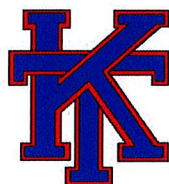


# **Keansburg Early Learning Center**

## **FAMILY HANDBOOK**

### **2022-2023**



Mrs. Anne Hazeldine  
Principal of Early Childhood

Mrs. Colleen Dubrow                      Mrs. Gina Feeney  
Preschool Instructional Specialists

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# WELCOME TO PRE-K!

This Family Handbook has been designed to answer some common questions, familiarize you with our classroom policies and describe our need for your support and cooperation. Please read this handbook carefully and partner with us to provide the very best Pre-K education for your child.

We anticipate that you will have specific questions regarding what and how children will learn based on our current public health conditions. Know that we are always available to discuss any concerns you may have on any subject. We will make you aware of additional information, as needed.

All of the teachers in the Keansburg Early Learning Center follow the Tools of the Mind educational model, and while there are many consistent practices throughout the program, each teacher implements the program in their own way.

Thank you for taking the time to partner with us. Together we can help you get the most out of the Pre-K experience.

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## **MISSION STATEMENT**

The Keansburg Pre-Kindergarten Program believes that every child is entitled to a high-quality developmentally appropriate school experience that includes many active learning opportunities in an inclusive environment which respects and supports individual differences. We are committed to creating partnerships among families, community members and school personnel to ensure the success of every child.

## **PROJECT CHILD FIND**

The Keansburg School District must provide a free appropriate education (FAPE) to eligible children living in the Keansburg School District three through 21 years of age. Individuals and/or families who know of a child within this age range with a suspected or known disability should call the appropriate school listed below. Included in the districts' "Child Find" are public and non-public children from three to five years (pre-school) of age, wards of the state and children who are highly mobile, such as migrant and homeless students. **See flier on the last page of this document.**

Appropriate Keansburg Public Schools:

Keansburg Early Learning Center (Pre-K) - 732-787-2007

Joseph C. Caruso Elementary (K - 5) - 732-787-2007 ext. 6000

Joseph R. Bolger Middle School (6 - 8) - 732-787-2007 ext. 2200

Keansburg High School (9 - 12) - 732-787-2007 ext. 4200

You can also call:

'Project Child Find' at 1-800-322-8174

Keansburg School District Pupil Personnel at 732-787-2007 ext. 3300



## KEANSBURG SCHOOL DISTRICT ENTRY PROTOCOL

The Entry Door Access Protocol was established in collaboration with the Keansburg Police Department and District School Safety Specialist.

### **BUILDING DOORS ARE LOCKED AT ALL TIMES**

### **PLEASE NOTE THE FOLLOWING:**

- NO visitors are to enter the building with students during arrival. ALL visitors to our schools **must have an appointment to enter the building.**
- At the buzzer, it is expected that ALL visitors state the purpose of their visit/specify with whom they have an appointment.
- ALL visitors are **required** to show photo identification prior to entering the building.
- No weapons are permitted on school grounds.
- Once an appointment is verified, visitors will be walked to the Main Office immediately upon entry.
- The Security Guard will log visitor information, and you will receive a Visitor Pass.
- If you will be picking up your child early, you **MUST** notify the office in writing, or call ahead, prior to dismissal. Please do your best to make medical or dental appointments after school or on weekends, if possible. We must minimize all non-emergency entry to the school buildings. If it is an emergency, call the office to notify the school. **The phone number is 732-787-2007.** Front office secretaries are **required** to call 911 AND notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a 'lockdown' for the safety of our students and staff; and the Keansburg Police Department may be notified that an intruder is in the building.
- Please be sure your child has everything they need for the school day in their backpack prior to school each day. Our goal is to minimize disruptions to our students' daily routines.

We understand that these procedures are more stringent than ever before. The safety of our students and staff remains our top priority; and we are optimistic that our visitors will ultimately recognize our need to be as vigilant as possible.

If you should require clarification regarding the protocol, please contact the Principal of Early Childhood Mrs. Anne Hazeldine at 732-787-2007

[ahazeldine@keansburg.k12.nj.us](mailto:ahazeldine@keansburg.k12.nj.us). Mrs. Hazeldine will be happy to answer your

questions to ensure your full understanding and adherence to our procedures. With your cooperation, our schools will be more secure for our students and staff.

## **1. WHAT IS EXPECTED FROM CHILDREN?**

We expect children to be children - to be curious, creative and active.

