



Lester C. Noecker School
Integrated Preschool Program
Family Handbook

2021- 2022

Family Handbook Outline

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About Us:

Welcome to Lester C. Noecker School's Preschool Program:

This is an exciting period for both you and your child. We are looking forward to providing your child with a nurturing and caring environment that promotes learning and growth.



Mission Statement:

Lester C. Noecker's Integrated Preschool Program is an inclusive preschool program open to all Roseland residents where all types of learners are welcomed. The program combines developmentally appropriate practices and a parent/teacher team approach to learning as we, together, prepare the children for learning.

Philosophy:

The Noecker Preschool Program is designed to integrate children with and without disabilities in a structured child-centered setting. The goal is to prepare the children to become self-motivated and self-directed learners. Directed exploration and purposeful play are the practice grounds for skill development and social interaction. It is through stimulating activities that a child develops a curiosity and interest in his/her world, lifelong friendships, and skills for interaction and problem solving.

Rates of development and abilities vary from child to child. The teachers are aware of each child's developmental level so they modify tasks that will meet his/her individual needs and interests. The preschool program will be enhanced by the parent component. Effective partnership between the school and home is essential to the growth and development of the children in the class. Opportunities for family involvement will be provided and encouraged.

Hours of Operation:

The morning session is from 9:00 am - 11:30 am and the afternoon session is from 12:30 pm - 3:00 pm.

Open House and Registration:

The Preschool Program is open to all Roseland residents whose children will be 3 or 4 by October 1st. An Open House (for parents only) is held in January. The Open House will be posted on the school district's website. Applications and a \$100 non-refundable deposit made payable to the Roseland Board of Education is accepted in late January and early February. A lottery is held, if needed, and placement is made once registration materials have been submitted.

Parents are required to complete and sign the following registration forms:

1. Registration packet
2. Tuition agreement
3. Emergency medical form
4. Child's medical history and immunization record with physician's signature



Staffing:

The teaching staff consists of a dual certified teacher and 2-3 classroom aides. The classroom aides work closely with the teacher to provide the needed support and encouragement for all students.

Communication and Family Partnership:

School News-Updates, notices about upcoming activities, and other information on topics of interest will be sent home weekly in the Wednesday red folder.



Classroom Communication - Classroom communication happens weekly. We use a classroom app to send pictures of student work completed throughout the week. It also showcases the themes/units being worked on, academic skills, crafts in progress, and stories read. Classroom and school announcements are sent via student folders and reminders through the app.

Email-A parent contact sheet is completed which includes an email address that you review regularly so that invitations, school updates, and party information can be provided.

Back-to-School or Program Information Night- Back-to-School night is held every September to present and discuss curriculum, classroom activities, and program procedures. General questions about the program and parent involvement will also be addressed.

Parent-Teacher Conferences- Parent-Teacher conferences are scheduled for November as well as in the spring. Conferences are held in person; however, a phone conference can be arranged. Additional meetings can be scheduled upon parent request.

Progress Reports-A report card will be issued in December, March, and in June.



Parent Questionnaire- A parent questionnaire is emailed home in August and should be completed and returned to the teacher. It provides the teacher with needed background information about your child so she can effectively plan educational experiences.

Family Involvement- Opportunities for family involvement will be provided and are encouraged.

Publicity:

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity. Please complete a photo/publicity release form.

Curricula and Learning:

Curriculum and Daily Routine:

The Noecker Preschool Program adheres to the New Jersey Preschool Teaching and Learning Standards. The preschool curriculum has been planned to stimulate the child's intellect and imagination so that he/she will develop his/her own powers of thinking. Learning takes place through interaction with the environment, therefore an exciting and enriched environment will be provided. Many hands-on and interactive activities and games will be developed and utilized each week. The activities will enhance the unit of study and encourage the children to make predictions, record their observations and draw conclusions.

The preschoolers will be involved in a language rich environment; whereby pre-reading and pre-writing skills are introduced and developed. The children will be reading and interacting with many types of picture books, magazines and other reading materials; both fiction and nonfiction. Letter names and letter sounds will be introduced along with developing longer, more detailed sentences to describe an action or experience.



The children will also focus on early math and number skills. The children will engage in counting and comparing amounts based upon weight, length and total number. The children will also be encouraged to use new math terms and other new vocabulary words.

The children will be learning new concepts and skills and will have the opportunity to practice what they learn through a variety of activities. The learning will be meaningful, the concepts will be internalized, and the children will be able to apply what they have learned to new situations.

Preschool Classroom Daily Routine:

Arrival - Children learn to take off outer wear and put belongings in their cubby.

