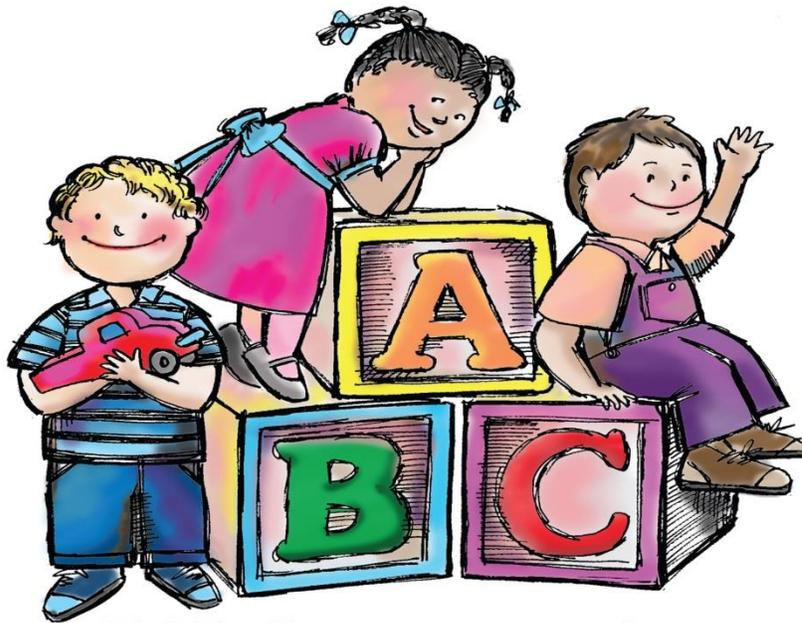


Westampton Preschool Handbook 2017 - 2018



Welcome to
Preschool

700 Rancocas Road
Westampton, NJ 08060
609-267-2722

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Welcome to Westampton Preschool

This handbook is designed to provide a brief introduction to the Westampton Preschool Program. Our program includes classes for students with disabilities and typical peers. Our Preschool Integrated or Inclusion classes have students with and without disabilities. Most of the information in this handbook applies to all students in our preschool program. There are, however, a few sections for students with special needs. Please read all of the enclosed information and keep this handbook as a reference.

The first day of Preschool is Monday, September 11, 2017.

Preschool orientation is Wednesday, September 6, 2017 from 6:30 p.m. to 7:30 p.m.

Contact Information

The Westampton Preschool Program is located at the Middle School. For general questions, contact:

Kathy Pagdon
CST Secretary
609-267-2722 ext. 1008
kpagdon@westamptonschools.org

Registration for Preschool

Registration information and forms can be found on the District's homepage: www.westamptonschools.org. Parents should contact the main office to schedule an appointment; 609-267-2722 ext. 1000.

When registering, please bring all of the required forms including:

- Child's birth certificate
- Emergency contact phone numbers
- Proof of residency
- Immunization record

School Hours

The first day of Preschool is Monday, September 11, 2017.

Preschool orientation is Tuesday, September 6, 2017 from 6:30 p.m. to 7:30 p.m.

Regular Sessions (New Hours)

A.M. Session	9:15 a.m. to 11:45 a.m.
P.M. Session	12:45 p.m. to 3:15 p.m.
Full Day	9:15 a.m. to 3:15 p.m.

Early Dismissals (New Hours)

A.M. Session	9:15 a.m. to 10:45 a.m.
P.M. Session	11:15 a.m. to 1:00 p.m.
Full Day	9:15 a.m. to 1:00 p.m.

Delayed Openings due to Inclement Weather (New Hours)

A.M. Session	10:30 a.m. to 12:30 p.m.
P.M. Session	1:15 p.m. to 3:15 p.m.
Full Day	10:30 a.m. to 3:15 p.m.

At the end of this handbook is a copy of the Westampton Township School District Calendar.

Student Absences

If your child will be absent from school, please call WMS Office at 609-267-2722 ext. 1 to inform the secretary of your child's absence. If your child is absent and the school has not been notified, the office will call home to confirm that your child will not be in school. This is a school district policy and a safety precaution.

Transportation

The bus company will notify you of your pick-up time. Please be ready ten (10) minutes prior to the listed time. When the bus arrives to pick-up your child, please accompany

him/her to the door of the bus. The bus aide will buckle your child into the appropriate seat. For safety reasons, parents are not allowed on the bus. Upon your child's arrival home at the end of the school day, please meet the bus promptly. The bus drivers and aides are not allowed to leave the bus except in emergency situations; and, they cannot walk children to and from the house.

If you change your cell phone number or emergency contact information, please inform both the school and the bus company.

