



PARENT HANDBOOK

2019-2020

**DONALD A. QUARLES
Early Childhood Center**

186 Davison Place
Englewood, New Jersey 07631
201-862-6115
201-862-6117



Englewood
Public School District

Dear Parents/Guardians:

Welcome to the Donald A. Quarles Early Childhood Center. We hope this handbook will serve as an introduction to our Early Childhood Programs and acquaint you with information and ideas that we feel are important for your child's success and well-being. It is our hope that parents will take an active role in the Quarles School learning community.

We host several parent meetings each year and encourage every child be represented (by a parent, grandparent, or guardian) as these meetings play an integral role in supporting academic and social/emotional progress.

Our Parent Teacher Organization (PTO) will contact you with information regarding schoolwide and classroom specific activities. Your child's teacher will also contact you to inform you of classroom specific projects and activities through class letters, email or telephone. For additional information, please feel free to contact your child's classroom teacher specifically or visit the Englewood Public School District website at www.epsd.org for more information on school policies. In the meantime, please keep this handbook as a reference throughout the school year.

Thank you!

Arlene Ng
Principal

Gina Leonard-Edone
Supervisor



Englewood
Public School District

Englewood School District Mission Statement

The mission of the Englewood Public School District is to provide educational excellence by creating a learning environment that empowers all students to achieve the New Jersey Core Curriculum Content Standards at all grade levels, to develop character and to master the academic and social skills necessary for success as individuals and members of a global community.

Mission Statement

Every child will reach his/her full academic, social and emotional potential in an atmosphere of collaboration, mutual respect and trust.

Vision Statement

- ❖ Provide a challenging curriculum
- ❖ Deliver effective instruction based on high expectations
- ❖ Use assessments for instruction planning and evaluation of student performance and growth
- ❖ Actively engage families and community
- ❖ Establish and maintain a safe and orderly environment
- ❖ Reflect on our practices and work collaboratively to improve student learning and achievement



Englewood
Public School District

Donald A. Quarles Early Childhood Center

Ms. Arlene Ng, Principal	201-862-6113
Ms. Gina Edone, Supervisor	201-862-6041
Ms. Julie Klapper, Nurse	201-862-6112
Ms. Nicole Kimble, Preschool Master Teacher	201-862-6275
Ms. Yolanda Salazar, PIRT Specialist	201-862-6275
Ms. Michelle Villaboy, Administrative Assistant	201-862-6115
Ms. Franchesca Cruz, Administrative Assistant	201-862-6117

Child Study Team

Mr. Jerome Land, School Social Worker	201-862-6018
Ms. Xiomara Madrid, LDTC	201-862-6108
Ms. Wendy Herrera, School Psychologist	201-862-6163
Ms. Jaime Drumeler, Speech Pathologist	201-862-6289
Ms. Serena Fernandez, Speech Pathologist	201-862-6043
Ms. Jagela Mercado, Speech Pathologist	201-862-6111
Ms. Kelly Knight, Physical Therapist	201-862-6125
Ms. Michal Krug, Occupational Therapist	201-862-6125

Central Office Administrative Staff

Mr. Robert Kravitz, Superintendent	201-862-6245
Ms. Cheryl Balleto, Business Administrator	201-862-6271

ADMINISTRATION

Communication with the staff of Quarles School is vital to creating an inclusive environment. The administration understands the importance of ongoing regular communication with parents/guardians. Note that all concerns should first be addressed with your child's teacher. If further discussion is necessary, you may make an appointment with the principal or supervisor by calling the main office at 201-862-6115 or 201-862-6117. Please note that classroom teachers are not with their students during lunch/recess or related arts periods.

AFTER SCHOOL PROGRAMS

The After School Program for Pre-K and Kindergarten students will be managed by the Bergen Family Center. For information regarding the program, please contact the Bergen Family Center at 201-568-0817.

