



Welcome to
Preschool

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

<u>Table of Contents</u>	<u>Page(s)</u>
Early Childhood Advisory Council Mission Statement.....	2
Perth Amboy Board of Education Information.....	3
Location of Early Childhood Schools/Community Providers.....	4
Eligibility, Selection, Residence.....	5
Curriculum Overview/Sample Day.....	6-10
Arrival & Departure Times.....	11
District Calendar 2016-17	12
Morning/Dismissal Procedures.....	13
Early Dismissal/Conference Dates.....	14
School Closings.....	15
Attendance & Lateness Policy.....	16
General Information; Clothing, Discipline, Parental Involvement, etc.....	17-18
Health Information.....	19-20
Transportation & Change of Address Information.....	21-24

Mission Statement

We, the Early Childhood Advisory Council, believe that every Perth Amboy preschool child is entitled to a high quality early childhood educational program, providing a safe, supportive learning environment offering opportunities for social/emotional, physical, cognitive, and language development. Working together with the school and community, we will reach out to every eligible child and engage their families as partners.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Perth Amboy Board of Education Information



Perth Amboy Board of Education
178 Barracks Street
Perth Amboy, NJ 08861
(732) 376-6200

Superintendent:
Dr. David A. Roman



Perth Amboy Public Schools
Early Childhood Department
163 Patterson Street
Perth Amboy, NJ 08861
(732) 376-6252

District Early Childhood Supervisor:
Mrs. Mary Jo Sperlazza

Early Childhood Department located at School #7

NOTE:

This department handles questions related to early childhood curriculum & registrations.



Preschool is provided to give children a start in reading and math skills in preparation for Kindergarten.

The program is not a babysitting service, but a model program to help children be better prepared for school learning.

Orientation, Conferences and Assessments

In September, a mandatory site orientation takes place for entrance badges and providing parent information. No child can enter school without this entrance badge. Each child will be given a preschool assessment report two times per year. Parents/guardians are asked to attend two conferences to discuss their child's progress report (see page 14). A variety of other assessments in language development and child growth occur during the year. A variety of health and other screenings also occur during the year.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Location of Early Childhood Schools

Note: Your child may be assigned to any one of these schools and some children will only spend one year in a particular school.



Ignacio Cruz Early Childhood Center

601 Cortlandt Street

(732) 376-6250

Hours of operation: 8:00am – 2:30pm

38 classes of 3 and 4 year old children



Edmund Hmieleski Jr. Early Childhood Center

925 Amboy Avenue

(732) 376-5460

Hours of operation: 8:30am – 3:00pm

27 classes of 3 and 4 year old children



School Seven Early Childhood Center

163 Patterson Street

(732) 376-6251

Hours of operation:

8:30am – 3:00pm

14 classes of 3 and 4 year old children

Additional Locations **Community Providers**

Acelero Learning
132 Second Street
(732) 826-0719

Grace Child Care Center
600 New Brunswick Avenue
(732) 442-4199

Raritan Bay YMCA
205 Smith Street
(732) 442-3632

Mi Escuelita
100 First Street
(732) 826-4681

Harborview Child Care Center
45 Market Street
(732) 442-7190

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Eligibility

The Perth Amboy Board of Education is committed to establishing and maintaining early childhood programs that are consistent with proven educational practices that will ensure equitable treatment of all resident children.

Eligibility is limited to **PERTH AMBOY STUDENTS ONLY**.

Three-year-olds: Any child whose third birthday falls on or before October 15 is eligible to enter the preschool program in September of the same year.

Four-year-olds: Any child whose fourth birthday falls on or before October 15 is eligible to enter the preschool program in September of the same year.



It is highly recommended for children to be toilet trained to avoid loss of instructional time.

Selection

Preschool registration for the following school year usually begins in January **by appointment only**. Registration will be advertised via school publications, Channel 34 (Comcast) or 47 (Verizon), announcements will be posted in schools and local businesses, and notices will go home with elementary school students.

If you miss the registration time frame, we will continue to take registrations until spaces are full. Once classrooms are filled, late registrants will be placed on a waiting list. We will maintain the list and as spaces become available (by children who leave the program) we will call the next child on the list. We place children until March of the following year. At that point, if the child is still on the waiting list, he will need to be re-registered for the following school year.