We expect children to be individual in their personalities, strengths, challenges, learning styles, rates of learning and overall development.

We expect that children will need guidance while learning to function in a group setting ~ sharing attention with adults, learning to take turns in conversation, and dealing with conflict.

We expect that, in time, children will behave in socially appropriate ways, according to the limits set by the adults, in order to maintain a safe learning environment.

We expect and encourage children to develop a sense of self-reliance, independence and responsibility by doing things for themselves ~ dressing, toileting, cleaning up and performing specific jobs in our classroom communities.

We expect children to become part of our classroom community, caring about and respecting themselves, the other members of the group, the classroom staff, classroom materials and space.

## **2. WHAT IS EXPECTED FROM FAMILIES?**

We expect families to send their children to school every day they are well enough to attend. Please adhere to all district guidelines including the following:

- Do not send your child to school if any member of your household has Covid.



- Do not send your child to school with a fever of 100.4 or higher.
- Do not administer fever-reducing medication prior to school and then send students to school.
  - This poses a health and safety risk to all faculty, staff and students in contact with your child. Doing so could result in extended school closures.
- Please contact your child's school nurse, Deborah Silva, at [dsilva@keansburg.k12.nj.us](mailto:dsilva@keansburg.k12.nj.us) or call 732-787-2007 if you feel your child has been in contact or exposed to Covid-19.

We expect families to call the Pre-K office to report student illness or absences. Please call 732-787-2007, to report any illnesses or absences.

**We expect families to bring their children to school on time.** We start promptly at **7:45 a.m.** Young children need routines. They are uncomfortable when they come to school and do not know what is happening because they missed part of the daily routine.

**We expect families to pick up their child on time whether at the bus stop or at school.** School dismissal is **2:00 p.m.** If your child is a bus student, we encourage you to be at the bus stop at 2:00 p.m. This ensures that you will never miss the school bus.

**PLEASE NOTE DISMISSAL TIME FOR 2022 - 2023 SCHOOL YEAR:**

Regular dismissal time is **2:00 p.m.** (One session dismissal time is **12:15 p.m.**)

We expect families to be involved in the education of their children. If school is important to you, it will be important to your child. If you would like to stay updated as to what's going on in the Keansburg School District, please log onto our website - [www.keansburg.k12.nj.us](http://www.keansburg.k12.nj.us).

We expect families to immediately notify the school of any allergies or other medical information related to your child's safety. Please contact your child's school nurse, Deborah Silva, at [dsilva@keansburg.k12.nj.us](mailto:dsilva@keansburg.k12.nj.us) or call 732-787-2007 to report any allergies or other medical conditions.

We expect families to feel comfortable as members of our school community. When school personnel and families work together, children reach their potential.

We expect families to actively participate daily in their child's learning. There will be opportunities to participate in your child's academic program. We look forward to working with you and your child.

### **3. DOES MY CHILD NEED TO HAVE EXTRA CLOTHING AND TOILETING SUPPLIES?**

Your child needs to have extra clothing stored in their backpack (pants, shirt, underwear, socks ) every day in the event of a spill or an accident. Also, please send in new clothing periodically appropriate for the season, and that the articles fit your growing child. - September; December; March; May.

**School is not responsible for providing these items.**

Please LABEL ALL CLOTHING, including COATS, HATS, MITTENS, SCARVES, so that we may identify to whom the articles belong.

We will send the soiled or wet clothing home in a plastic bag so that it can be washed.

**Please make every effort to toilet train your child prior to the start of school on September 7, 2022.** If they are not completely toilet trained, please send in any diapers, wipes, pull-ups regularly. **School is not responsible for providing these items.**

### **4. HOW DO I GET IN TOUCH WITH MY CHILD'S TEACHER?**

Please contact the Keansburg Early Learning Center Main Office at 732-787-2007.

### **5. WHAT ARE THE PROCEDURES FOR A SAFE ARRIVAL AND DISMISSAL?**



The Keansburg Early Learning Center shares the parking lot with the Keansburg High School, making this a heavily trafficked area for our youngest students. As such we highly recommend taking advantage of our courtesy busing. Please call the Main Office at 732-787-2007 ext. 5400 to schedule a bus.

