

**Keansburg Pre-Kindergarten**  
**FAMILY HANDBOOK**  
**2019-2020**



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Port Monmouth Road Pre-K Site: ext. 5721  
Caruso Pre-K Site: ext. 5821  
[www.keansburg.k12.nj.us/pmr](http://www.keansburg.k12.nj.us/pmr)

# 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 learn in a HighScope classroom. Know that we are always available to discuss any concerns you may have on any subject. We will make you aware of additional information, if necessary.

All of the teachers at Keansburg Pre-K follow the HighScope 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.

Appropriate Keansburg Public Schools:

Port Monmouth Road Preschool (Pre-K) - 732-787-2007 ext. 5400

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 ex 3300

# KEANSBURG SCHOOL DISTRICT ENTRY PROTOCOL

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

PLEASE NOTE THE FOLLOWING:

- No visitors are to enter the building with students during arrival. ALL visitors to our schools should have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day.)
- At the buzzer, it is expected that ALL visitors will state the purpose of their visit and/or specify with whom they have the appointment.
- ALL visitors are required to show photo identification prior to being buzzed into the building.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the Main Office immediately upon entry.
- Visitors will be required to show photo identification, and sign in to obtain a visitor's pass.
- It is imperative that visitors DO NOT hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If you must drop off an item for a student (lunch, homework, etc.) you will be directed to deposit that item in a bin outside the main entry. Entry into the school is not permitted.
- If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency call the office to notify the school.
- Front office secretaries will be 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.

We know that this protocol is stringent and may inconvenience our visitors who are, as always, welcome in our schools. The safety of our students and staff must remain our 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 District School Safety Specialist Mr. George Hoff at 732-787-2007 x 2450 or [ghoff@keansburg.k12.nj.us](mailto:ghoff@keansburg.k12.nj.us)

Mr. Hoff 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.

**One Session days (half days): Pre K dismisses at 12:15 pm**

School will be **dismissed** on a One Session Day schedule on the following dates:

Sept. 4, 5, 6, 16	Oct. 11, 31	Nov. 5, 27
Dec. 9, 10, 11, 12, 13, 20	Jan. 17, 31	Feb 12
March 13, 16, 17, 18, 19, 20	April 9, 27 - 30	May 1, 8, 22
June 15, 16, 17, 18, 19		

**District-Wide Professional Development Days:**  
**Schools closed**

Schools will be **closed** for Professional Development on **JUNE 5, 2020**

**District-Wide Schools closed on the following dates:**

**October 14: Columbus Day**

**November 6 - 11: Fall recess, NJEA Convention, Veteran's Day**

**November 28-29: Thanksgiving**

**December 23 - January 1: Winter Vacation**

**January 20: M.L. King Birthday**

**February 13 - 17: Presidents' Birthdays; Winter recess**

**April 10 - 17: Spring Recess**

**May 25: Memorial Day**

## **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, pouring drinks, 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. Children that attend our program regularly have greater success in Kindergarten.

We expect families to call the Pre-K office if your child is sick. The phone numbers are: 732-787-2007; ext. 5821 for Caruso Pre-K / ext. 5721 for Port Monmouth Road Pre-K.

We expect families to bring their children to school on time. We start promptly at **8:15am**. 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.

**PLEASE NOTE DISMISSAL TIME FOR 2019 - 2020 SCHOOL YEAR:**

Regular dismissal time is now **2:15pm**. (Early dismissal time is **12:15pm**.)

We expect families to be involved in the education of their children. There are many activities that are offered both during the day and in the evening. 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.

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

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

Your child needs to have extra clothing stored at school (pants, shirt, underwear, socks ) in the event of a spill or an accident.

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 remember to return an extra set of clothing as soon as possible - preferably the NEXT day.**



Please send in new clothing, periodically, according to the following schedule, so that the clothing is appropriate for the season and the articles fit your growing child:

**September / December / March / May**

#### **4. WHY DOES MY CHILD HAVE A FOLDER?**

Your child has been given a folder that has his/her personal symbol or letter link and name.