Bus drivers will not drop off a child to anyone other than a parent, unless written permission has been provided.

If the bus comes to your home to drop-off your child and you are not home, the bus driver will contact the CST office which will try to contact you. Your child will remain on the bus to complete the bus route and the driver will attempt to drop-off your child at home after completing the route. If you are still not at home, your child will be brought back to WMS Child Study office. If there is an emergency and you will not be home to greet your child, please call the bus company as soon as possible to make alternate arrangements.

Please be sure that your child eats breakfast or lunch before boarding the bus. Eating and drinking on the bus is a safety hazard and is not permitted.

Pick-Up and Drop-Off Procedures

Drop off/pick up location – The preschool entrance is the side entrance to the middle school. Parents/guardians should park in the side lot and accompany their child to the preschool entrance. Please use parking spaces that are not reserved. If you arrive late, please use the main entrance to the middle school and report to the main office.

In an effort to ensure the safety of all the children, we ask that when you drop off or pick up your preschooler, you please keep them within close proximity of yourself as other cars are in the vicinity. Also, please remind your child(ren) to be respectful of school property.

Please remember that safety and courtesy are always important. With that in mind, when bringing your student to school or picking up your child:

1. Park in the spaces that are not reserved. Do not park in reserved spots even if the spot is empty. District employees sometimes attend meetings at other locations and will be returning.
2. Park in the Handicapped Spot only if you have a valid Handicapped placard.
3. Do not park in front of the garbage dumpster.

4. The bus lane is reserved for busses. If cars are in this lane, delays are caused on our bus routes and subsequent routes.
5. Parking along the curb is not permissible. It is a fire hazard.
6. When exiting the parking lot, please turn right at the end of the parking lot and go around to leave school. The entrance is a one-way thoroughfare and there is a sign indicating “Do Not Enter.”

School Attire

When dressing your child for school, please keep in mind that he or she will be active, participating in “hands on” activities, as well as using paint, glue, etc. Also, be sure to choose clothes that he or she will be able to remove from him or herself to help eliminate accidents. Your child should have foot wear that allows them to safely run and climb on the playground.

Make sure your child has an appropriate change of clothes for his/her clothes bin that will be kept in the classroom. This should include pants, shirt, underclothes and socks and if possible, should be brought in the first week of school.

What to Bring to School Each Day

Please provide your child with a small snack and drink (juice box, water bottle, water thermos) each day, as part of our daily classroom routine.

Your child will need to bring a backpack, folder, and notebook to school daily. This notebook will serve as our “communication notebook” that we will continue writing in throughout the school year. Any questions, concerns, or important information we would like to share with you about your child will be written in here, as needed. Please help us by checking the communication notebook each day, and responding if necessary.

Please label all of your child’s belongings to avoid mix-ups.

As there are more than enough toys at school for the children to play with, no toys from home should be brought to school unless it is for show-n-tell or another specific reason discussed throughout the year. This will eliminate tears if the toy is lost or broken during school.

Curriculum

The DLM Early Childhood Express Curriculum is used in our preschool program. The DLM Early Childhood Express offers a comprehensive child-centered curriculum and links instruction in the following content areas:

- Literacy
- Science
- Fine Arts
- Personal Development
- Technology

- Math
- Social Studies
- Health and Safety
- Physical Development

Other areas that are addressed include Social and Emotional Development and Language and Communication. It is a comprehensive curriculum with integrated instruction that makes instruction more relevant and helps children recognize patterns in learning; focuses on nonfiction to build background, vocabulary, and oral language; features rhymes, songs, and dances that develop phonological awareness; provides daily Read Alouds to enrich students' imaginations; and asks essential questions in each unit theme to help children connect what they know with what they learn.

Child Study Team

The Preschool Child Study Team members are:

Debra Keeney, Supervisor/School Psychologist
Felicia Miller, LDT-C
Lisa Bungarden, Social Worker

dkeeney@westamptonschools.org
fmiller@westamptonschools.org
lbungarden@westamptonschools.org

Therapists for Students with IEPs

If your child receives therapy services, such as Speech, Occupational Therapy (OT), or Physical Therapy (PT), these services are listed in his/her IEP. If you need to contact a therapist, write a note in your child's communication book or email the therapist. Some therapists are not at the Preschool every day; however, the therapist will get back to you as quickly as possible. The preschool therapists are:

Brooke Gordon, Speech Therapist
Chris Stewart, Occupational Therapist
Beth Stanewick, Physical Therapist

bgordon@westamptonschools.org
cstewart@westamptonschools.org
estanewick@bcsssd.k12.us.nj

Conferences

Parent-teacher conferences are scheduled at the end of the first semester; typically at the end of January/early February. Students who have IEPs will also have an Annual Review meeting in April or May.