For the safety of all, please adhere to the following:

**At Arrival: 7:45 Regular and One Session Days; 9:45 Delayed Opening**

- All numbered spaces are reserved.
- Visitors spaces are marked. Please park there when visiting for school business.
- **Walkers** will drop off their children at the front entrance to a staff member.
- **Drivers** will drop off curbside. We ask families to drive around the parking lot without disrupting the flow of traffic and pull up to the designated areas outlined by cones at the front of the building. **We will give you a sign for your car with your child's name and teacher the first week of school. Please place it in the window so we can easily identify who you are and where your child is going.** A staff member will escort your child to their teacher.
- **Bus students:** *Prior to boarding, please make sure that your child's backpack has a label with your child's name and teacher. This will help us get your child to the appropriate homeroom for the first few days and ensure your child gets the correct backpack home.* Bus students will be dropped off in the designated bus area and be escorted to class by the bus aide and support staff member. **The bus zone will be coned off. For the safety of all bus students and staff, DO NOT park in the bus zone under any circumstances.**
- **IT IS ILLEGAL AND UNSAFE TO MAKE U-TURNS ON TITAN TRAIL. YOU MUST GO AROUND THE ONE-WAY DRIVEWAY TO ENSURE THE SAFETY OF THOSE THAT ARE WALKING.**

**At Dismissal: 2:00 Regular and Delayed Days; One Session Day 12:15**

- Walkers will pick up their child from their child's teacher in the designated areas outside the main entrance.
- Drivers will pull up curbside and identify themselves and the child they are picking up to school personnel. **We will give you a sign for your car with**

your child's name and teacher. Please place it in the window so we can easily identify who you are and where your child is going. Students will be escorted to the adult picking up, by school staff.

- Bus students will be escorted safely to the bus personnel and dropped off at the designated bus stops. Please note that photo identification may be required when picking up so that children are safely dismissed to the appropriate adult as listed on the bus dismissal form. If at any time you need a different adult to pick up that is not on the list, please contact the school immediately to ensure the safe dismissal of all students. Make sure the adult has a photo identification available. **If an adult is always at the bus stop at 2:00 (school dismissal), your child will always be picked up appropriately. It is distressing for young children to have no adult at the bus stop and have to be returned to the school. Please make sure a consistent adult is at the bus stop for your child.**

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School starts promptly at 7:45 a.m. and dismisses promptly at 2:00 p.m.

Students will be released only to adults listed on the child dismissal form as completed in the Genesis Parent Portal. Teachers are obligated to refer to the child dismissal form before releasing a child to an unknown adult. You are free to add authorized /remove unauthorized adults in Genesis throughout the year. **Please inform emergency contacts to provide photo identification when picking up your child. We will not release** children to anyone that does not have a photo identification available.

**\*PLEASE NOTE DOGS ARE NOT PERMITTED ON SCHOOL PROPERTY**

**\*PLEASE NOTE SMOKING IS ABSOLUTELY PROHIBITED BY LAW ON SCHOOL PROPERTY.**

## **6. WHAT DO I DO IF MY CHILD IS LATE, OR I MUST PICK UP EARLY?**



If you arrive after the start of the school day (7:45 a.m.) you must report to the Main Entrance Door at your school. If a student arrives after 9:00 a.m. a doctor's note is requested. Our security guard will take your child safely to class. We appreciate your cooperation.

If you must pick your child up prior to the end of the school day, please call 723-787-2007 to make an appointment to sign your child out for the day.

**\*\***Certainly there are occasional circumstances that cause tardiness, and that is understandable. However, please be aware that chronic lateness not only disrupts our classroom routines, but also your child's understanding of those routines and what they are supposed to be doing throughout the day. It also disrupts the educational programming and the other students' ability to learn and process information. Please be on time.

## **7. WHAT IS MY RESPONSIBILITY REGARDING MEALS?**

There are numerous studies that link the quality of a child's nutrition to his ability to learn. That is why we offer a free nutritious breakfast and lunch daily. Meals will be prepared for individual consumption. Students will be spaced as much as possible and physical partitions may be used as directed by local, state and federal authorities. At this time all breakfast and lunch are free thanks to a grant.

**Please be selective when sending in foods for meals.**

- Young children need fruits, vegetables, grains, dairy products and protein in order to grow and stay healthy.
- We encourage the children to eat healthful foods by eating healthful foods at the table with them. Since research shows that sugary foods can affect your child's mood, energy level and behavior, which in turn affect his learning, we encourage families to limit sugary foods in order to support a good example in the classroom.

