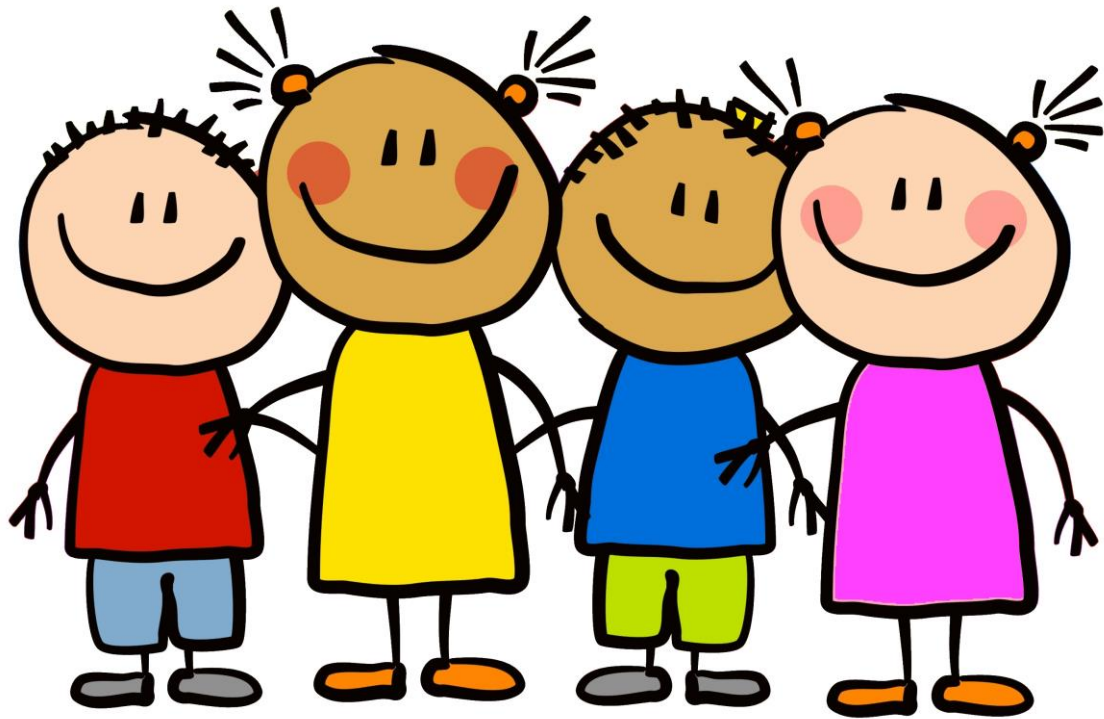


Central Early Childhood Center Parent / Student Handbook 2017-2018



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Follow the Principal on Twitter: @MariaAGioffre

Follow the Vice Principal on Twitter: @MrJeffLebb

Like us on Face Book: CECC@CentralECC

PTO Face Book: CECCPTO

TABLE OF CONTENTS

Introduction	2
Organization	2
School Hours	2
School Procedures	2
Lunch Schedule & Prices	3
Point of Sale (PayForIt).....	3
Point of Sale (PayForIt)- Frequently Asked Questions.	4
Cafeteria Procedures and Rules	4
Student Conduct and Consequences	5
Student Dress Code	5
Student Safety/Weapons	6
Fire, Bomb, Intruder and Weather Drills	6
Bus Conduct Rules	6
Registration/Student Information Form	6
Arrival and Dismissal Procedures	7
Visitors	8
Attendance Procedures	8
Early Release/Signing Out	8
Criteria for Attendance	8
Elementary Student Attendance Policy	9
Homework and School Work for Absentees	9
Contagious Conditions	10
Medications	10
Lost and Found	10
Class Birthday Parties	10
PTO (Parent Teacher Organization	11
Lost/Damaged Books and Equipment	11
Personal Items	11

Appendix

A. School Parking Lot Map

INTRODUCTION

This handbook will help students and parents become more familiar with Central Early Childhood Center's programs, procedures, facilities, and services. This is an overview that you can refer to as a guide throughout the school year. The district calendar/handbook and website have policies and regulations in more detail for such things as student attendance.