For each conference advanced notice will be given. Therapists attend these meetings as appropriate. There is no daycare provided during conferences.

Home-School Communication

Your child should arrive and leave with his/her Communication Journal for home and school correspondence. This journal will serve as the primary means of communication. Please feel free to write your questions or concerns in your child's journal; also share with us anything new or important in your child's life. You will receive an answer the same day.

In addition to the journal, you should receive a weekly newsletter that discusses the highlights of the week.

If you need to contact your child's teacher, call before or after school. When you call during the day, you can leave a message and we will get back to you within 24 hours. Teachers can also be reached by email.

Rebecca Dobiesz
Jamie Ferguson
Nicole Mason

rdobiesz@westamptonschools.org
jferguson@westamptonschools.org
nmason@westamptonschools.org

School Closings

If schools are closed due to inclement weather, a message is sent to all parents by phone and/or email through School Messenger, which is the District's primary notification system. This information is also posted on the District website @www.westamptonschools.org.

If Westampton School District has a delayed opening due to inclement weather, a message is sent to all parents by phone and/or email through School Messenger. This information is also posted on the District website @www.westamptonschools.org. Hours for preschool on delayed opening days are:

Delayed Openings due to Inclement Weather (New Hours)

A.M. Session	10:30 a.m. to 12:30 p.m.
P.M. Session	1:15 p.m. to 3:15 p.m.
Full Day	10:30 a.m. to 3:15 p.m.

If the schools close early, the District will attempt to reach you by phone and/or email prior to dismissal so that an authorized adult can pick up your child or meet your child at the bus.

Medical Needs, Illnesses and Allergies

We at the Westampton Preschool would like to help keep our students and staff in school by keeping them healthy. One way we can do that is by enlisting your help in following the guidelines below when it pertains to contagious illnesses.

Mrs. Herriman, RN

Indicators for keeping your child home:

1. **FEVER:** child should be **fever free** for at least **24 hours** before returning to school.
If your child complains of a headache, please check for a fever, since a headache will sometimes indicate an elevated temperature.
2. **Upset Stomach:**
 - a. May be an indicator of either a stomach virus or strep throat
 - b. If they also have a fever and or a headache
 - c. Vomiting - stay home
3. **Colds:**
 - a. If they have a fever
 - b. If fever free yet symptoms are severe – child is miserable and tired
 - c. If there is *frequent coughing, sneezing, or producing an excess of mucous, and mucous is yellow or greenish.*
4. **Diarrhea:**

STAY HOME! This is extremely contagious.
5. **Pink Eye:**

STAY HOME! This is also very contagious.
6. **Ringworm:**

Should be evaluated by a doctor, start treatment if necessary, and area **must** be covered while in school.
7. **Lice:**

Must stay home until treatment started and do not return to school until no live lice noted.

Healthy reminders that actually help:

1. Don't share cups, utensils, food etc.
2. Frequent hand washing
3. Get plenty of rest

Please remember,

1. If your child does not feel well at home, those symptoms usually intensify as the day progresses.
2. Sending a child back to school before they are entirely well and they are still run down usually means they will not be able to resist the next set of germs they encounter.
3. **If your child will be out of school, please call and leave a message on the school answering machine.**
4. It is imperative that emergency information be kept up to date at all times so that we can contact you immediately in case of illness.

Birthdays

Your child's birthday will be celebrated as it comes up during the school year. If you would like to send in a special snack, please have your child bring it in with him/her at the start of the school day or drop it off in the WMS Main Office.

Class Parties

There are several class parties throughout the year, preschool teachers and room parents will be communicating the specific dates and times of each event.

Family Involvement

We encourage you to join the Westampton PTA and support the various activities they provide for the children. Two room parents for each preschool class are needed to help coordinate class parties, field day and other events. Volunteers are always needed for PTA events. Attend Back to School nights, PTA meetings, and other school related activities.

PRESCHOOL Calendar

2017 – 2018

First Day

September 11, 2017

Early Dismissal Days

October 31, 2017

November 8, 20, 21, 22

December 22

January 12, 2018

January 31 for Preschool Conferences

February 1 for Preschool Conferences

March 29

May 25

June 1

Preschool class hours on early dismissal days are as follows:

Early Dismissals (New Hours)

A.M. Session	9:15 a.m. to 10:45 a.m.
P.M. Session	11:15 a.m. to 1:00 p.m.
Full Day	9:15 a.m. to 1:00 p.m.

Last Day

Three year olds*

June 19, 2018

Four year olds/Graduation*

June 20, 2018

*Tentative Dates

See attached Westampton Calendar for School Holidays