Circle and Story time - Activities include: using technology to take attendance, sing, review calendar and weather concepts, count, and review before and after when using the daily schedule. A morning meeting group activity is completed to build our community and build students ability to follow oral directions.



Work or Center time - Children are actively learning by selecting activities from art, science, blocks, books, dramatic play, language arts, and other center based activities. During this time, some children will participate in small group instruction (described below).

Small group instruction- Children are gathered into small groups to develop cognitive and language skills through structured lessons which incorporate key learning experiences.

Clean up time - Each child helps clean up his/her area.

Bathroom and snack - Children use the toilet and wash hands before eating. During snack time children learn good eating habits, manners and practice communication skills. Children are responsible for cleaning their snack area.

Large Muscle Activity - Large muscle activities include items such as jumping, marching, and climbing which provides the children with the opportunity to learn body awareness and muscle coordination.



Outdoor Play - Weather permitting, children will be going outside to play. Please be sure to dress your child appropriately (coat, hat, gloves, when needed).

Large Group Instruction- Children will participate in a Math, Language Arts or Social Skills, Science or Social Studies activity as a class. The activities will include movement and interactions amongst or between the children and the teacher.



Dismissal - Children are encouraged to pack their backpacks and dress themselves.

Assessment:

Assessment is an ongoing and cumulative process. The primary purpose of assessment, in the preschool program, is to provide information on how children learn in authentic situations. It also provides the teacher with information that is useful in planning lessons that are developmentally appropriate and meets the needs of all the students in an individual or group setting. The Preschool Program assessments include:

1. Teacher observations
2. Individual work portfolios (saved samples of children's work over time)
3. Checklists to record pre-reading, pre-math and pre-writing skill assessments
4. Developmental screening (if needed)

Information collected from the assessment of each child is communicated to the child's family in the form of a report card or conference.

Transitions:

Your child's transition to preschool should be a positive and exciting learning experience. We will work with each family to ensure that the smoothest transition occurs as new routines and new people are introduced.

Transition from home to school- In August, all children will receive a fun, welcome letter from the teacher. All students will be invited to stop by, prior to their first day of school, to see the classroom, and meet his/her teacher.

Transition from preschool to Kindergarten- Your child will have many opportunities to become familiar with the school and the many teachers in the building. They will have

opportunities to greet the Kindergarten teachers, participate in the summer Kindergarten program and become familiar with the school he/she will be attending.

Multiculturalism:

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people. We utilize books, games, toys, and a wide range of activities as aids to teach the children respect for our diverse world.

Birthday Celebrations and Class Parties:

Each child will celebrate his/her birthday during the monthly class party. Class parties will occur one time per month. Parents will be informed by the homeroom teacher with the specific dates. Younger siblings may not be included in classroom events.

Due to allergies within the class, snacks will be individualized. Students will decorate an empty brown bag the day before the party. The bag will be sent home the same day it is decorated. Parents will send in a special treat that follows the policy below in the bag.

Below are the highlights of the Students' Allergic Reaction Policy and the Peanut and Tree Nut Free Environment Policy that pertain to Preschool. Click [5141](#) and [5141.1](#). to view each policy.

1. Parents with children who have an allergy must inform the nurse immediately and provide medical documentation referencing the allergy.
2. Snacks served during class parties must be store bought in a sealed container with an ingredient list attached. **Snacks made at home are strictly prohibited.**
3. Permissible snacks for class celebrations:
 - a) Baked goods which are cupcakes, brownies, cookies and muffins if the ingredient statement on their label indicates that they were made in a nut free facility. Those not so specified may not be brought into school. Products that have precautionary labels "may contain nuts" or "processed on equipment that processes nuts" are strictly prohibited.
 - b) Popsicles (must be an ice popsicle, not an ice cream popsicle)
 - c) Veggies- cannot be washed/prepared or cut up at home
 - d) Fruit - cannot be washed/prepared or cut up at home
 - e) Milk, water, and 100% fruit and vegetable juices

Bathroom Routine and Toileting:

Bathroom Usage-

Children can use the bathroom upon request and are encouraged to use the bathroom before snack. After each bathroom use, both child and staff member will wash hands.

Diapers-

Changing of diapers follows the same outline as bathroom routine. Parents will supply diapers/ pull-ups, and wipes for their child in a labeled bag. A reminder will be sent home when items need to be replaced.

Toilet Training-

As your child grows his/her development is a highly individual matter. When the child shows signs of readiness to progress from diapers to training "pull-ups" or the "potty," the staff will offer encouragement and opportunities to practice this difficult new skill. Readiness signs include: dryness after naps, long periods of dryness during playtime, requests from the child to be changed, and an apparent willingness to attempt this new phase of growth. During this period of trial and error, it is necessary to provide extra changes of clothing for accidents that may occur. Reassurance, encouragement, and patience will lead to success in this step to becoming "grown-up."