**On occasion, some children may have extraordinary food allergies that can be potentially life-threatening. In the event that severe allergies are evident in your child's classroom, you will be notified of the allergen and what precautions are necessary to keep all children safe and healthy. Thank you in advance for your cooperation in keeping all of our students safe.**

**Our food service agency Whitsons Culinary Group can accommodate food allergies or intolerances with individualized menus. Please contact us immediately if you would like to consult with our school nurse Ms. Debra Silva, who can be reached at 732-787-2007.**

Students may bring meals to school or utilize our school meal program. There will not be a lunch application this year, however there is a Family Survey that is required to be completed and returned. This survey determines our funding in order to continue receiving this grant.

You will receive a monthly menu in your child's backpack. Your child will be asked in the morning what he/she would like for lunch.

## **8. DOES MY CHILD HAVE TO REST?**

In a full day program, three and four year olds, by mandate, must have a 'Rest Time' in the daily schedule. Your child will have a personal mat with his/her name marked on it. Each mat will be stored separately and will be cleaned and disinfected weekly unless in contact with a bodily fluid- it will be cleaned and disinfected immediately.

Mats are vinyl, so for optimum comfort, students are permitted one small comfort item that will be returned to families for laundering. An example is a small blanket. Remember these items must fit into a small cubby, so please, no bulky comforters or pillows.

### **\*ANSWERS TO COMMON QUESTIONS ABOUT 'REST TIME':**

- Does my child have to sleep?

No, but your child will be required to stay quiet during this period out of respect for those children who do fall asleep.

- If my child doesn't sleep, could he look at a book or play with a toy?



We create an atmosphere in which children can fall asleep - a darkened room with soft, restful music. For the first month or two, while they are adjusting to this routine we will require that they stay on their mats for the entire period so they understand that 'rest time' is not play time. Children usually need time to "settle down", however, if it becomes apparent that certain children have difficulty resting after this adjustment period, they can quietly work with materials, as deemed appropriate by the classroom faculty and staff on their mat. Remember, it is important that your child learn to respect others' need for sleep.

## **9. WHAT MEASURES ARE TAKEN TO KEEP MY CHILD SAFE AND HEALTHY?**

### **SAFETY:**

Safety is a priority at our Pre-K. There is a security guard at each site. Doors are regularly monitored and remain locked at all times. Visitors are required to make an appointment, check in with our security guard upon arriving at the building and will be escorted to their destination.

Our students practice safety through fire drills, evacuation drills and other emergency drills as required by the Department of Education. During these drills, the Student Resource Officer (Keansburg Police Officer assigned to our school) and school personnel are present and oversee the drill and ensure student safety. In the event of a real emergency, our staff is well trained and ready to act.

Due to the current public health situation, extra caution must be adhered to prior to sending children to school. **At this time, face coverings are not mandated.** However, we will adhere to local, state and/or federal authorities as it relates to any public health emergency. Familiarize yourself with the Covid Protocols and follow the guidance. If your child has a fever of 100.4 or higher, **do not** send them to school. If you have given your child medication to reduce their fever within the last 24 hours, **do not** send your child to school. If your child is vomiting or has diarrhea **do not** send your child to school for 24 hours after their last episode.

### **HEALTH:**

We seek to maintain the highest health standards in our classroom.

- We follow district, local, state and/or federal guidance in regards to health matters.

- We wash hands regularly -upon entry to school, before and after meals, after sneezing, coughing or blowing noses, messy play, after touching our face, after toileting and at any other time an adult warrants it is necessary.
- We choose healthy foods.
- Tables and chairs are cleaned and disinfected often throughout the day using a two step process- a cleaning solution and a disinfecting solution.
- Toys and furniture are cleaned and disinfected using a rotating schedule or as deemed necessary by the classroom faculty and/or staff.

Often families ask when it is appropriate to keep their children at home. Our school nurse has identified the following guidelines for families:

- If your child has a temperature of 100.4 degrees or higher, has vomiting or diarrhea during the **previous 24 hours**, please **DO NOT send him/her to school**. Be sure your child's fever, vomiting or diarrhea is GONE for **24 hours** before he/she returns to school *without* fever reducing medicine.
- If your child is given an antibiotic, he/she should complete a full **24 hours** of medication before returning to school.
- ALL viruses (flu, stomach viruses and viral sore throats) are contagious and the child should stay home until he/she is fever-free and without significant symptoms.