ARRIVAL

Students who are brought to school by car can be dropped off in our driveway where school personnel will receive students. Please do not get out of your vehicle, and be attentive to moving traffic. We want to minimize the amount of wait time on the car line, so that children can be taken to their appropriate location quickly, and you may be on your way. Students will be directed by school staff.

Kindergarten will go to the gym, and Pre-K will go to the music room. All students need to be on their class lines by 7:55 a.m.

Children participating in the breakfast program must be escorted to the cafeteria by school personnel and may not arrive before 7:30 am. Please note that parents are not permitted in the music room, cafeteria, or gym.

Students who arrive after 8:00 a.m. must obtain a late pass from the main office. They will be escorted by one of our school staff to his/her classroom to ensure their safe arrival. Parents are not permitted to walk students to classrooms at any time.

ATTENDANCE

Absences must be reported each day. If your child will be absent, please call 201-862-6117 or 201-862-6115 by 8:15 a.m. Attendance is taken at the beginning of each day and the parents of children with an unexcused absence will be called.

Repeated absences from school and/or tardy arrivals to school have the potential of depriving students from scheduled educational experiences needed to maintain success. These practices not only impact your child's daily instructional program, but they serve as "a factor in the determination of a

student(s) promotion or retention" as outlined in District Policy #5410. In addition, please note that three (3) late arrivals to school will equal one unexcused absence as outlined in District Policy #5240. Students who are absent 5 or more times will be mailed a letter from the school informing parents of accumulated absences.

CHILD ABUSE REPORTING

Federal law mandates that suspected child abuse/neglect be reported immediately and directly to the local Division of Child Protection and Permanency (formerly DYFYS) by all school personnel.

CHILD CUSTODY

Restraining orders and custody papers must be on file in the school main office. If one parent has sole custody of a child, the school must be notified upon enrollment and a copy of the custody arrangement must be submitted to the school. If a non-custodial parent is not authorized to pick up the child, the custodial parent must provide the school with a certified copy of the court order confirming that one parent does not have visitation rights. Without such a court order the law grants parents joint custody, and the school is not allowed to refuse release of the child to either parent.

CHILD STUDY TEAM

The Child Study Team (CST) facilitates student eligibility determination for Special Education and related services in accordance with federal and state requirements. The CST at Quarles School includes a school psychologist, learning consultant, and a social worker to evaluate and plan Individualized Educational Programs (IEP) for students experiencing learning difficulties. The team also provides appropriate consultation, counseling, and monitoring services for students, parents and staff.

CLASS PARENTS

Each class has two class parents to assist the teacher with the organization of class events and to act as a liaison between the teacher and other parents in the class. The class parents may also ask you for your assistance with certain school events. We hope that you will take these opportunities to get involved in our school.

COMMUNICATION

A variety of methods of parent-teacher communication have been created to ensure that regular, on-going, two-way communication is established and maintained. The goal is to keep parents informed of the day-to-day happenings and special events. Your child's teacher will be happy to speak to you about school matters and concerns.

In general, arrival and dismissal times are not a time for lengthy conversations. However, your child's teacher welcomes your questions, suggestions, and comments and will let you know when it is best to contact him/her. Please check your child's backpack each day for important notices. Please also make sure that your contact information (address & telephone number) is up to date with the main office so that we can reach you.

CONCERNS

Parents/guardians are encouraged to speak directly with the classroom teachers and administrators regarding any difficulties or differences that may arise while the child is attending Quarles School. Individual meetings or special conferences will be scheduled to resolve any conflicts.

CURRICULUM: PRE-SCHOOL

In Pre-Kindergarten, the teachers follow The Creative Curriculum. It is a state approved, comprehensive, research-based curriculum that features exploration and discovery as a way of learning. This curriculum is based on five fundamental principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

CURRICULUM: KINDERGARTEN

The Kindergarten curriculum offers developmentally appropriate experiences to enhance growth and to meet the academic and social/emotional needs of all children. We continually aim to integrate the curriculum and align the content with the experience of the learner. Students follow the Readers and Writers Workshop program for literacy, ThinkCentral - Math in Focus for math, and Science Dimensions for science.

