

2018-2019

PARENT HANDBOOK



Audubon Preschool

2 Road C, Audubon Park, NJ 08106

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EQUAL OPPORTUNITY EMPLOYER

The Audubon School District is an equal Opportunity Employer

MISSION STATEMENT

In partnership with students, families and communities, the Audubon Public Schools will educate all students by providing motivating and challenging learning experiences embedded in technology that prepare them to achieve the NJ Curriculum Standards at all grade levels, in a safe setting of mutual respect in order to develop ethical, productive citizens who will contribute to the local and global community.

BOARD OF EDUCATION AUDUBON SCHOOL DISTRICT

Marianne Brown, President

Allison Cox, Vice President

James Blumenstein

Joseph Ryan

Pam Chiaradia

Nancy Shiavo

Ammie Davis

G. Ed Simpson

Gina Osinski

Jeff Whitman

BOARD OF EDUCATION MEETINGS

Meetings are held on the 3rd Wednesday of each month/ 7:30PM

Audubon High School Library

ADMINISTRATION

Mr. Robert Goldschmidt—Interim Superintendent

547-7695 ext. 4102

Mr. Robert Delengowski—Business Administrator/ Board Secretary

547-7695 ext. 4104

Mrs. Adrienne McManis—Principal—Haviland Avenue School/ PreK to Grade 2

546-4922

Noelle Bissinger—CST Coordinator

547-7695 ext.4223

Mrs. Lauren Dougherty—Nurse/ Preschool Manager

609-922-8639

Ms. Cherie McNellis—Teacher

Ms. Haley Carbone--Teacher

PRESCHOOL TIMES

Regular Day:

Morning Session 8:20-10:50 AM
Afternoon Session 11:50-2:20 PM

Early Dismissal Day:

Morning Session 8:20-10:10 AM
Afternoon Session 10:30-12:20 PM

*The half day program is in accordance with State Guidelines and requirements.

**In the event of inclement weather and morning delay, The AM session will be canceled.

*** **No makeup days or refunds for weather closing.**

EMERGENCY CLOSING #618

Please tune to KYW radio station listing school closings. Every attempt will be made to notify the station by 6:30AM the morning of the closing.

If an emergency arises during the day that necessitates sending children home early, it is important that parents plan for emergency pick up and review those arrangements with the children.

ENTRANCE POLICY

A child must be 3 years of age and potty trained on or before October 1st to be admitted to Preschool.

REGISTRATION OF CHILDREN

New student registration is held at Audubon High School. Please call Mrs. Joan Jackson for an appointment at 856-547-7695 ext. 4122.

The following information must be presented prior to a child entering school:

1. Birth Certificate
2. Complete immunization record
3. Physical

Parents are to notify the school immediately of change of address, phone number or emergency arrangements. **AM/PM preference will be considered, but cannot be guaranteed.

TUITION

Tuition is \$270.00 per month for ten months—September through June. During registration, a \$100.00, non-refundable registration fee is required. This registration fee is credited toward the first month's tuition. All monthly tuition payments are due by the 15th day of the previous month.

PLEASE NOTE: If payment is not received by the 30th of the preceding month, the student will not be excluded from attending the preschool program immediately. There is no reimbursement/refund for disenrollment.

TUITION PAYMENTS can be made several ways:

- Pay by check made payable to the Audubon Board of Education (please note Account #1654 on your check). Payment can be brought directly to the Preschool office.
- Payment can be made online at www.pay4schoolstuff.com with a credit/debit card.
- Pay by credit/debit card at Audubon High school.
 - Please note that a convenience charge will apply to both online and in person credit/debit card payments.

ATTENDANCE AND LATENESS

Parents must accompany students to the building. For those arriving late, parents must sign in at the Nurse's office. Regular attendance is expected. If a child will be absent, the parent must call the school at (609) 922-8639 before the session begins for the day. Continued enrollment is contingent upon parents (guardian or emergency contact) and child's adherence to the policies as outlined in the handbook including, but not limited to timely payment of tuition.

DRESS CODE

Proper attire is an important part of the school program. Children are engaged in various activities during the course of the school day. Some of these activities can be messy or athletic in nature. Children are required to be dressed in reasonably appropriate, comfortable clothing.

NO overalls or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

NO flip flops, open backed or open toed shoes. Sneakers are best for the preschool day. Please LABEL everything with your child's name.

DROP OFF/ PICK UP PROCEDURES

Parents walking or driving students to school should park and walk the child into the building to line up outside the classroom door. Latecomers must sign students in the office.

At dismissal, parents should assemble outside the school entrance. The teacher/aide will hand students off to the designated adult. If someone other than you is to pick up your child from school, you **MUST** write a note in advance to let the teacher know. In case of emergency, a phone call to the office will suffice.

****PLEASE NOTE:** There is one-way traffic in and out of the school parking lot. Please follow the signage.

HEALTH

FIRST AID AND ILLNESS DURING THE SCHOOL DAY

If a child becomes ill during the school day, he/she will receive first aid and will be kept at school until the parent can come to take him/her home. In case of minor injuries, first aid will be administered. If a serious accident occurs, parents will be notified immediately. **It is important for the school to have emergency numbers to call when parents are not available.**

For the protection of all children in the school, no child should be sent to school in the morning if he/she has been ill during the night or shows symptoms of illness in the morning. Sending a child to school when he/she feels ill may delay his/her own recovery or spread infection to other children.

COMMUNICABLE DISEASES

In order to protect the health of the students in our schools, all regulations of the State Dept. of Education, the State Dept. of Health, and the local Board of Health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Students who have been absent because of contagious or infectious diseases/conditions must present a certificate of recovery from a licensed physician.