Tuition and Fees**Payment:**

Tuition is paid twice a year. The first payment of \$1550.00 (\$1650.00 less the \$100.00 non-refundable deposit) is due by August 2, 2021. The second payment of \$1650.00 is due by January 7, 2022. Tuition is due regardless of absences for illness, holidays, or weather closings.

Late Payment or Returned Checks:

There will be a \$15.00 late fee if payment is received after the due date or for a returned check.

Return of Registration Deposit:

If a child is not accepted into the program due to the lottery, the \$100.00 deposit will be refunded. Parents who withdraw their child will not have the \$100.00 deposit returned.

Attendance and Withdrawal**Absence:**

If your child is going to be absent, please notify the school nurse, at 973-226-7644 extension 316 prior to 9:00 am for the morning session and 12:30 pm for the afternoon session.

Calendar:

The preschool program follows the Noecker School Calendar, as listed on the school website, with the exception of 12:55pm dismissal days.

Scheduled Early Dismissal Days:

On scheduled early dismissal days, (school dismisses at 12:55pm); the preschool morning session will meet 9:00am - 10:30am and the preschool afternoon session will meet 10:30am - 12:00pm.

Weather Related or other Emergency Delayed Openings or Early Closings:

On days of delayed openings, the morning session will be cancelled and the afternoon session will be as usual (12:30pm -3:00pm). In the event of an emergency or weather related early dismissal, the morning session will run as usual (9:00am - 11:30am) and the afternoon session will be cancelled.



In the event of a weather-related closing, parents will be notified as early as possible. The emergency contact information sheet must be completed to make sure email and cell phone numbers are used.

In the event of the district needing to implement an extended, all remote learning schedule, the preschool team will schedule both individual and whole group learning opportunities for our students.

Drop-off and Pick-up



Arrival and Dismissal:

Please keep the following in mind for arrival and dismissal.

1. Please be prompt for both arrival and dismissal. Parents are to bring their child to the doors and wait outside to meet the teacher at the arrival and dismissal times.
2. Please be especially careful in the parking lot. Hold your child's hand as it can be quite busy.
3. If your child is being transported, the teacher or staff member will meet the bus.

Release of Children:

The Emergency Pick up form indicates the names of other adults who are authorized to pick-up or deliver your child. This form must be completed and returned to your child's teacher. The school must be notified in advance, preferably in writing, should it become necessary for someone else to perform these duties. The release should list the name, address, and phone number of the designated person. In an emergency, a parent should call the school to convey this information. Unless these precautions are met, no child will be allowed to leave the school. At the time of pick-up, a new person may be asked to show identification before the child is released to the adult.



Authorized adults include the child's custodial parents or those authorized by the custodial parents who will assume responsibility in their absence. A non-custodial parent may pick up the child only with written consent from the custodial parent. This consent will state the

name, address, and phone number of the non-custodial parent and will be kept on file at the school. A non-custodial parent who has been denied access by a court order may not be designated. A copy of the court order must be provided to the school principal. Compliance with the court order is mandatory.

Personal Belongings

What to Bring:

1. Backpack to hold folder and other personal items
2. Folder to transport papers
3. Lunchbox/bag for snack
4. A change of clothing (for those messy days) which includes pants, shirt, socks, underwear or diapers/pull-ups.
5. Extra large Ziploc bag to hold backpack and jacket while at school.

All items must be labeled with the child's first and last name. Soiled clothing will be tied in a labeled plastic bag and sent home with a reminder to replace clothing items.

Toys from Home:

We request that you do not allow your child to bring toys from home into school unless it is part of a sharing activity. All toys from home are placed in the child's backpack upon arrival into the classroom.

Snack Brought from Home:

Parents must provide a daily nutritious snack consisting of fruit juice or water and healthy food. Any food item where sugar is the first ingredient is not recommended.

Be sure to advise the nurse of any food allergies your child may have.



Reminder: Noecker is a **NUT FREE** school therefore no food items containing peanuts or other types or tree nuts can be brought into the school. Please check all labels since some items (especially those with chocolate) state they are cooked in a facility or may contain peanuts or tree nuts and therefore are also prohibited.

Health and Safety

Health and Management of Communicable Diseases:



Noecker School promotes good health habits such as: washing hands before eating and after toileting, covering coughs and sneezes, and dressing appropriately for the season. A sick child should not be brought to school. If the nurse feels that a child is ill, a physician's note may be requested before he/she returns to school. Should a child be exposed to any communicable disease, parents will be notified by the school.