DISMISSAL

Dismissal begins at 2:15 pm, and children are released to the appropriate bus/childcare program or parent/guardian. It is distressing to children to be left after regular school hours. District-wide procedures are in place to contact the appropriate authorities (Social Services, Police) if a child is continually left at school

after the 2:30 pm dismissal. Please see our schools district's policy 8601- Pupil Supervision After School on the EPSD website www.epsd.org.

If your child does not go on a bus at dismissal, they will be directed to the cafeteria where you must sign them out with photo identification. If it is necessary to pick up your child prior to dismissal, please be informed that you must report to the main office to sign your child out no later than 1:30 pm. Please note that the afternoon is a very busy time in the main office. If you call after 1:30 pm to notify of a change in how your child will go home, we cannot guarantee that your child's teacher will receive the message. Please make sure to notify your child's teacher and/or school as soon as possible if there will be a change in how your child will go home for the day. Also remember that parking is not permitted in the parking lot or in the driveway as buses begin to pull in at this time of the day.

If your child rides the bus home afterschool and there is no authorized adult to pick him or her up at the bus stop, they will be returned to Quarles School and have to be picked up by an authorized adult.

DELAYED OPENINGS

In the event that the school district has a delayed opening, you will be notified of the school's opening through a call system. Delayed openings are typically 2 hours from the 8:00 am start time, which means that school will start at 10:00 am. School will open at 9:30 am. On delayed opening days, and the school cannot receive children any earlier than 9:30 am.

Bus routes will also be delayed by two hours. For example, if your child is scheduled to be picked up at 6:30 am on a regular day, during a delayed opening they will be picked up at 8:30 am. In order to ensure that you receive messages from the school district notifying of school closings, please remember to inform the main office if your contact information has changed.

EARLY DISMISSALS

In the event that Quarles has an early dismissal, the time for early dismissal is 12:30 pm. Please make sure to visit our webpage www.epsd.org for future early dismissal dates and check your child's backpack as there will also be notices of early dismissals.

FAMILY INVOLVEMENT

Quarles School Staff will help in arranging opportunities for parent participation that take into account parental work, personal schedules, as well as family obligations. Parents will be informed of different volunteer roles and involvement opportunities that are available. Parent workshops will also be available throughout the year.

FIELD TRIPS

Field trips and other special activities are used to enhance the educational program. Permission slips signed by a parent/guardian are required for all trips. Verbal approval for a child to attend a field trip is not acceptable. If there is a cost associated with a trip, parents/guardians will be notified in advance. If the cost of the trip presents a family burden, please inform your child's teacher.

The number of chaperones needed for trips is based on the nature of the activity and the capacity of the school buses. Siblings or other family members may not attend field trips. In order to be empathetic to all children, souvenir purchases will be limited to items for the entire class.

A bag lunch is provided for those students who regularly receive school lunch. For those children who bring lunch from home, all food must be brought in disposable containers. Glass bottles are not permitted.

FIRE, SECURITY, AND EVACUATION DRILLS

D.A. Quarles School believes that the safety and security of all of our students and staff is of the utmost importance. Fire and Security Drills will be held once a month. Off-site evacuation, on-site evacuation and building lock-down drills will also be conducted throughout the school year. These drills are designed to test evacuation plans and identify any weaknesses as well as provide realistic training for staff and students.

HOMEWORK POLICY

In addition to reading together nightly, worthwhile homework assignments and special projects will extend the learning that was initiated in the classroom.

Assignments will:

- ❖ serve a valid educational purpose
- ❖ be reasonable and consistent with the child's abilities, needs, and interests
- ❖ extend the child's knowledge and allow the child to work at his/her own pace
- ❖ provide a challenging reinforcement for lessons that have been previously taught

- ❖ engage parents in their child's learning

INTERVENTION AND REFERRAL SERVICES (I&RS)

An Intervention and Referral Service committee is a multidisciplinary, school-based, problem solving group. The primary purpose of the I&RS committee is to assist teachers with strategies for educating students with learning, behavior, and/or health-related problems. The I&RS committee seeks creative ways to maximize the use of available general education resources. An I&RS team consists of teachers, parents, the principal, and the supervisor. As necessary, an enrichment teacher, a school nurse, and Child Study Team staff representatives can be a part of an I&RS team.