The purpose of the folder is to provide a safe means to communicate and transport important notices, lunch menus, notes from home, etc.

The folder will go home with your child even if there is no correspondence in it. Please feel free to place any notes, money\* or other correspondence you may want to send to the teacher in this folder.

Please send the folder to school EVERY DAY. Missing folders make it more difficult for us to manage our notices.

Please take care of these folders. Children take ownership of their folders, and are disappointed when all their classmates have folders in class and they do not.

##### **\*IMPORTANT NOTE:**

When sending MONEY, please insert it into an envelope, and label it with:

- 1.) Your child's name
- 2.) The amount enclosed
- 3.) What is the money for - "Book order", "Plant/cupcake sale", etc.

When multiple children hand us money in the morning, it is not only confusing, but time-consuming. We must log how much each child has brought and what it is for. At arrival, our attentions need to be elsewhere - greeting children and families and preparing for breakfast. Thank you for marking any money you

send in to school appropriately. This saves us confusion when record keeping, helps us to keep track of whose money belongs to whom, and helps ensure your money is spent on what you intended.

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

The Pre-K program offers courtesy busing to all Pre-K students. We encourage families to participate in the courtesy busing system.

- **The Port Monmouth Road Pre-K Site** shares the parking lot with the Keansburg High School, making this a heavily trafficked area for our youngest students. All numbered spaces are reserved for school staff members. School starts promptly at 8:15 am. After 8:15 am please report to the Main Office in **Room 6** to sign your child in late. Security will bring your child safely to his/her classroom. **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 FAMILIES THAT ARE WALKING.**

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- Parking at the **Caruso Pre-K Site** is always anticipated to be a heavily trafficked area due to the arrival of the Joseph C. Caruso School students and staff. For safety's sake, please remember NOT to park in the middle of any road adjacent to the Caruso Elementary School, Caruso Pre-K modulars or block residential driveways.

Students in Classrooms **1, 2, 4 & 7** can easily gain access to their classroom exterior doors from the gate on *Frances Place*. Students in Classrooms **8, 9, 10 & 11** can easily gain access to their classroom exterior doors from the gate on *Manning Place*. **The FRONT gate is used for unloading and loading of the bus students ONLY.** All others are asked to report directly to their classroom doors using the side gates indicated above.

School starts promptly at 8:15 am. After 8:15 am please report to the office to sign your child in late. Security will bring your child safely to his/her classroom.

Students will be released only to adults listed on the child dismissal form. 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 on the dismissal sheet as the year progresses. Please inform those on the sheet 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 (8:15 a.m.) you must sign your child in at the office. All visitors to our schools must have an appointment and must show ID to enter the building. Please call ext. 5721 for Port or ext. 5821 for Caruso Pre-K. If a student arrives after 10:00 a.m. a doctor's note is requested. Our security guard will take your child safely to class so not to disrupt the class routine. We appreciate your cooperation.

If you must pick your child up prior to the end of the school day, please go to the main office to sign your child out for the day. Please send a note in to inform your child's teacher and the office staff if you are picking your child up early.

**\*\*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. If your child is late everyday, he/she will most likely miss Greeting Time, an important time of the day during which much learning occurs. 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 every morning.

### **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.**

Students may bring a lunch to school or utilize our school meal program. There will not be a lunch application, however there is a Family Survey that is required to be completed and returned.

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

\*If you choose to send in breakfast and lunch foods for your child, please mark the breakfast with a "B" and lunch with an "L". Your child can learn that these letters stand for "breakfast" and "lunch." It makes it easier for them to discriminate between the two meals.

## **8. WHAT ABOUT BIRTHDAYS?**

We are open to different ways to celebrate your child's birthday, as long as they are simple and meaningful.

You may send in special treats for birthdays. We ask that you are respectful of any students with potentially life-threatening allergies. You will be notified when school starts if this affects your child's classroom.