Principal: Maria Gioffre

Vice Principal: Jeff Lebb

Secretaries: Cindy Caton

Dawn Burkhardt

ORGANIZATION

Central Early Childhood Center houses approximately 650 students in grades pre-kindergarten through first grade and includes a preschool disabilities class and multiple disabilities classes.

The students spend time in such classes as art, music, and physical education. For our kindergarten and first graders, once each week these students will have the opportunity to borrow a book (or books) from the school library.

Finally, for those students requiring additional services we offer Speech Services, Occupational and Physical Therapy, and Counseling.

SCHOOL HOURS

Full Day

Kindergarten – First Grade: 9:05 am – 3:35 pm

Pre-Kindergarten (AM): 9:05 – 11:35

Pre-Kindergarten (PM): 1:05 – 3:35

Shortened Session Day

Kindergarten – First Grade: 9:05 a.m. – 1:35 p.m.

Pre-Kindergarten (AM): 9:05 – 10:50

Pre-Kindergarten (PM): 12:00 – 1:35

SCHOOL PROCEDURES

The faculty and staff at Central Early Childhood Center recognize and appreciate the support you show for your child's education. It is because of the value placed on the education and safety of our children that we request the following:

1. If you wish to speak to a teacher about your child, please write a note or call the office to schedule an appointment. Teachers cannot accommodate walk-in visitors.
2. When you do visit, please enter the building through the main doors (on the Monmouth Road side). For the safety of all our children, you must use the buzzer located near the doors to gain access. All visitors are required to have a photo ID and asked to report to the office to receive a pass that must be worn while in the building during school hours.

Together, we can provide a safe and healthy environment for your child to learn and grow. Thank you for your cooperation.

SCHOOL LUNCH & BREAKFAST PRICES

Breakfast: Kindergarten – First Grade: \$1.60 per day
Lunch: Kindergarten – First Grade: \$2.80 per day
Milk: Kindergarten - First Grade: \$.55 per day
Milk: Pre-Kindergarten: \$.35 per day

LUNCH SCHEDULE

Kindergarten Lunch: 11:45 am – 12:30 pm
First Grade Lunch: 12:40 pm – 1:25 pm

Lunch will be provided on shortened session days for Kindergarten and First grade students.

POINT OF SALE

Computerized Cash Registers in Deptford Schools

We are offering your family the convenience and security of setting up a debit account for your child. This account can be used for the purchase of breakfast, lunch, and milk. Each student is given a PIN number. This PIN number will follow your child through their Deptford school years without changing.

Advantages of a Computerized Cash Register System

- Funds deposited on a student's account eliminate carrying lunch money every day.
- Money can be placed on the account to ensure that a child does not go without lunch if a bag lunch or money is forgotten at home.

How to Make Pre-Payments

- Any amount of money can be deposited into the student's account. Meal and/or milk charges are deducted from the account only at the time of purchase.
 1. **Sending a Check**- If sending a check, write the student name and PIN number on the front of the check and make it **payable to CENTRAL SCHOOL**. **Remember to write your child's PIN on the check.** (Returned checks are subject to a \$10.00 service charge.)
 2. **Using PayForIt.net** – Using internet access, this program allows you to deposit money into your child's account at any time.
 - a. In order to set up the account go to our school website: <http://deptford.cecc.schoolfusion.us/>. Under the parent tab click on "Breakfast and Lunch Menus (Food Services)."
 - b. Next click on PayForIt.net to set up your account. You will need your child's student identification number and PIN number that is provided by the school.

Please note: If you are still placing daily lunch orders, please make sure that you indicate how the money is to be used. **If you do not specify how the money should be used, any change that may be due will be applied to your child's account.**

POINT OF SALE

(Frequently Asked Questions)

- 1. Question:** How soon will my check show up in my child's account?
Answer: The check will show up the day your child brings in the money.
- 2. Question:** What happens if there is a balance in the account at the end of the school year?
Answer: The balance will follow your child to the next school year no matter where she/he attends within the Deptford school district.
- 3. Question:** What happens if my child forgets his/her PIN number?
Answer: Your child's PIN number is scanned using a bar code. He/she will not need to remember their number.
- 4. Question:** How do I know when to send in more money?
Answer: It is important for **you** to keep track of when your child's balance will run out. If you forget, you can request a printout of your child's balance.