Please do not send your child to school within 24 hours if:

1. He/She has a fever, even if treated with medication. Remember your child may still be contagious without a fever.
2. He/She has vomited or has an unexplained rash.
3. He/She is listless or has a persistent cough.
4. He/She has a very "runny" nose.
5. He/She has diarrhea.



Parents must notify the school if the child is diagnosed with a contagious disease. This includes German measles, Influenza, Measles, Mumps, Chicken Pox, Impetigo, Strep Throat, Lice, or Conjunctivitis.

Medication:

Medicine that has been prescribed by a physician may be administered by the school nurse during school hours. This medication must be in the original container with a child-proof cap and labels stating the child's name, date, dosage, and times. Parents must send a note for each medication and for each separate illness. No medication will be given unless there is a medical release form from the child's physician.

Emergency Medical Procedures:

If a child becomes ill or injured, staff members will:

1. Follow our emergency medical procedures.
2. Call the parents or emergency contact if parents cannot be reached.
3. If needed, call 911 for Emergency Medical Service.
4. If needed, a staff member will accompany the child in transit to the emergency room/hospital.



THE SCHOOL MUST BE KEPT INFORMED OF ANY CHANGES IN TELEPHONE NUMBERS AND OTHER EMERGENCY INFORMATION.

Clothing:

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting and outdoor play. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing and other classroom toys. All drawstrings from clothing should be removed as a precaution. Open sandals and flip-flops are not recommended for center time play and may make it difficult for your child to participate in some classroom activities.

Fire and other Safety Drills:

Each month the children participate in one fire drill and one additional safety drill such as a lockdown, an evacuation and/or fire drill. Drills are reviewed and discussed with the children each month.



Lester C. Noecker Integrated Preschool Program 2021 - 2022 Family Handbook

Please read and review the 2021-2022 Family Handbook and return this signed acknowledgement to your child's teacher by September 10th.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you for your cooperation, and we look forward to getting to know you and your family.

I have received and read the Lester C. Noecker Integrated Preschool Program's Family Handbook. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask any questions I may have regarding any policy, procedure or information contained in the Family Handbook.

Child's Name _____

Parent/ Guardian Signature

Date

*Lester C. Noecker School
100 Passaic Avenue
Roseland, NJ 07068*

AFTER SCHOOL DISMISSAL PICK UP FORM

Please complete, sign and return this form to your child's homeroom teacher on

Friday, September 10, 2021

As a parent/guardian of a Lester C. Noecker School student, I have completed and signed the After School Dismissal Instruction Form for picking up your child/children. I acknowledge receipt, review, understanding, and acceptance of the pickup procedures as stated in our parent/student handbook. I understand that unless otherwise notified my child will be put on the bus. I understand that my child cannot be picked up by any other person than me, the parent/guardian, or the adults listed below. I agree to be on time and adhere to the pick-up and drop of times designated for dismissal from school or school activities.

One child from each family must return the completed form. Even if you have never picked up your child, a completed form is still required. List all children from your family who attend Lester C. Noecker School. Up to five adults other than the parent/guardian can be list on the form.

Student Name _____
Student Name _____
Student Name _____
Student Name _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

Parent/Guardian E-mail: _____

Adult Name: (Print): _____ Phone Number: _____

Adult Name: (Print): _____ Phone Number: _____

Adult Name: (Print): _____ Phone Number: _____

Adult Name: (Print): _____ Phone Number: _____

Adult Name: (Print): _____ Phone Number: _____

PHOTO PUBLICITY PERMISSION FORM

Dear Parents/Guardians:

At various point during the school year, your child may be photographed for publicity purposes. Please check the box (es) and sign below to indicate which area(s) you authorize permission for the school district to use photographs of your child. As per state guidelines, at no time will personally identifiable information of a child be posted on the internet, newspaper or newsletter, including phone number, address, or age without prior written consent from parents/guardians.

If you, as the parent/guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter and a revised Photo Publicity Permission Form to the principal. Such rescission will take effect upon receipt by the school. **Please note: A returned form is REQUIRED for EACH child. Thank you.**

Please check the appropriate box (es) below to grant or refuse permission for each option:

I GRANT permission for the Roseland School District to use my child's photograph and/or name for school-related photo opportunities in:

- School Newspapers or H.S.A. Newsletters
- School Website
- School Facebook page/Social media postings
- District or Teacher Web Pages
- Local Print Newspapers (i.e., The Progress, Star Ledger)
- Online Newspapers (i.e., The Alternative Press of West Essex, The Progress)
- All of the Above
- I **DO NOT** grant permission for the Roseland School District to use photos of my child any time in any school or local print or online publications, newsletters, or district web pages

Child's Name (Print) _____ Grade/HR Teacher _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____