PRESCHOOL INTERVENTION REFERRAL TEAM (PIRT)

The Preschool Intervention and Referral Team (PIRT) is in place to assist preschool staff in addressing children's persistent challenging behaviors. Through the development and implementation of an intervention plan and positive behavior support plan (PBS), teachers are given strategies and interventions that address a variety of persistent challenging behaviors in young children (i.e. aggression and lack of socialization), behaviors that may otherwise prevent successful participation in general education classrooms. If you have any questions regarding PIRT, please contact the PIRT Specialist, Yolanda Salazar, at 201-862-6275.

504

Section 504 is a federal law that originates from the Rehabilitation Act of 1973, and currently part of the Americans with Disabilities Act (2009). In order to be considered for 504 eligibility, a student must: 1) have a physical or mental impairment that substantially limits one or more major life activities, 2) have a record of such an impairment, 3) or be regarded as having such an impairment. If eligible, a child can receive a 504 plan, which would provide reasonable accommodations within the school setting. If you think your child may need a 504 plan, please contact the school supervisor, Gina Edone at 201-862-6041.

Harassment, Intimidation, and Bullying (HIB)

Harassment, intimidation, or bullying, a gesture, written, verbal, or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus, is prohibited and will not be tolerated. During the review of the school district's Student Code of Conduct each year, discussions

with students include expected behavior and general guidelines, as well as consequences and appropriate remedial actions, reporting procedures, and investigation and responses to incidents of harassment, intimidation, and bullying. When incidents of harassment, intimidation, and bullying are reported to school officials, they will be immediately investigated, regardless of whether the acts are a violation of the Student Code of Conduct or the Harassment, Intimidation, and Bullying statute. For additional information or concerns regarding HIB incidences, please contact our Anti-Bullying Specialist Dina Carvajal at dcarvajal@epsd.org.

LOST AND FOUND

Please inquire as soon as possible if your child is missing anything. It is much easier to return a lost item if it is labeled with the owner's name. Please remember to label all of your child's belongings. Labeling reduces confusion. There is a *Lost and Found* Box located outside of the cafeteria. Unclaimed items will be donated to charity on a monthly basis.

MEALS AND SNACKS

Children in Pre-Kindergarten and Kindergarten will have snack time. We ask parents to send a healthy snack and drink to school every day for snack time. Kindergarteners eat lunch in the cafeteria with their class, and in preschool lunch is served family style in the classroom setting. Breakfast and lunch will be provided by the school for a fee, reduced fee or free to qualified families.

Please note that while your application is being processed for approval as free or reduced, you are responsible for any costs incurred during the review process. We encourage you to return your lunch forms as soon as possible in order to expedite the processing time.

OUTDOOR ACTIVITIES

Outdoor play is an integral part of the daily curriculum. The American Association of Pediatrics recommends that children play outside every day when it is not raining, etc. The staff uses their judgment in determining when children will go outdoors and how long they will remain outside. Dress your child appropriately for variable weather conditions. Children are expected to participate in all scheduled activities.

PARENT TEACHER ORGANIZATION

All parents are members of the Quarles Parent Teacher Organization (PTO). The PTO raises money to provide additional programs and materials for the children. Some of these include field trips, assemblies, and special events. The PTO also provides a monthly forum for parents to make suggestions, express concerns and offer solutions. The PTO coordinates class parents, telephone chains and prepares newsletters for parents. Fundraising efforts are the only source of income for our PTO. We encourage your involvement by attending meetings and assisting in the organization of fundraising events.

PARKING

Parking at Quarles School is extremely limited. Please make note of any parking regulation signs as traffic authority will ticket cars in violation. Parking is not permitted in the parking lot, in the circle, or in front of the school. It is against the law to leave your car engine running when you exit the car. Please also avoid "double parking" as this is a hazard and may result in a traffic fine.