Sending in treats is not the only way to celebrate a birthday:

- Loved ones may come to school and read their child's favorite story.
- Loved ones may come to school and do an art project with the class.
- Loved ones may put together a photo story of the child's life and share.

Please give us ample notice of your plans so that we may work them into our daily schedule.

Summer birthdays will be celebrated by the teaching staff. Please discuss with your child's teacher when these celebrations will occur.

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

In a full day program, three and four year olds, by law, must have a 'Rest Time' in the daily schedule. Your child will have a personal mat with his/her name marked on it.

Mats are vinyl, so for optimum comfort, please provide a crib sheet to cover it, a small blanket (e.g. receiving blankets) and/or a small pillow (travel size).

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 rest?

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 - 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 a 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 look at books on their mat. Remember, it is important that your child learn to respect others' need for sleep.

## **10. 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 and check in with our security guard upon entering the building, and are escorted to their destination.

Our students practice safety through fire drills, evacuation drills and other emergency drills twice monthly. During these drills, the Student Resource Officer 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.

### **HEALTHY:**

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

- We wash hands regularly - before and after meals, after sneezing, coughing or blowing noses, messy play, etc.
- We choose healthful foods
- Tables and chairs are cleaned and disinfected often throughout the day
- Toys and furniture are washed as needed and on a rotating schedule regularly.

Often families ask when is it 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 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.* Forms are given at the beginning of the school year and periodically throughout the year. Please return these forms promptly. **Please let us know of any changes immediately.**

Fresh air and gross motor play are very important to a growing child. Everyday (weather permitting) your child will be outdoors running, jumping and climbing on the playground. *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.

Preschoolers should wear shoes that are appropriate for active play. Shoes 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.*

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

If your child is on a 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.**

## **12. 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 the 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
- Children are guided and encouraged to solve social conflicts on their own. HighScope, our curriculum, uses consistent problem solving steps to teach children how to solve their problems on their own. The adult *approaches calmly, acknowledges the feelings* of the children, *gathers information* as to what has occurred and *re-states the problem*. Once the problem has been described, the teacher *asks the children for ideas* to try together and the group *chooses one to act upon*. The teacher *stays in close proximity to the group to support them* in following through with their plan.
- 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.

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

In general\*, we prefer that children DO NOT bring toys from home for the following reasons:



- Our classroom is well-stocked with toys and materials selected to provide specific key experiences. It is truly unnecessary to bring toys from home.
- Toys from home can get broken due to use by many children. When children bring toys from home, it also causes disruption to classroom routines because other children want to play with the special toy.

**\*\*IMPORTANT NOTE:**

On occasion, we may ask children to bring a specific item or toy from home, if it helps us to support an interest the children have in class. At those times, we will notify you with a note, requesting the item

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

1. PARENTS/GUARDIANS ARE ALWAYS WELCOME IN OUR CLASSROOMS. We ENCOURAGE family participation. Please be sure to make arrangements with your child's teacher first if you would like to schedule a classroom visit. Due to updated safety procedures, all visitors must have an appointment, sign-in at the security desk and have a valid photo identification on their person during the time of the visit.
2. If you have a special talent to share - painting, music, sewing, woodworking, cooking ~ anything - please feel free to speak with your child's teacher about working it into their program.
3. Inevitably, there will be special events, such as celebrations, field trips, and family picnics to which you will be invited. On occasion, your child's teacher may request volunteers for special projects.
4. You may also participate by volunteering in your child's classroom, working on PTA projects or participating in fundraising.
5. Family Fun Nights are held throughout the year. These fun-filled evenings provide parents and children with an opportunity to "play" together within a central theme. We encourage ALL families to participate.
6. 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.
7. 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!

## **15. 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. Home Visits allow teachers to see children in their homes where they are the most comfortable, and to learn about the things they particularly enjoy. 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.