CAFETERIA PROCEDURES AND RULES

1. The cafeteria aides supervise students at lunch and on the playground. Students causing problems will be seated at a separate table and/or be kept in from recess.
2. Students are assigned seats by classroom. They are to remain at the proper table unless directed by the aides to change table assignments.
3. Students are responsible to leave their eating area clean. This area includes their table, floor and seats.
4. Students that cause problems or play in an unruly and rude manner will lose their playground privileges.
5. Students who violate cafeteria rules are subject to lunch and/or recess detention, and may also eat lunch at a table separate from the other students.

STUDENT CONDUCT AND CONSEQUENCES

Students are encouraged to adopt the following life rules as their own. These rules will serve the student throughout life and contribute to a successful educational experience while in school.

Student Expectations:

1. **Be on time and prepared**
2. **Work** at the **task** to be accomplished and always give it your **best**
3. Take **responsibility** for your words and actions - **Think** before you act
4. Be **safe**
5. **Respect** people, property and yourself

Procedures and Consequences:

Every student is expected to follow the school rules in order to always feel safe and happy in their learning environment. Therefore, the following is a list of procedures and consequences that will be implemented depending upon the severity of the infraction and whether or not it is a repeated occurrence.

- Teacher speaks to the child to work out a plan for improved behavior.
- Teacher reviews behavior plan and contacts parents.
- Conference with Principal or Vice-Principal
- Administrative detention; parent notified; Administrative Conference
- Child may be suspended. (It is the district's policy that when a student inflicts harm to another person, he/she will be suspended for a determined number of days.)

Note: Chronic or serious behavior problems will be handled on an individual basis, and the disciplinary action or sequence of actions may be altered to fit the situation when special circumstances exist.

STUDENT DRESS CODE

The student dress code has been designed to help us create a positive and safe learning environment. By assisting us in maintaining a student decorum that is conducive to learning you will be helping us keep an educational atmosphere that should benefit all of our students.

The following are NOT permitted:

1. Tank tops, see-through clothing, sleeveless shirts or any shirt that exposes any part of the back, chest, or stomach. This includes halter tops and open-back shirts.
2. Graphics that are offensive on any garment
3. Flip-flops
4. Roller sneakers
5. Any type of clothing which contains negative connotations.
(Shorts may be worn, but they should be close to finger-tip length.)

In all cases where a student's appearance is questionable, the principal will evaluate and make the final decision. If the final decision is such that the student's attire is not in accordance with the Dress Code Policy, the parents/guardians will be contacted to bring in a change of clothes for their child.

STUDENT SAFETY/WEAPONS

Any student who possesses, uses, or exchanges a weapon or anything that could be used as a weapon shall be subject to stringent discipline, which may include suspension or expulsion from school. Such students shall be reported to the appropriate law enforcement agency.

FIRE, BOMB, INTRUDER AND WEATHER DRILLS

To ensure the safety of our students and staff, emergency drills will be conducted during the school year as required by law.

BUS CONDUCT RULES

All students are expected to conduct themselves in a respectful and safe manner while on the buses. Each bus driver will go over the safety procedures with the students. Any violations of those rules will result in a bus conduct report being given to the principal. A copy will be sent home for your information.

The following are reasons for a report to be issued to you:

- Violation of safety procedures
- Destruction of property
- Fighting-pushing-shoving
- Excessive mischief
- Eating-drinking-littering on the bus
- Rude-discourteous-annoying behavior
- Unacceptable language

Bus transportation is a privilege, not a right. (NJ Statutes Chapter 175, Laws of 1969).

Anyone riding a school bus is subject to video surveillance. Please explain this to your child.

