to be cleaned. Please return ALL blankets to school on Monday.
- For those students that are not potty trained, please make sure that your child is supplied with pampers/pull-ups and wipes.

**Please write your child's name on all of their belongings.*

Illness at school

It is important that the office knows who, to contact in case of an illness or emergency. Please include contact information on the Emergency and Medical Information Form for three persons who can be contacted in the case of an emergency and is willing to pick the child up if necessary. If a child has a chronic illness, such as asthma or allergies, this information should be on file in the nurses' office. Please bring all doctors notes to Ms. Jones (school clerk) in the main office.

**Please Note: Any parent, who refuses to pick up a sick child, will be referred to DCP&P.*

Prescription and Over-the-Counter Medication



- No medication can be administered to a student during school hours without a written note from the student's doctor. This includes over the counter as well as prescription medication.
- If a note is sent from the nurse informing you that medication is low, please tend to the matter quickly.
- If there is a change in the prescription your child is taking, please inform the nurse of this change.
- Students will be excluded from school if they have live lice, pink eye, fever and will not return without a dr.'s note
- Students will also be excluded from school if they have ringworm (until treated by a doctor).

Preschool Curriculum

Our preschool classrooms utilize The Creative Curriculum[®] for Preschool.

- The Creative Curriculum[®] for Preschool is based on the most current research about preschool child development and learning.
- Teaching Strategies GOLD is the Assessment System used to analyze our student's growth and development. It is aligned to the [New Jersey Preschool Teaching and Learning Standards](#).
- The Creative Curriculum[®] for Preschool supports social-emotional, cognitive, physical and language development as well as learning in the following content areas: literacy, mathematics, science and technology, social studies and the arts.
- Content is presented through the use of project-based studies and investigations, which support children's natural curiosity while encouraging learning. Project-based studies are a great means for you to become involved in your child's education; just ask your child's teacher how you can support the class's study!
- Visit www.teachingstrategies.com for more information about The Creative Curriculum[®] for Preschool.

In addition, our classrooms utilize The Second Step for Early Learning, which supports our students' social-emotional development.



Lending Library

Literacy is part of our curriculum and is embedded throughout our student's daily learning experiences. Each classroom has a lending library to expose our students to a variety of books. Each day, your child will be invited to select a book, based upon their interest, to take home and read with you. The book should be returned the following day. It is important for your child to enjoy reading in both school and at home!

All students are expected to...

1. Eat good nutritional food. Please adhere to school policy. Please do not send food items that are excessively sweet (candy, cakes, cookies, etc.) or salty. Also, limit the drinks to bottled water.
2. Respect self, peers, adults, and property.
3. Keep hands and feet to themselves at all times.
4. Leave personal toys and jewelry at home.

Classroom Parties

Classroom parties are at the discretion of the teacher. Please follow up with the teacher as to the day and time that would be most convenient. Please inform your child's teacher if you do not wish for your child to participate in classroom parties.

Visitors

It is essential to ensure the safety and security of our staff, students and families. All visitors, parents, guardians, and volunteers who, come into the building during school hours must report to the security desk to sign-in and obtain a visitor's pass, then proceed to the main office before conducting any business.

** Please Note: Any behavior that disrupts the school is prohibited (shouting, profanity, etc.). Those individuals that disrupt the school will be requested to leave the school's premises. Further actions could also include prohibited access to the building for the remainder of the school year.*



Field Trips

Throughout the school year, students will be provided with the opportunity to attend field trips. This will give them hands-on learning opportunities to enhance their learning. To attend the field trips, district permission slips must be filled out and signed by a parent or guardian. Some trips will require chaperones to assist with the supervision of children. Parents are not allowed to bring along other children on such trips.

Lunches will be provided on all field trips. If families decide to pack a lunch, it should be healthy and packed in a plastic bag with **(no bottles)**. Children are not allowed to bring backpacks, toys or other personal objects on a field trip.