Residence

Parents with children enrolled in the preschool program **MUST** continue to show proof that they are residents of Perth Amboy. Parents who move during the school year must report to the office personnel with proof of their new address. During the school year if the documents on file are expired you are required to submit your current proof of residency.

An appropriate personnel from the district will be sent to the home when:

- mail is returned from the home;
- no one is at bus stop to pick up child;
- a need arises to verify home address;
- for other valid reasons per the district policies



PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Curriculum Overview

Perth Amboy Early Childhood Program

The Perth Amboy Public Schools Early Childhood Education Program represents the district's commitment to providing Perth Amboy children with high quality, comprehensive early childhood educational experiences. We are committed to excellence and equity in educating children and our understanding on how children learn and develop.

Our preschool program provides young children with opportunities for exploration, learning, and adventure in an environment that is stimulating, fun-filled, loving, caring and secure. The curriculum design, environment, and teaching strategies are matched to the needs of young children and geared to foster growth and development. The Perth Amboy Early Childhood Program is based on the best theories, research and practices available.

The Creative Curriculum is the core of our preschool program. This framework rests upon research-based theory and developmentally appropriate practice. Our approach involves teachers and families as critical partners in the important work of helping children grow and develop. Throughout our program, attention is given to four developmental areas of learning: social/emotional, physical, cognitive, & language development. Classroom interest areas and a wide range of supportive materials provide hands-on opportunities for teaching and learning within a context that provides for the growth and development of the "whole child."

Teaching Strategies Gold Assessment System is used to assess students. The objectives, dimensions and indicators of the assessment system align to the content of the New Jersey Preschool Teaching and Learning Standards and the Core Curriculum Content Standards.

The following developmentally appropriate practices, adapted from the National Association for the Education of Young Children (2009), are used to develop and implement the preschool curriculum in the classroom.

Specifically, we:

- Provide hands on experiences with real, concrete, and relevant materials for children to explore and manipulate.
- Provide ample opportunities for children to interact with both adults and other children in conversations and discussions so that children will learn to use oral language expressively and functionally. Both teacher guided and child guided experiences are important to children's development and learning.
- Provide functional learning centers that contain appropriate learning activities such as writing, reading, drawing, oral discussion, projects, and constructing.
- Provide opportunities for problem solving, exploration, and discovery.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Curriculum Overview (continued)

- Provide opportunities for children to construct new knowledge and skills, based on what they already know and can do.
- Provide playtime as a tool for learning and developing social skills, such as cooperation. Play promotes key abilities that enable children to learn successfully.
- Provide an environment where children's individual differences and cultural experiences are respected and valued.

Our program provides considerable periods of time when children may select activities to practice from among the rich choices teachers have prepared in various learning centers in the classroom. Learning centers that are aligned with our curriculum include specific materials and supplies that are organized to enhance learning. Learning centers provide opportunities for children to reinforce skills and discover new information through the manipulation of real, concrete and relevant materials.

Centers invite children to direct their own play. Children are less likely to have conflicts when they are playing and investigating their own interests and constructing knowledge in ways that are meaningful to them. Changes in the materials used in each center match changes in the units of study and the progress children make.

The following pages show the kind of learning supported by various learning centers.



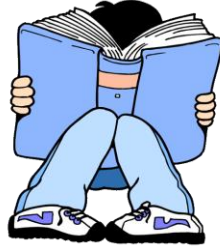
PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Learning Center

Learning Purpose

Reading/Writing/Media Center



- Develop emergent literacy skills.
- Increase vocabulary.
- Increase appreciation of the printed word.
- Develop listening skills.
- Develop appreciation of ideas presented by others.
- Learn care of books and technology equipment.
- Develop writing skills.

Art Center



- Develop positive self-concept.
- Experience creative process.
- Develop fine motor skills.
- Learn to express ideas and feelings.
- Learn names and use tools.
- Develop visual perceptual skills.
- Observe color, texture, and line composition.
- Learn names of colors.
- Learn to identify shapes.
- Develop problem-solving skills.
- Develop eye-hand coordination

Dramatic Play Center



- Develop self-expression skills.
- Develop sensitivity to peers.
- Learn to interpret facial expressions, gestures, and tone of voice.
- Develop an understanding of various roles.
- Develop social relationships.
- Improve self-image.
- Enables children to better understand their world by incorporating their experiences, emotions, feelings, and fears into imaginative activities.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Learning Center

Block Center



Learning Purpose

- Facilitate learning in mathematics and science.
- Develop new vocabulary and concepts.
- Enhance social skills.
- Practice problem-solving skills.