Bus offenses will result in the following consequences according to the severity of the infraction:

- First offense- Lunch Detention
- Second offense- Lunch Detention (several days depending upon the infraction) and Parent Conference
- Third Offense- Suspension from the bus

Please read and reinforce the need for proper bus behavior with your child for the safety and welfare of all the children who ride the bus.

REGISTRATION/STUDENT INFORMATION FORM

Student information forms will be sent home. These forms **MUST** be completed and returned to school as soon as possible to have information available in case your child would become sick or be injured at school. **It is imperative that you notify the school IMMEDIATELY whenever you change your phone number, address, work number or emergency contacts.** The form also contains a statement of consent for picture release. Parents are required to give consent to have their child's picture taken for public relation (newspaper, television, or school newsletter).

ARRIVAL AND DISMISSAL PROCEDURES

1. Parents/guardians are required to park on Monmouth Road or in the municipal parking lot. The school parking lot is for **staff** only.
2. Please note when parking on Monmouth Street you are allowed to park on the ***school-side only during school hours***. Your car must be parked in the direction of the traffic flow. Even if you remain in the car to drop your child off, your car must be on the school-side, facing the same direction as the traffic flow. Deptford Police Officers will ticket those individuals in non-compliance of these laws.

“Drop-off” and “Pick –up” Procedures:

Refer to the map in the appendix. Our staff will guide you through the procedures in the beginning of the year. All parents and/or guardians are NOT allowed to park in the lot unless they require handicap access. The staff parking lot will be accessible for “drop-off” in the morning only. You can pull in the lot, drop your child off on the curbside, and immediately leave in order to make room for other cars. (This is a Fire Lane- there is no parking allowed.)

We have access to the municipal parking lot. When picking up your child and/or when you need to come into school, you can park in the municipal parking lot or on the school-side of Monmouth Road.

You can help your child as well as the traffic situation by utilizing the buses. By taking advantage of the district’s transportation system you will not only be alleviating some of the traffic concerns, but you will also be affording your child the opportunity to develop some independence. Putting your child on the bus is just another small way you can help with their personal and social development.

3. Please do not walk your children into the building in the morning. It is our policy that parents say goodbye to their child at the door. Your child will be safe and secure in the building with many teachers and support staff available to provide assistance.
4. Students who walk to school or are transported by a parent/guardian will enter the building through the “Monmouth Road” entrance. The Delsea Drive entrance is for buses only.
5. Students who walk to school or are transported by a parent/guardian are **NOT TO ARRIVE BEFORE 9:00 A.M. Also, afternoon pre-kindergarten children should not arrive before 1:00 P.M.** Supervision is not available and you may jeopardize your child’s safety by dropping him/her off before the designated time.
6. Photo ID’s are required by all parents/guardians or permitted adults responsible for picking up children. **PreK** students are dismissed at the side door (by retention area) on Monmouth Road. **Kindergarten and First grade** students are dismissed from the main entrance on Monmouth Road.
7. **Handicapped Parking-** Several spaces are reserved (as marked) for handicapped visitors. These are clearly marked and are located in the staff parking lot by the “Monmouth Road” entrance.

VISITORS

ALL visitors MUST sign in at the main office upon entering the building. If you wish to have a conference with your child's teacher, please contact the school, in advance to schedule an appointment. Visitors are welcome to visit a classroom as long as the teacher is present and has been made aware of the visit beforehand.

Please note that a parent who arrives at school without having sought prior approval of a classroom visit may only be admitted to the classroom at the discretion of the principal. If the intended visit would interfere with the planned instructional program, the visitor will be advised to schedule another time to visit.

ATTENDANCE PROCEDURES

It is important that every parent accept responsibility for his or her child's attendance at school. Absence, tardiness and early release hinder the orderly conduct of the classroom activities. **If your child is absent, please call the school (384-8750 and press 1) by 8:30 AM AND send a written note to the teacher on the first day your child returns to school giving the reason for the absence.** Please refer to the attendance policy on page 9.