**CURRENT emergency contact phone numbers** are essential and must be listed in case we are unable to reach the parent/guardian. **It is of paramount importance to the safety of our students that parent/guardian and emergency phone numbers are kept up to date during the school year in the Genesis Parent Portal. Please let us know of any changes immediately.**

#### Outdoor Play:

Fresh air and gross motor play are very important to a growing child. Everyday (weather permitting) your child will be outdoors.

During the warmer weather when jackets are not needed, we highly suggest sending your child to school wearing sunblock to prevent sunburn. Some students have a severe reaction to the sun. If your child needs additional application of sunscreen during school hours, please submit written permission and a doctor's order with the sunscreen of your preference to the school nurse. Additionally, all classes receive physical education with a gross motor specialist each and every day.



Shoes like sneakers with rubber soles are the best choice. Safety is our primary concern therefore children wearing flip-flops or sandals/shoes with high heels WILL NOT be permitted to join with their classmates during playground/gross motor activities.

## **10. WHAT IF MY CHILD NEEDS MEDICINE WHILE AT SCHOOL?**

If your child is on short-term medication, such as an antibiotic, please schedule the dosage so that he/she receives a morning dose at home and the remaining doses when he/she returns from school in the afternoon.

If under exceptional circumstances a child is required to take medication during school hours, the following procedures must be followed:

- Medication shall only be administered by the school nurse, or other authorized personnel, after all the following have been received:
  1. Written statement from parent giving permission.
  2. Written order from attending physician which shall include:
    - a. Child's name
    - b. Name of medication
    - c. Diagnosis
    - d. Dosage/frequency of dosage

Medication must be in its original container. Ask your pharmacist to divide your child's medication between two labeled containers...one for the home and one for school. The parents of the child shall assume responsibility for informing the school nurse of any change in the child's health or change of medication.

**Children are NOT permitted to bring their medication into school. All medication must be brought into school by an adult and delivered to the health office. Thank you for your cooperation.**

## **11. HOW ARE DISCIPLINE AND SOCIAL CONFLICTS HANDLED?**

- The ultimate goal of discipline is to help a child develop self-control.
- In the interest of safety and respect for others and materials, clear limits are stated to the children.
- If a child does not adhere to the limits set forth within the classroom, or on the playground, we use "I" statements. EX. "I am worried that someone will get hurt. It is unsafe to poke people with a paintbrush." If the child continues to

engage in unsafe behavior, we will respond by giving a choice: "You can paint with a brush, or you can pick another material to play with, like play dough."

- We strive to help the children to make positive decisions for themselves that will allow them to develop self-discipline and appropriate social skills
- We teach children to use their words to communicate what they want and how they feel.
- We do NOT teach children to hit back if someone hits them.

## **12. CAN MY CHILD BRING TOYS FROM HOME?**

At this time, students are permitted to bring toys from home at the discretion of the classroom faculty. Should the public health conditions change and warrant this to change, we will notify you in writing of these changes.

## **13. HOW CAN I PARTICIPATE IN THE PROGRAM?**

1. Family Participation begins at home. If you want to help your child to learn to read, the single most important thing you can do is to read to him/her **everyday**. Read alphabet books, picture books, chapter books that you continue over a period of time, poetry, nonsense rhymes - even articles from the newspaper if the article would be of interest to your child. **Be a reader and your child will be too.**
2. The following events are wonderful opportunities for you to be involved in your child's classroom: Orientation, Back to School Night and Family/Teacher Conferences and any individual classroom events that classroom teachers plan. If your family celebrates any special occasions or traditions, please inform your child's teacher so that we can all learn about it!
3. We would especially like to hear any other ideas you may have regarding ways you can participate. It is our goal to make the program the best it can be for your children!

## **14. WILL I HAVE AN OPPORTUNITY TO MEET WITH MY CHILD'S TEACHER?**

The Pre-K Teachers, and Paraprofessionals, reach out to families to schedule Home Visits. These visits are encouraged as a way for teachers and parents to build partnerships and allow students and families to see school staff as partners. **Given the current considerations, these visits may be done at an outdoor**



**venue using social distancing and/or with face coverings.** In addition, during home visits, parents/guardians are able to share their values and desires for their children. Partnerships between teachers and families are an integral part of student achievement.

Regular communication between families, school faculty and staff is integral to your child's educational success. Each teacher has a method of daily communication with families through a newsletter and/or virtual platform. Please read the information that is sent home in your child's **Orange Communication Folder** daily so you have up-to-date information; and can get a glimpse into your child's school day. If you have any questions or concerns, the first person to speak with is our child's teacher.