Formal school conferences are scheduled twice a year. Those dates are scheduled for:

**PLEASE REMEMBER THESE DATES ARE ONE SESSION DAYS - 12:15 pm DISMISSAL**

**For PRE-K ONLY**

**December 9, 2019 - Afternoon conferences 12:45 pm - 2:30 pm**

**December 10, 2019 - PMRS Evening conferences 6:30 pm - 8 pm**

**December 11, 2019 - CARUSO Evening Conferences 6:30 pm - 8 pm**

**December 12, 2019 - Evening Conferences 6:30 pm - 8 pm**

**March 16 & 17, 2020 - Afternoon conferences 12:45 pm - 2:30 pm**

**March 18 & 19, 2019 - CARUSO Evening conferences 6:30 pm - 8 pm**

Parents/guardians are welcome to schedule conferences at other times during the school year by contacting your child's teacher by note or by calling the school's Main Office at 732-787-2007 ext.5721 for Port Monmouth Road Pre-K or 732-787-2007 ext. 5821 for Caruso Pre-K.

## **16. 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 that occurs, there are a variety of services available to children in need of specialized programs.

We have a Pre-K Intervention Team to support teachers in developing tailored educational programs for children with extraordinary needs. This team is comprised 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 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. 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.

Members of the Pre-K Intervention Team can be reached by calling the main office @ 732-787-2007 ext. 5400. Those members are listed below:

Deborah Silva	Pre-K Nurse-Caruso	ext. 5870
To be determined	Pre-K Nurse-PMR	ext. 5770
Bonnie Walling	Pre-K School Psychologist	ext. 5827
Colleen Dubrow	Master Teacher	ext. 5834
Gina Feeney	Master Teacher	ext. 5725
Janice Carfi	Speech Therapist	ext. 5835
Jessica Hansel	Speech Therapist	ext. 5727
Anne Hazeldine	Supervisor	ext. 5820
John Panassidi	Occupational Therapist	ext. 5400
Roni Pluskalowski	Physical Therapist	ext. 5400
Heidi Wiczerczak	CST Liaison - Caruso Pre-K	ext. 5832
Lauren Feinstein	CST Liaison - PMRS Pre-K	ext. 5770

## **17. 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 (Keansburg.K12.nj.us) and notifying local news outlets.

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 9:30 am
- Early Dismissals: Pre-K will dismiss at 12:15 pm (both sites)
- 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](http://www.facebook.com) (Keyword: Keansburg School District)
  - [www.twitter.com](http://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. If there will be a disruption in your child's routine, please notify the office in advance for proper attendance reporting. The PreK office numbers to reach are as follows:

- Port Monmouth Road Pre-K: (732) 787-2007 ext. 5721
- Caruso Pre-K: (732) 787-2007 ext. 5821

On the third (3) consecutive day of a child's absence, the child's teacher may phone home to check on the progress of the child's recovery. **School personnel will routinely try to contact families if students are absent regularly, as chronic absenteeism directly negatively impacts school success.** A parent/guardian conference will be requested to create an attendance plan to improve school attendance.

**PLEASE BE ADVISED STUDENTS ARE NOT PERMITTED TO ATTEND EVENING ACTIVITIES IF THEY HAVE BEEN ABSENT FROM SCHOOL THE DAY THE EVENT OCCURS. THIS IS A DISTRICT WIDE POLICY.**

**Upon your tenth (10) consecutive absence without notification to the school, your child will be de-registered, and will no longer be a student in the Keansburg School District.**

\*If your family will be leaving for vacation, please notify the office with a note at least a week in advance for proper attendance reporting.

# 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.



Adapted with permission from Baltimore City Public Schools.



## 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).

## COURTESY BUS POLICY FOR THE PRE-K PROGRAM

All Pre-K students are entitled to Courtesy Busing to and from school.

Busing is provided as a courtesy and 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 school if an adult is not present at the bus stop.*
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.
- 3. If a family member fails to meet their child at the bus, 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 the Supervisor of Early Childhood Education immediately to set up a conference appointment. Bus privileges will be revoked until the Supervisor 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 offence, the student will be permanently removed from the bus for the remainder of the school year.