Toys and Games Center



- Develop new vocabulary and concepts.
- Refine small muscle control.
- Develop eye-hand coordination.
- Practice problem-solving skills.

Science and/or Math Center



- Develop observation skills.
- Develop new vocabulary.
- Practice classification skills.
- Practice prediction skills.
- Develop an understanding of the biological and physical environments.

Music/Listening Center



- Develop positive self-concepts.
- Express feelings.
- Learn patterns.
- Learn names and sounds of instruments.
- Develop language skills.
- Practice listening skills by differentiating sounds.
- Experience creative process.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Curriculum Overview (continued)

The environment and arrangement of a classroom sets the tone for how children interact with materials and with one another, and a structured schedule supports children's smooth engagement with activities. Within this context, teachers plan activities that enable children to make choices and become independent learners. Time is allotted to provide opportunities for group interaction, outside play, and work completion. At work time, children can choose to work in small groups or individually in classroom centers. Children can plan what they would like to do, and by carrying out their plan, learn responsibility and follow-through skills. Teachers employ strategies throughout the day to develop important skills in areas such as listening, language, math, science, reading readiness and writing.

Our program provides a place where children can enjoy learning, feel acknowledged, and prosper within a community of learners. We are proud of our facilities, staff, and innovative curriculum – and the foundation we provide for success in school and in life.

Below is a sample schedule to illustrate the daily activities.

School Arrival	Breakfast
Morning Meeting	Preschool children have a group circle to review the day's activities, morning message, introduce new materials in the classroom and discuss the current curriculum unit of study
Outside Play or Indoor Large Motor Activity	Provided every day to enhance children's gross motor skills
Work time - Center time	During work time, the children choose to do child initiated activities from various centers. The teachers provide additional learning activities within the classroom for small groups of children. Activities focus to strengthen: Language, Math, Science, Social Studies, Pre-reading Readiness and Writing Skills
Story Time	Teacher reads to the children (Shared Reading and Read Alouds)
Lunch and Rest Time	
Music & Movement	Children learn a variety of songs and movement activities.
Group Circle	Story and end of the day recall time
Aftercare Program (optional)	3:00pm-6:00pm: E. Hmieleski & School Seven ECC's
	2:30pm-6:00pm: Ignacio Cruz ECC

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PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Arrival & Departure Times

Preschool Hours for:



Edmund Hmielecki Jr. Early Childhood Center
8:30am – 3:00pm

Breakfast: 8:30am – 8:45am
Instruction Begins: 8:45am
Lunch/Rest: 12:45pm – 2:15pm
Dismissal: 3:00pm

Preschool Hours for:



School Seven Early Childhood Center
8:30am – 3:00pm

Breakfast: 8:30am – 8:45am
Instruction Begins: 8:45am
Lunch/Rest: 12:45pm – 2:15pm
Dismissal: 3:00pm

Preschool Hours for:



Ignacio Cruz Early Childhood Center
8:00am – 2:30pm

Breakfast: 8:00am – 8:15am
Instruction Begins: 8:15am
Lunch/Rest: 11:45am – 1:15pm
OR
Lunch/Rest: 12:30pm – 2:00pm
Dismissal: 2:30pm

- ❖ Children are expected to be in school on time for instruction.
- ❖ Your child will be **marked late**:
Ignacio Cruz at 8:05am
Edmund Hmielecki Jr. at 8:35am
School Seven at 8:35am

Arrival after School Opening

All Early Childhood Schools WILL NOT accept children 1 hour after arrival time without a WIC or medical appointment note.