PARENT-TEACHER CONFERENCES

Twice a year, individual Parent-Teacher conferences will be held. The first conference will be held in November and the second conference will be held in February. Conferences are an opportunity for the teacher and parents/guardians to share openly in their experiences of the child. Your child's teacher will contact you to schedule a time before the conferences.

POSITIVE BEHAVIOR

D.A. Quarles Early Childhood Center is a PBSIS School. **Positive Behavioral Support In Schools** is a nationwide program that addresses how schools plan for and deal with problem behaviors. By promoting and encouraging positive behaviors, schools across the country have experienced dramatic improvements in overall discipline problems. Quarles "Bee" Excellent Everyday Program recognizes that the goal of good discipline is effective self-regulation of behaviors. Quarles School's objective is to guide children in developing appropriate behavior and self-esteem. Natural and/or logical consequences for behavior may be used to help the children become responsible for their own actions.

PROMOTION & RETENTION

A student's achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level is assessed and evaluated before he/she is promoted. Efforts are made to identify students who may benefit from additional support early on in the school year. In the event that a student struggles to meet criteria to move on to the next grade level, parents/guardians will be notified 8 weeks prior to the end of the school year of retention for their child.

RELATED ARTS ROTATION

Quarles kindergarten students receive a 40-minute daily enrichment in the areas of art, music, physical education, Spanish, and media. Your child's teacher will inform you of the related-arts schedule for your child.

RELEASE OF CHILDREN

In the interest of safety, children will only be released to custodial parent/parents and legal guardians, or to persons listed by the parent/guardians on the Emergency Card. Special pick up requests must be made in writing by parents on a daily basis. All adults picking up children will be asked to provide photo identification.

SCHOOL CLOSINGS

On occasion it may be necessary to cancel school. In such cases, announcements will be made by the Englewood School District emergency notification system. If a school cancellation becomes necessary during regular hours, parents will be contacted before their child will be dismissed from school. In order to ensure that you receive messages from the school district notifying you of school closings, please remember to inform the main office if your contact information has changed.

TRANSPORTATION

Englewood Public School District works with First Student Bus Company. Please ensure that when your child gets on a school bus, it is a First Student Bus riding to Quarles School. First Student's direct phone number is 201-567-8776.

If your child rides the school bus, parents/guardians are required to accompany their child to the bus stop and meet the bus at the conclusion of the school day. Unless attending an after-school program, children must ride the same bus in the morning and the afternoon. Parents/guardians will be asked to show photo identification to the bus assistant in order to pick up a child. Children that are not

met by an authorized parent/guardian with photo identification will be returned to the school. The parent/guardian will be required to pick up their child at Quarles School with photo identification.

VISITING SCHOOL/ SECURITY

Parents/Guardians and interested adults are welcomed and encouraged to visit the school. Visitors should make arrangements in advance. Visitors must always enter the campus through the main door and must sign in at the main office anytime they visit the school. All visitors are required to show photo identification in order to receive a visitor's pass. No one is allowed to walk freely among the school campus. Do not walk your child to his/her classroom at any time. Due to the nature of our campus set-up and the safety of everyone at Quarles, we appreciate your cooperation in this matter.

WEATHER/CLOTHING

A dress code for all Quarles students is suggested having students wear specific colors that include maroon, blue, khaki and white. Please refer to the enclosed flyer for information. Remember to dress your child appropriately for the day. All students will go outside at varying times during the school day.

ANONYMOUS REPORTING OF WEAPONS

PAX is a nonpolitical nonprofit organization working with all Americans to help bring an end to gun violence against children and families. PAX's two innovative programs -- SPEAK UP and ASK (Asking Saves Kids) -- offer practical solutions for protecting children from gun violence. Call 1-866-SPEAK-UP (1-866-773-2587 or 1-800-773-2587) to report a weapon threat at school. More detailed information can be found using Pax's website: www.paxusa.org.