Pre- K Orientation, Back to School Night and Family/Teacher Conferences are all opportunities to develop a relationship with our faculty and staff. Formal school conferences are scheduled twice a year. Please refer to the Keansburg School District website for the most up to date information.

Parents/guardians are welcome to schedule conferences any time during the school year by contacting your child's teacher or by calling the school's Main Office at 732-787-2007.

## **15. WHAT SPECIAL SERVICES ARE MADE AVAILABLE IN THE PRE-K PROGRAM FOR CHILDREN?**

It is our goal to help each and every preschooler achieve their potential. Each child develops at his/her own pace. Each child learns a little bit differently. Most importantly, each child deserves the very best education. We are certain that your child will receive an individualized program in our Pre-K Program. To make sure this occurs, there are a variety of services available to children in need of specialized programs.

We have a Pre-K Intervention Team (PIRT) to support teachers in developing tailored educational programs for children with extraordinary needs. This team is composed of teachers, an administrator, a Master Teacher, the Pre-K Nurse, a Speech Therapist and a School Psychologist. Services can be offered through the Pre-K Intervention Team (PIRT) such as speech therapy, occupational therapy, physical therapy and counseling.

In the event that you have concerns regarding your child's development, your **first conversation is always with your child's teacher**. Your child's teacher is a professional that has been trained to work with young children in an educational setting. Most often, the classroom teacher can give you all the assistance that you need. We encourage you to form a partnership with your child's Pre-K teacher(s) so that problems can be solved together.

Members of the Pre-K Intervention Team (PIRT) can be reached by calling the main office @ 732-787-2007. Those members are listed below:

Bonnie Walling	Preschool Intervention & Referral Specialist
Deborah Silva	Preschool Nurse
Colleen Dubrow	Master Teacher
Gina Feeney	Master Teacher
Janice Carfi	Speech Therapist
Jessica Hansel	Speech Therapist
Anne Hazeldine	Principal
Leanne Wombough	LDTC/Child Study Team Liaison
John Panassidi	Occupational Therapist
Christine McCaffrey	Physical Therapist

## **16. HOW WILL I KNOW IF SCHOOL IS CLOSED DUE TO WEATHER RELATED CONDITIONS?**

The Keansburg School District notifies families of delayed openings, early dismissal and closures via phone blasts, social media posting, updated information on the district webpage ([www.keansburg.k12.nj.us](http://www.keansburg.k12.nj.us)) and notifying local news outlets. Keeping updated contact information on file is important.

The following information will assist you in determining if the Keansburg School District will have a change in schedule due to inclement weather:

- Delayed Opening: Pre-K will open at 9:45 am
- One Session Dismissals: Pre-K will dismiss at 12:15 pm
- Schools closed: Closing, early dismissals and delayed openings of school because of inclement weather or other severe emergencies will be announced on the following radio and/or television stations, and social media outlets:
  - FM 94.3 (The Point)
  - FM 101.5
  - WCBS (Channel 2)
  - WNBC (Channel 4)



- Fox 5
- WABC (Channel 7)
- News 12
- [www.facebook.com](https://www.facebook.com) (Keyword: Keansburg School District)
- [www.twitter.com](https://www.twitter.com) (Keansburg SD@KBURGSchools)

## **DISTRICT POLICIES AND INFORMATION**

### **ATTENDANCE POLICIES AND PROCEDURES FOR THE PRE-K PROGRAM**

According to District Policy, a parent/guardian must call the Pre-K office on the first day of their child's absence to provide the school with the reason and length of absence. In addition, parents/guardians are required to send in a note/doctor note following any absence from school if the absence is due to illness. Physician's notes will only be considered by the district, if handed in within 5 business days of the absence. If there will be a disruption in your child's routine, please notify the office in advance for proper attendance reporting. You can contact us at the Keansburg Early Learning Center Main Office 732-787-2007.

On the third (3) consecutive day of a child's absence, school personnel may phone home to check on the progress of the child's recovery. *School personnel will routinely try to contact families both by phone and home visit if students are absent regularly with no notice from families.* A parent/guardian conference will be requested to create an attendance plan to improve school attendance if chronic absenteeism occurs with no notifications. Communication is key to our relationship working under this heightened health situation.