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PERTH AMBOY PUBLIC SCHOOLS
Early Childhood Parent Handbook

CURRENT DISTRICT CALENDAR FOR 2016-2017 CAN BE VIEWED at
www.paps.net

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District School Calendar

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Morning Procedures For Walkers

Children who walk or are driven to school by Parents/Guardians



Drop-Off

1. Children who are dropped off at school **MAY NOT** arrive before their scheduled time.

8:30am (Breakfast served)

Edmund Hmieleski Jr. Early Childhood Center
School Seven Early Childhood Center

8:00am (Breakfast served)

Ignacio Cruz Early Childhood Center

2. Any dropped off child must have an adult with him/her until the school personnel (teacher, paraprofessional, food service worker) has taken charge of the child. **NO CHILD SHOULD EVER BE LEFT ALONE or allowed to enter school from the street unaccompanied.**
3. By law, no parent can leave other children in vehicles while bringing a child into school.
4. Children must be at school on time. The lateness policy will go into effect if a child who is considered a walker does not follow the drop off schedule.

Dismissal Procedures For Walkers

Children must be picked up at their scheduled dismissal time:



Pick-Up

3:00pm

Edmund Hmieleski Jr. Early Childhood Center
School Seven Early Childhood Center

2:30pm

Ignacio Cruz Early Childhood Center

1. Any child who is not picked up on time will be given a warning notice. On the second offense, the parent must meet with the school administrator before the child can re-enter the classroom.
2. No child may be picked up prior to dismissal under any circumstance without school administrator/office approval.

❖ PLEASE NOTE ❖

The person authorized to pick up the child must be 18 years of age or older and listed on the emergency contact list.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Early Dismissal Days

The scheduled times for student dismissal are as followed:

12:00pm Dismissal

Ignacio Cruz Early Childhood Center

12:30pm Dismissal

School Seven Early Childhood Center
Edmund Hmieleski Jr. Early Childhood Center



Parent/teacher conferences are held twice during the school year. It is important for parents to attend these meetings to discuss their child's progress. The table below shows the scheduled preschool conference dates for this school year:

Parent Teacher Conference Dates 2016-2017

Preschool	Date	Time
E. Hmieleski ECC & School Seven ECC	Wednesday, November 2	1:30pm - 3:00pm
I. Cruz ECC	Wednesday, November 2	1:00pm - 2:30pm
E. Hmieleski ECC & School Seven ECC	Thursday, November 3	5:00pm - 7:00pm
I. Cruz ECC	Thursday, November 3	5:00pm - 7:00pm
E. Hmieleski ECC & School Seven ECC	Wednesday, March 1	1:30pm - 3:00pm
I. Cruz ECC	Wednesday, March 1	1:00pm - 2:30pm
E. Hmieleski ECC & I. Cruz ECC	Thursday, March 2	5:00pm - 7:00pm
School Seven ECC	Thursday, March 2	5:00pm - 7:00pm

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

School Closings



The “School Messenger Notification System” will notify you in the case of school closings, early dismissal and/or delayed opening at your primary phone (provided that your number is up-to-date/current).



The following radio and TV stations will announce the closings of the Perth Amboy Public Schools:

NJ 101.5

WOR 710 AM

WCTC 1450 AM

WMGQ 98.3 FM

WADO 1280 AM

TV CHANNEL 34 (Comcast-DISTRICT TV STATION)

NEWS 12

NJ Channel 62

FIOS CHANNEL 47



Inclement Weather Early Dismissal

If classes are dismissed early due to bad weather, schools will dismiss:*

12:30pm DISMISSAL

Edmund Hmieleski Jr. Early Childhood Center
School Seven Early Childhood Center

12:00pm DISMISSAL

Ignacio Cruz Early Childhood Center

*Dismissal times can change due to weather conditions.

Inclement Weather Delayed Opening

If classes are delayed opening due to bad weather, schools will start at:



10:00am OPENING

Edmund Hmieleski Jr. ECC &
School Seven ECC



9:30am OPENING

Ignacio Cruz ECC

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Attendance



Prompt, regular attendance is essential to the child's success in the program. The parents/guardians are expected to foster these good habits in their child.

Please notify the school when your child is going to be late for school, absent from school, or has been exposed to a contagious disease. Any child, who is absent more than three consecutive days, will be contacted by the teacher/paraprofessional and may be asked to return to school with a doctor's note.

Any child with unexplained and frequent absences will be investigated. An appropriate personnel will be sent to the home to make an inquiry. Due to the high demand for preschool and lack of space, a child with unexplained, erratic, and/or frequent absences may be terminated from the preschool program.