Back to School Night & Parent/Guardian – Teacher Conferences

Back to School Night will be held to provide families with information about the curricula, classroom routines and school policies and procedures. There will also be two Parent/Guardian – Teacher Conferences held during the year. It is important for you to attend these conferences so you can monitor the progress of your child. The dates are as follows:

- **WEDNESDAY, SEPTEMBER 25, 2019: BACK TO SCHOOL NIGHT**
- **MONDAY, NOVEMBER 25, 2019: PARENT TEACHER CONFERENCE**
- **MONDAY, APRIL 27, 2020: PARENT TEACHER CONFERENCE**

**Please Note: Additional conferences may be arranged by, our families and/or staff if the need arises. This will take place during the teacher's prep period or after student dismissal.*

Parent Engagement

Our families play an integral role in the education of their children along with the school. As a result, we will have various parent engagement opportunities to learn about our program and collaborate with our school staff to enhance the overall school's success. Some of these opportunities are as follows:

- **Preschool Night:** Through hands-on learning, our families are provided with the opportunity to learn and participate in their child's preschool experiences.
- **Volunteering Opportunities:** guest readers, field trip chaperones, study-related classroom presentations, arrival monitors
- **Family Workshops:** Our social workers and school staff plan workshops for our families that include a variety of topics: curriculum, child growth and development, health and nutrition, etc.
- **Family Conference:** This event will provide families with a variety of educational and child related workshops along with hands-on activities and learning experiences.

Rights and Responsibilities

Parent's Rights

- The right to request evaluation for Support Services (such as Physical Therapy and Speech Therapy)
- To be provided with a safe and pleasant environment for all
- To be kept informed of important school events and student progress
- To have nutritious meals served to their child
- An assessment of individual student needs and the right to be part of the process
- Parent education programs
- For students who qualify, an Individualize Education Plan, which is kept confidential and only shared with staff members working with students and parents
- An annual review of their child's IEP (if applicable)
- An effective education provided to their child
- Teacher and parent conferences 2 times per year
- An inter-disciplinary curriculum to reflect the integrity, ability and level of performance for each child
- Field trips both in or out of the school to enrich classroom experiences

Parent's Responsibilities

- Be sure your child attends school regularly and on time
- Keep the school informed of current contact information for parents, guardians and others authorized to pick-up your child
- Write notes explaining lateness and absences
- Supply a doctor's note after three days of absence
- Wait until the start of the school day (8:30 a.m.) before leaving your child in the building
- Sign parent forms while attending meetings at the school and upon entering the building
- Place early dismissal requests for students in writing at least 24 hours in advance
- ALWAYS know the name and classroom number of your child's classroom teacher. Be sure to provide this information to the individuals on your child's pick-up list.

Student's Rights and Privileges

- A safe and welcoming learning environment
- A high quality preschool education that challenges students to use thinking skills and work up to their highest potential
- An education that meets each students' social, emotional, physical and cognitive needs
- Professional staff should be able to teach according to individual needs with the right for equal opportunities
- Children's photos not to be released without parent authorization

To Do Lists

Parent To Do List:

1. Serve healthy snacks between meals to your children
2. Establish consistent bedtime and morning routines with your child
3. To get adequate rest, make sure your child is in bed by 8:00 pm
4. Brushing teeth before going to bed is very important
5. Monitor TV viewing hours (no more than 10 hours per week) with your child
6. Monitor screen time (tablets, phones, etc.) with your child
7. Converse with your child about the school day

In addition...

- Read to your child daily. Each classroom is equipped with a lending library where students will be invited to choose a book to take home and read each day. Reading aloud with your child helps to increase vocabulary.
- Encourage your child to read to family members
- Volunteer to read to your child's class at least once a year
- Attend parent workshops offered by the school
- Complete school surveys
- Create a space for your child's book collection
- Talk to your child about things that interest them (daily)
- Introduce new vocabulary words when you talk with your child
- Incorporate math (counting, measuring, shapes, etc.) and literacy into outings with your child

Student To Do List:

1. Respect your teacher and all adults in the school
2. Say "thank you" and "please" when asking or receiving something from adults or other children
3. Keep all hands and feet to yourself
4. Listen and follow your teacher's instructions