If your child is late, a parent or guardian must escort the child to the main office and sign the student in. Additionally, any child arriving after 9:25 A.M. must bring a lunch from home. **School lunches cannot be ordered after 9:25 A.M., so please call the school no later than 9:00 A.M. to let the office know that your child is going to be late and that they need a lunch.**

EARLY RELEASE/SIGNING OUT

Early release is discouraged because of its impact on your child's learning. Please make every effort possible to schedule appointments for your child after school hours.

Parents/guardians desiring an early dismissal for students are requested to send a note to the classroom teacher. Please include the full name of your child, the name of the adult picking up your child and the time your child will be picked up. Students being picked up for an early dismissal are to be signed out in the main office.

Due to the complexity of dismissal and for the safety of all children, no parent will be permitted in the building after 3:00 p.m. to sign their child out. Please contact the office if there is a personal/family emergency and we will make the necessary accommodations.

CRITERIA FOR ATTENDANCE

Tardy: Students who arrive between 9:15 - 10:15

Early Release: Students who leave between 2:45 – 3:35

Half Day: Students who are present at least 3 hours and 15 minutes of the school day

Deptford Township Schools Elementary Student Attendance Policy

ATTENDANCE: Policy No. 5200

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.

TARDINESS: Policy No. 5240

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

Three (3) instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on promotion.

For districts with secondary school(s) and Policy No. 5460 on high school graduation.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

Adopted: 28 April 2015

HOMEWORK AND SCHOOL WORK FOR ABSENTEES

Homework for absentee students is available upon request. When requesting assignments, parents should call the school at **384-8750 early in the morning and leave a message at the main office.** After doing so, please allow sufficient time for the school personnel to gather the assignments. Work can be picked up at the end of the school day in the office.

CONTAGIOUS CONDITIONS

In order to prevent epidemics and protect the health of the children, the exclusion periods for contagious conditions are as follows:

- Pediculosis (head lice) – excluded until treatment is complete and child is nit free.
- Chicken Pox – excluded until all blisters are gone.
- Rash of Unknown Origin – excluded until seen by a physician and cleared to return. A doctor's note is required.
- Other severe contagious conditions – excluded until cleared by physician.
- Fever – child should be kept at home until 24 hours after fever is resolved.
- Conjunctivitis – Pink Eye- excluded until cleared by physician
- Vomiting, Diarrhea- child should be kept at home until 24 hours after condition has resolved.

MEDICATIONS

All prescription and non-prescription medications require written orders from the child's physician. All medications must be brought to school by an adult, and given to the School Nurse. Please contact the School Nurse for more information.

LOST AND FOUND

Lost and Found articles are kept in the gym and may be claimed there during school hours. Personal property and clothing should be permanently marked with the owner's name. This will facilitate the return of articles should they become misplaced.

CLASS BIRTHDAY PARTIES

We welcome acknowledging your child's birthday and sharing this happy day with his/her classmates. However, "birthday parties" are not held in the classroom and we ask that parents limit the birthday treat to one of the following items: cookies, cupcakes, brownies, or any single serving size treat for each student. This treat will be distributed during their snack time. Whole cakes, scooped ice cream, party bags, flowers, and balloons are NOT permitted. Please speak to your child's teacher in advance.

Teachers will gladly distribute invitations for your child's parties provided that **everyone in the class receives an invitation**. If you are only inviting a few people from the class, invitations must be distributed outside of school. Please note: **We cannot provide addresses of students.**

PTO

The PTO is an integral part of the Central Early Childhood Center. Please support our school's Parent/Teacher Organization on behalf of your child. Information on how to join the PTO will be provided in September. Meetings are held on a regular basis throughout the school year.

LOST / DAMAGED BOOKS AND EQUIPMENT

Students should always exercise care in the use of school equipment and are responsible for the materials they use. Students' parents are responsible for the cost of replacement or repair of damaged equipment and property.

PERSONAL ITEMS

Personal items such as radios, CD players, headsets, iPods, large sums of money, Game Boys, collectible cards, toys, etc. should be left at home. These items are subject to confiscation by the teacher and/or principal and may be retrieved only by the parent.