Parents removing children for periods beyond **five days** may lose their space in the Pre-K Program and may have to register or go on the waiting list. There is no guarantee that your child will be placed in the same class or school he/she was in prior to the long term absence.

Lateness Policy



Children are expected to be in school on time (p.11). If a child arrives after arrival time, breakfast will not be available.

If lateness continues after meetings, administrative support, and promises of improvement by parent/guardians, the child will be terminated from the program.

- After 2 lates: a verbal warning will be given by staff to the person dropping off the child.
- Third late: a written notice and a meeting with school administrator before a child can return to school.

Arrival after School Opening

All Early Childhood Schools WILL NOT accept children 1 hour after arrival time without a WIC or medical appointment note.

ANY CHILD WITH FREQUENT LATENESS WILL BE TERMINATED FROM THE PRESCHOOL PROGRAM.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

General Information

Your child should ALWAYS be appropriately dressed according to the weather.



Your child should be toilet trained. Diapers and/or pull-ups are not acceptable.

REMINDER!!
It is important that parents replace the clothing as the seasons change.

What to Wear:



- **PANTS/SHIRT/BLOUSE...***should be EASILY manipulated and comfortable*
- **SWEATER/JACKET/HOODIE/COAT...***should be worn when WEATHER appropriate*
- **SNEAKER...***Velcro tie sneakers are recommended*



DO NOT WEAR/BRING:



- **BELTS on PANTS...***ONLY IF they can successfully buckle OR unbuckle the belt on their own*
- **NO UMBRELLAS...***hooded jackets/coats will protect children during bad weather*
- **NO SANDALS/FLIP FLOPS...***It is preferable that sneakers be the appropriate footwear*

EXTRA CHANGE OF CLOTHING - (shirt, pants, underwear and socks ARE required to remain at school)

Oops... Sometimes, small children do not make it to the bathroom on time.



1. **Send in a Ziploc bag...***ALL articles of child's clothing should be individually labeled with child's full name*
2. **Send an extra plastic bag...***for dirty clothing to be sent home*



OBJECTS FROM HOME - Toys, jewelry (especially rings), cell phones, candy, money and sharp objects must not be brought to school.

- Toys and educational equipment are furnished for all of the children.
- There are times when teachers will request items from home.
- Please adhere to the specific request if you choose to participate in sending an item to school.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

REST TIME - Children have a daily rest period.



- Please send a labeled crib sheet and small blanket.
- **Do not send** pillows or comforters.
- Bedding will be sent home on Friday to be washed and must be returned on Monday.

BOOKBAGS - Child's full name printed on the inside (NO WHEELED BOOKBAGS PLEASE!!)



- **CHECK DAILY**...Parents/guardians should check for important notices and child's work.
- Child needs full size bookbag approximately 16" length.



Discipline



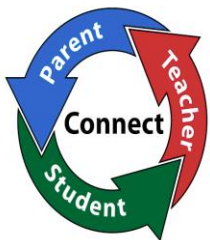
Teachers and paraprofessionals will facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits. Teachers provide many opportunities to develop social skills such as cooperation, helping, negotiating and talking with the person involved to solve interpersonal problems. Teachers and their paraprofessionals facilitate the development of these positive social skills at all times.

Meals and Snacks



The schools provide breakfast and lunch. There is paperwork for the breakfast/lunch programs for free/reduced/paid lunches. If your child would rather bring his/her own nutritious meal and/or snack, please send in labeled lunchbox and "label" items for "snack" and/or "lunch". All food must be nutritious and ready to eat. No microwaves or refrigerators are available. We would discourage sending potato chips, cheese doodles, fritos or candies.

Parental Involvement



Communication between home and school are important in the development of the child. Before your child begins the preschool program there is a mandatory orientation meeting to give the parents the opportunity to be informed about the rules, policies, curriculum, and school programs.

Parents/guardians are encouraged to become involved in the preschool program. After registering at the main office, parents/guardians may visit their child at any time during the instructional day.

Parents/guardians are welcomed and encouraged to visit in their child's daily classrooms activities, help chaperone on class trips, and to attend special programs offered throughout the school year. Parents are requested to leave messages at the office during instructional time. Unless it's an emergency, parents can reach teachers during their preparation times, which are posted at each school or given at orientation. Teachers and paraprofessionals will return phone calls during non-instructional times during the school day.

