



**163 Patterson Street
Perth Amboy, NJ 08861
732-376-6252**

Susan Roque, Principal

Lillianné Cruz-Argemil, Vice Principal

General Guidelines 2021 - 2022

Parking:

No parking in front of the school.

Nametags:

Nametags must be worn to school and visible everyday. No child will be able to enter without one. Replacements will be given with a written note to the classroom teacher.

Walkers: School Arrival:

Students who are brought to school should arrive at 8:25 AM. **Students must be on time.**

Walkers will line up outside along the fence with the parent or guardian. Please do not bring children in late as it ***disrupts*** the class routine/morning meeting. Parents may be expected to wait with the child at the security station to minimize disruption when dropped off late. Frequent tardy students may be dropped from the program.

Breakfast begins at 8:30 and the instructional day begins at 8:45.

School Dismissal: The school day ends at **3:00 PM.**

Students will line up on the courtyard in front of the building behind a cone with their classroom number on it. All parents are asked to enter through the Patterson Street gate (main gate), at 3:00 PM security will allow access to parents to pick up their child(ren). **Please remember all adults need to present a photo ID when picking up a student.**

If your child is not picked up on time, he/she will need to be picked up in the main office.

Please be sure that you **ALWAYS** pick up your child on time. **Children get very upset when they are left in the office.** If you have a family member or friend in charge of picking up your child, please inform them of the importance of being on time.

Bussing: Students assigned to receive transportation must ride the bus the first few days of school.

- ID tags must be visible on children. No child will be picked up without a tag.
- There is no designated time for morning or afternoon. Be waiting at the bus stop at 7:30 and 3:00.
- Parents must walk child to the bus and go to the bus to pick up the child. The bus aide is not allowed to exit the bus.
- Only adults 18 and over who are listed on emergency cards will receive a child off the bus. **Please have ID available the first few days of school.**

- If no designated person is waiting for the bus the child will be brought back to the school. A warning letter will be issued the first time. Transportation may be suspended for five days the second time. Transportation may be eliminated the third time no one is at the bus stop to receive the child.
- Bus changes must be in writing.
- Bus students will go home on the bus, unless a note is given to the teacher or the office is notified at least an hour before school is dismissed. (Not by telephone the first day)

Dismissal:

Students assigned to receive transportation must ride the bus the first few days of school.

Bus students are dropped off directly after dismissal. There is no specific drop off time. These children will only be released at the assigned bus stop to an authorized adult according to the emergency card, unless a note has been written by the parent or guardian and with proper identification.

Children being picked up are dismissed on the courtyard at 3:00 PM at their classroom's designated cone. For the safety of our children, only designated adults from the emergency cards are authorized to pick-up children, unless a note has been written by the parent or guardian and with proper identification. Please inform the person picking up your child of the dismissal time and remind them that it is imperative they arrive on time.

Children will not be released to anyone under 18.

Attendance Policy:

Children must attend school daily. Children will be dropped after **5 consecutive days** or **frequent absences**. This does not apply if there is a doctor's note.

Early pick up:

Children will not be released early without prior notification in writing or by calling the office by 2:00 PM. Verbal messages to the bus driver or Paraprofessional will not be accepted. Children cannot be released between 2:30 PM and 3:00 PM due to disruption of the dismissal process.

Teacher Contact:

Appointments can be made through written notes, emails, or voicemail messages. Classrooms will not be disrupted during the school day. Calls will be returned during NON-INSTRUCTIONAL time.

Clothing:

Sneakers should be worn everyday. Children wearing open toed shoes will not be permitted on play ground equipment.

Two sets of clothing are required and should be weather appropriate and replaced as soon as possible. Each set of clothing should be labeled and placed in a zip lock bag. If an accident should occur, it is very important for you to remember to send a new change of clothes the next day.

No umbrellas at school.

Jewelry should not be worn to school.

Book Bags:

Please provide your child with a labeled book bag (approximately 16", no wheeled or mini book bags).

Check your child's book bag on a daily basis for paper work that needs to be signed and returned the next day.

Lunch and Rest Time (12:45 – 2:15):

Lunch menus are sent home monthly. Please check the lunch menu on a daily basis. If your child is paying for lunch and will be eating a school lunch, please send the lunch money in an envelope marked with your child's name and room number. If your child will be bringing a lunch from home, please provide a healthy lunch (No glass bottles).

Children have a daily rest period. Please provide a labeled crib sheet and small blanket. Bedding will be sent home on Friday to be washed and must be returned on Monday.

Emergency Cards:

It is important that you provide us with phone numbers that can easily reach you in case of an emergency. All emergency cards are to list people who will be responsible for picking up your child from school. If there are any changes during the school year it is **important** to let us know. Adult must be 18 years or older to pick up child.

Birthday Parties:

This should be arranged with the classroom teacher with advance notice. Visitors will not be allowed in the classroom. Prepackaged items only.

Health Concerns:

Please let us know in writing if your child has any medical concerns.

It is very common for students in preschool to get sick. Please keep your child home if he/she exhibits the following symptoms: fever, diarrhea, vomiting, pink eye, head lice or nits. Any student with these symptoms will be sent home.

Medications:

Any child that must receive medication during school hours must see the nurse. Parents must have a medication form completed by the doctor.

Toilet Training, bottles, pacifiers (if appropriate)

Bottles and pacifiers are not permitted in school. Children should be toilet trained. If they are not trained, we will assist you in training your child.

Snacks:

If you send snacks to school, avoid food high in: calories, fat, salt, or sugar.

Birthday Parties:

This should be arranged with the classroom teacher with advance notice. All parties will be conducted during morning snack time. **Soda, hard candy, and nut products are not permitted.**

Change of Address:

Please ask parents to contact Dennise at 732-376-6251 ext. 33-410 to make an appointment to bring the necessary documents to the school.

Conferences Two conferences to discuss child's progress. It is important that parents attend. Please mark the dates on your calendar.

November 16, 2021 5:00 – 7:00 pm

November 18, 2021 1:50 – 3:05 pm

March 8, 2022 5:00 – 7:00 pm

March 10, 2022 1:50 – 3:05 pm

Contacting the teacher:

Our phone number and my email is on the School Number 7 ECC Preschool Orientation sheet. Any calls will be returned during non-instructional time.

Parent Folder (this folder should be checked daily and return any items that need attention the following day)

Keep Me Home:

- **Walker Notice**
- **Healthy Food/Snacks**
- **Clothing Check Off List**

Return to School:

- **Walking Trips**
- **Photo Release Form**
- **Parent Handbook Signature Form**
- **Emergency Cards**