Students who are absent 5 or more consecutive days due to illness will be required to provide a doctor's note to return to school. Exceptions: Chicken Pox and Fifth's Disease do not require a note.

EXCLUSIONS FOR HEALTH REASONS

A pupil may be excluded from school when his/her conditions endangers the health of his/her classmates or has suspected symptoms that indicate a serious infection or illness. The parents will be notified of these conditions.

MEDICATIONS

1. The school nurse is available to administer medication during school hours. New Jersey Administrative code 6A:16-1.4 states that only the school nurse may administer medication in school. In the nurse's absence, the medication will not be administered. If the student misses a dose that he/she is scheduled to take before school, the parent will be contacted to administer the medication.
2. All medications must be prescribed by a physician in order to be administered in school. This applies to "over the counter" medications as well as prescription medications.
3. Medications must be kept secured and locked in the nurse's office.
4. The medication must be in the original container, labeled with the child's name, the name of the medication, time of administration and the doctor's name.
5. The medication must be accompanied by:
 - a. Consent form completed by the parent/guardian.
 - b. A written order from a physician is required for both prescription and non prescription medicine.
6. In the nurse's absence, the parent/guardian or a designated family member assumes responsibility for the administration of the medication.
7. The school nurse will maintain proper records or documentation of any medications administered at school.

STUDENT ACCIDENT INSURANCE

The Audubon Board of Education has purchased Student Accident Insurance for all students. This year the student accident policy will be administered through the Monarch Management Company. As with all insurance policies there may be certain exclusions and limitations. It is your responsibility to work with the insurance company to determine if any exclusions or limitations may exist with regard to your child's specific situation. Additionally, this student accident policy is secondary coverage to your health insurance policy. In the event you do not have health insurance this student accident policy becomes primary coverage, subject to any exclusions and limitations as referenced above.

You also have the option to purchase supplemental coverage through the student accident policy. Please refer to the attached or check out the coverage offered on-line at

www.mmc-ins.com.

VISITORS

To insure maximum safety for the children in our schools, all visitors are required to report directly to the school office, sign in, and obtain a visitor's badge. All doors will remain locked during the school day. Visitors must ring to be admitted to the school.

DISCIPLINE POLICY

Biting, hitting/ aggressive behaviors (for those non-classified students) will not be tolerated.

For a first and second offense, a warning will be given and the parent contacted. By the third offense, the parent will meet with the teacher and principal to discuss the behavior and outline a behavior plan. After two weeks of the plan implementation, should the negative behavior continue, the student will be dismissed from the program.

ROLE OF PARENTS

Parents can help the school by:

- Seeing to it that children are dressed simply, neatly, and suitably in accordance with the weather and school dress code.
- Checking with school for lost articles. Many articles are left unclaimed
- Helping to instill in their children habits of obedience and respect for authority
- Seeing to it that children do not bring dangerous or distracting toys to school
- Remembering that friends and relatives may not visit with children in the classroom
- Becoming a member of the PTA

PARENT CONFERENCES

Conferences may be held at the request of either the teacher or parent as the need arises. Parents should contact the school office or the teacher in advance whenever a conference for any reason is desired.

This method of direct contact between home and school is most beneficial in analyzing and understanding the child's progress and development.

Discussions of personal problems should be reserved for individual conferences and not attempted at public meetings called for other purposes.

CLASS PARTIES

All parties conducted in school must be cleared and arranged with the classroom teacher and the building principal.

NUTRITIONAL GUIDELINES

According to Public Law, Chapter 45, foods with minimal nutritional value cannot be served, sold or given away on school property at any time before the end of the school day. These foods include: **Soda, Water Ice, Chewing gum Certain candies (hard candy, gummy bears, marshmallows. Fondant, licorice, candy coated popcorn, and food and beverage listing sugar as the first ingredient.**

FIELD TRIPS

Students will have the opportunity to participate in field trips during the school year.

Prior to participating in a field trip, all students must provide the school with a permission slip signed by a parent and a check for the cost of admission. In most cases, parent chaperones will be responsible for the cost of the field trip.

Admission of medication during field trips:

Medication will not be administered on field trips unless the school nurse, a Board approved substitute school nurse, a parent/guardian, or designated family member is present. If a dosage of the prescription medicine is to be missed due to a field trip, a physician's note stating that the dose may be missed is required.

It will be expected that all students going on field trips exhibit, without exception, appropriate behavior and follow the rules, procedures and directions of the teacher and chaperones. The Administration reserves the right to exclude students from field trips who have demonstrated a history of unacceptable behavior and poor self-control. Field trips are a privilege, not a right. Continued misbehavior may result in suspension of this privilege.

PARENT TEACHER ASSOCIATION (PTA)

The School PTA meets regularly throughout the school year and is a line of communication between school and home. Parents can become better informed by attending PTA Meetings as well as other programs planned by the school. Membership and participation in PTA activities help strengthen the relationship between home and school.

HAVILAND AVENUE PTA

President—Rachel Negro

Vice President—Laura Reddy

Treasurer—Mary Polizzi

Recording Secretary—Angel D’Achille

Corresponding Secretary— Courtney Santore

PTA Meetings are held the last Tuesday of each month during the school year except December and June. All meetings take place at the Haviland Avenue School.

FIRE DRILLS / CRISIS DRILLS

Schools must, by law, conduct fire drills and crisis drills each month. Students should pay careful attention to the directions of their teacher during fire drills.

Also, as part of the district’s mission statement, elementary schools will practice appropriate procedures to be followed in the event of a crisis. This will possibly include evacuation of the facilities.