Each preschool has a website.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Health



As your child enters preschool, it is important to understand the role of the school nurse. The nurse is a preventive caregiver and a provider of first aid procedures if a child becomes ill or injured at school.

If a child becomes ill or gets hurt, the teacher or paraprofessional will contact the nurse. The nurse provides first aid procedures and logs in the name of the child and the nature/details of the incident. The nurse will contact the parent in writing or by phone to provide information about seeing the nurse and the care given.

If the injury or sickness requires that the child leave the school, the nurse will call the parent. If the parent cannot be reached, the authorized adults provided by the parent will be called to come for the child. Children stay in the nurse's office until an authorized adult arrives. **Parents must notify the school if home or cell numbers change.**

In extreme emergencies, a school nurse will contact an ambulance. Parents or authorized persons will be notified. An adult from the school staff will accompany child until a parent arrives at the hospital location. **Phone numbers and authorized persons are extremely important in these situations. Failure to reach parents may cause serious difficulty for the child and school personnel.**

The school nurse also cares for children by providing information about a variety of health concerns: hygiene, nutrition, hand washing, spreading germs, and dental care. In addition, the nurse does heights and weights record keeping, vision and hearing screenings and head lice checks.

Medication in School



Any child that must receive medication during school hours requires a district medication form (available at school) from the doctor. Prescription medication for a child must be stored in its prescription container, with a pharmacy label that includes the child's name, the name of the medication, the date it was prescribed or updated, and the directions for administration. Do not send medication in your child's book bag. All medication and pertinent note's (doctor's and parents) should be given to the school nurse. Once the required form is received, the nurse will inform staff and arrange a schedule for administering medication to child. The nurse will administer all medication.



Pre-School Nursing Staff Contact Information:



***Maria O'Hara
Bernadette Guerriero***

Phone: 732-376-6253
Fax: 732-638-1021



Lisa Abatangelo

Phone: 732-376-5462
Fax: 732-638-1036



Rosa Ramos

Phone: 732-376-6259
Fax: 732-347-8961

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

General Exclusion Guidelines

Children occasionally have signs and symptoms, which may be related to communicable diseases. These students may need to be excluded from school for medical diagnosis because of the following symptoms:

- Fever greater than 100.5
- Vomiting
- Stiff neck or headache with fever
- Rash with or without fever
- Behavior change: irritability, lethargy, somnolence
- Jaundice
- Diarrhea: 3 watery (loose) stools per day
- Skin lesions that are “weepy” or pus filled
- Colored drainage from eyes, nose, ears
- Difficulty breathing



Upon recommendations of the school nurse, a referral (Doctor’s Medical Report) will be given to the parent/guardian advising further medical evaluation. The child will be excluded until his/her health care provider has determined a diagnosis and/or prescribed treatment and provided instructions regarding the student’s return to school.

Exception: Children excluded because of head lice may return to school without a medical report as long as treatment has been rendered and a parent accompanies the student to school for a re-evaluation of infestation. **THERE IS A NO NIT POLICY IN PLACE.**

Immunization:

Children that are not immunized and who do not meet criteria for medical or religious exemption cannot be admitted to school and will be considered excluded until immunization series has been initiated according to state regulations and district policy.

Partially immunized children who were granted provisional status for school entry and do not comply with completion of immunization series will be notified in writing of exclusion from school until recommended vaccine series have been completed.



The State of New Jersey **requires** that all children attending preschool will need to have one dose of **SEASONAL INFLUENZA VACCINE** every year between September 1 and December 31.

Note: All children who have been excluded should report to the School Nurse upon their return to school. The School Nurse will review the medical documents for clearance to return and participate in all school-related activities.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Transportation Information

General Information about Busing



PARENTS NEED TO UNDERSTAND THAT BUS ROUTES CONSTANTLY CHANGE THROUGHOUT THE SCHOOL YEAR!

Although staff try to give a range of times for the bus, ABSENCES AND BAD WEATHER OFTEN AFFECTS TIMES FOR DROP OFF AND PICK UP.



Reminders:

1. After the second week of busing, bus paras will offer a range of time for your pick-up and drop-off. **Remember this situation can change.** Bus routes and times change throughout the year as new children are added.