GUNS AND WAR TOYS

The Early Childhood Center strives to provide an atmosphere of respect and cooperation by teaching children the value of caring for one another. Accordingly, no item of a violent or aggressive nature will be allowed in the school. This includes, but is not limited to:

- ❖ Clothing depicting aggressive or violent characters
- ❖ Clothing representative of war or war activities
- ❖ Weapons - including all types of toy guns (including squirt/water guns, knives, slingshots, swords, etc.)
- ❖ Aggressive or violent character toys

The Quarles staff respects the rights and desires of individual families in making

these items or characters available to their children at home. However, we ask that parents/guardians respect the School's desire to provide an atmosphere without the direct influence of such characters and behaviors.

HEALTH OFFICE

Nurse's Office phone : 201-862-6112
Main Office fax : 201-871-4751
E-mail : jklapper@epsd.org

The goal of the nurse's office is to work with parents/guardians in order to provide the best health care and information. The schools nurse must work within state guidelines, laws, and district policies. The policies and procedures of the health office are listed below. Please contact the school nurse, Mrs. Klapper with any questions.

ACCIDENTAL INJURY

If a student becomes injured at school or if an accident warrants, parents/guardians will be notified to pick up their child as soon as possible. An accident report will be completed by the school and kept on file. If your child sees a doctor or receives medical treatment due to an injury at school, please notify the school nurse.

EMERGENCY INFORMATION CARDS

Please keep the information on these forms up-to-date! Emergency Contact Cards are the only way we have to contact you. Inform the school immediately if any changes in address and/or phone numbers are made. Children may not attend any program without an emergency card on file. All persons listed on the Emergency Information Card should be able to reach the Quarles School within 30 minutes.

ILLNESS OR MEDICAL DISMISSAL

If a student visits the nurse's office early in the day with minor complaints, he/she is encouraged to stay in school and will be monitored throughout the day.

Students who are ill and need to go home *must* be signed out by a parent/guardian or an adult that the parent/guardian designates in writing.

Students will be excluded from school for the following medical concerns:

- A temperature of 100 degrees or greater. The student should not return to school until he/she is fever free for 24 hours.
- Vomiting

- Suspicious rashes
- Possible conjunctivitis (pink-eye)

Students who have been diagnosed with strep throat should not return to school until he/she is on medication and/or free of fever for 24 hours.

If your child does not feel well and/or had a fever either the night before or in the morning, please do not send your child to school.

Children are not only uncomfortable when sick, but may be contagious to other children and staff until treated. If a child becomes ill at school, parents will be notified and asked to pick up their child as soon as possible. In cases where the child returns to school and does not seem to be fully recovered, parents will be contacted and asked to take their child home.

MEDICATION

For the purpose of this policy, "medication" means: any prescription drug or medication prescribed over-the-counter (aspirin, Tylenol, Advil), or nutritional supplement. This also includes cough drops. Medication will be dispensed in school only when a pupil's health and continuing attendance in school so require this as prescribed by a physician. Only a licensed nurse is allowed to administer medication.

The following are required:

1. *Written orders from a physician* must be provided detailing:
 - The diagnosis or illness
 - The name of the medication
 - The dosage and time of administration of the medication
 2. The parent/guardian must provide written request for the administration of the prescribed medication at school.
 3. The medication should be brought to school in the original container, and appropriately labeled by the pharmacy.
 4. The medication should be kept and administered in the Nurse's Office.
- All medication orders are valid for the school year. They must be renewed annually.

SCREENINGS

All health screenings will be performed according to N.J. State School Health guidelines. Screenings may include height, weight, blood pressure, and vision and hearing screenings.

Annual Integrated Pest Management Notice For School Year 2019 - 2020

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Englewood Public Schools has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for D.A. Quarles Early Childhood Center is:

Name of IPM Coordinator: Mike Hunken

Business Phone number: 201 862 6202

Business Address: 12 Tenafly Rd

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Englewood Public Schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.