**Upon your tenth (10) consecutive absence without notification to the school, your child will be deregistered, and will no longer be a student in the Keansburg School District. Attendance is taken daily.**

\*We encourage families to take vacation during times that students are already scheduled off from school. If your family does take an extended vacation, please notify the office in writing at least a week in advance for proper attendance reporting. Failure to do so may result in your child being

deregistered from our program, should your child exceed the ten consecutive absences as indicated above.

### **COURTESY BUS POLICY FOR THE PRE-K PROGRAM**

All Pre-K students are entitled to courtesy busing to and from school.

Busing is subject to the following regulations:

1. An adult must be present at the bus stop when a preschool student is picked up and dropped off. Children will be returned to our school's Main Office if an adult is not present at the bus stop and bus privileges may be revoked at any time for failure to adhere to any bus policies or procedures.
2. Children are expected to remain quietly in their seats during the bus route. Children are expected to follow the directives of the bus driver and the bus aide. Children that are consistently disruptive or refuse to stay safely in their seat, buckled in, may have their bus privileges revoked at any time.
3. If a family member fails to meet their child at the bus stop, a warning letter is sent to the family for the first offense.
4. If a family member receives a letter for their second offense, they will immediately be removed from the bus for two weeks. The child's parent/guardian must then contact Mrs. Anne Hazeldine, Principal of Early Childhood, immediately to set up a conference appointment. Bus privileges will be revoked until the Principal meets with the family member. At the conference, we will create a plan to ensure that students are picked up from the bus moving forward. In addition, the family member will commit to meeting the bus at the scheduled time.
5. If there is a third offense, the student will be permanently removed from the bus for the remainder of the school year.



# WHEN IS SICK TOO SICK FOR SCHOOL?

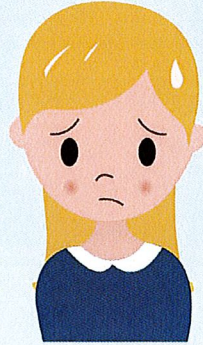


## Send me to school if...

I have a runny nose or just a little cough, but no other symptoms.

I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.

I haven't thrown up or had any diarrhea for 24 hours.



## Keep me at home if...

I have a temperature higher than 100 degrees even after taking medicine.

I'm throwing up or have diarrhea.

My eyes are pink and crusty.



## Call the doctor if...

I have a temperature higher than 100 degrees for more than two days.

I've been throwing up or have diarrhea for more than two days.

I've had the sniffles for more than a week, and they aren't getting better.

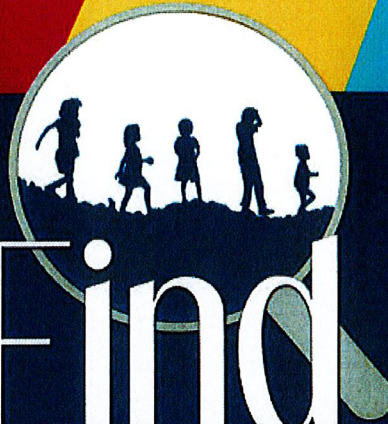
I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).



Adapted with permission from Baltimore City Public Schools.



# Project Child Find



A Free Referral Service

**1-800-322-8174**

All Calls Are Confidential | Toll-Free

Do you have concerns about your  
child's development? **Call us!**



For more information about  
Special Education in NJ visit  
[www.nj.gov/education/specialed](http://www.nj.gov/education/specialed)

*For children ages Birth through 2 years  
Contact the New Jersey Early Intervention System*

**888-653-4463**



Project Child Find was established by the New Jersey Department of Education  
through I.D.E.A., Part B funds from the U.S. Department of Education



# Proyecto Child Find

Un servicio gratuito de referidos

**1-800-322-8174**

Todas las llamadas son confidenciales | Sin cargo

¿Le preocupa el desarrollo  
de su hijo? ¡**Llámenos!**



Para obtener más información  
sobre la educación especial  
en Nueva Jersey, visite

[www.nj.gov/education/specialed](http://www.nj.gov/education/specialed)

*Para niños desde el nacimiento hasta los 2 años  
Comuníquese con el Sistema de Intervención  
Temprana de Nueva Jersey*

**888-653-4463**



El Proyecto Child Find (servicio de evaluación infantil) fue establecido por el Departamento de Educación de Nueva Jersey a través de fondos del Departamento de Educación de los EE. UU. en virtud de la Parte B de la ley I.D.E.A.