2. **Each parent must guide child to the bus entrance.**
3. If parents fail to be at bus stop, **children are brought back to their schools after the PM bus route is completed.** You can call your child's school to verify that your child has been brought back.
4. Behavior: Children must adhere to busing rules. They must stay in their seats with seatbelts fastened. Behavior such as hitting, biting, running on the bus, sliding under the seats, removing the seatbelt while bus is in motion will not be tolerated.
 - **1st Offense:** Parent/Teacher notified. Discussion and suggestions for improvement.
 - **2nd Offense:** Meeting with Parent(s)/School Administrator and child for improvement. 5 day bus suspension. **If you keep your child home during the 5 day suspension of busing, child will be terminated from program.**
 - **3rd Offense:** Termination from busing. Parents must transport child.

*******FAILURE TO BE AT BUS STOP*******



If a parent/guardian is not at the bus stop to meet the school bus, the bus driver will take your child back to his/her school.



Since this is a very uncomfortable experience for the student, it should be avoided.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Transportation Information (continued)



It is important that Parents/Guardians adhere to the times their child is to be bused to and from school.

Parents/Guardians or an authorized adult must be at the assigned bus stop. If no one is at the bus stop, consequences will occur:

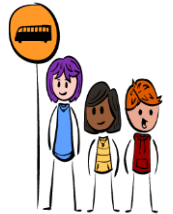
1. If the parent/guardian or authorized person is not waiting for the bus, a *warning notice will be issued*.
2. If no one is at the bus stop a **second time**, *the parent/guardian will be asked to meet with the school administrator and the transportation for the child will be suspended for **five days**. It will be the parent's/guardian's responsibility to transport the child to and from school.*

Note: Missing **five** days of school may result in dropping student from roster.

3. If no one is at the bus stop a **third time**, transportation will be terminated. **It will be the parent's/guardian's responsibility to transport the child to and from school if termination occurs.**



The bus aide will be required to submit a warning notice to the parent/guardian and a copy to the school administrator.



❖ PLEASE NOTE ❖

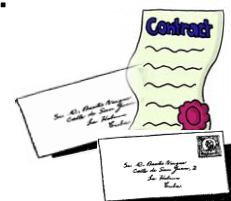
The person authorized to pick up the child must be 18 years of age or older and listed on the emergency contact list.

Change of Address



If you need to change your home address, you must go to the school's office with the proper documentation to change the address. It may take from 48 hours to a week to make the appropriate changes. If you move from your child's current home school area, you may lose bus privileges.

Reminder: PARENTS NEED TO UNDERSTAND THAT BUS ROUTES CONSTANTLY CHANGE THROUGHOUT THE SCHOOL YEAR!



PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Transportation Information



Pick-Up:

Parents/Guardians with children attending the **Edmund Hmieleski Jr. ECC & School Seven ECC** should be ready at **7:30am**.

Drop-Off:

Parents/Guardians with children attending the **Edmund Hmieleski Jr. ECC & School Seven ECC** should be ready for the return of their child at **3:00pm**.



Important Note:

Buses break down, drivers become sick, or issues occur that affect transportation.



Pick-Up:

Parents/Guardians with children attending the **Ignacio Cruz ECC** should be ready at **7:25am**.

Drop-Off:

Parents/Guardians with children attending the **Ignacio Cruz ECC** should be ready for the return of their child at **2:30pm**.

PERTH AMBOY PUBLIC SCHOOLS

Early Childhood Parent Handbook

Sample Warning Notice/Bus Students

Date _____

To the Parent/Guardian of _____

Your child was not met at the bus in a timely manner.

_____ 1st warning

_____ 2nd warning *

_____ 3rd warning **

Please be advised:

* If the parent/guardian is not waiting for the bus on two occasions, the parent/guardian will be asked to meet with the school administrator and the transportation for the child may be suspended for 5 days. **It will be the parent's/guardian's responsibility to transport the child to and from school.**

** If the parent/guardian is not waiting for the bus on three occasions, transportation will be terminated. **It will be the parent's/guardian's responsibility to transport the child to and from school for the remainder of the school year.**

Bus Aide's Signature

Administrator's Signature
Required for all warnings

Cc: School Administrator
Early Childhood Supervisor