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WELCOME!

Welcome to the Lafayette Learning Center Preschool! We are happy to be a part of your educational team for the 2011-12 school year. At LLC, we offer preschool services for three- and four-year olds. Our staff is dedicated to providing rich, multi-sensory experiences designed to help your child make continuous progress on individualized goals as well as the NJ Core Curriculum Content Standards for Preschool. We value our parent-school partnerships and believe that together we can make a difference in the lives of your children.

To facilitate student, parent, and faculty growth through our shared partnership, we encourage you to ask questions, communicate with your child's classroom teacher and support staff. Please join our Home and School Association, attend meetings, volunteer and actively participate in other opportunities offered by our school. We welcome your input and ideas.

This handbook was written to provide you with a general reference guide of important school information. Our procedures were established to help your child arrive at school, actively engage in child-centered learning environment, and leave safely at the end of each session. Please take the time to read it and reference it throughout the year. For additional information about our school procedures, policies, or programs, please feel free to call our main office number at 973-292-2222 ext. 0.

OUR PHILOSOPHY

The core value and primary purpose of the Morris School District, with its large and diverse population, is to foster a community in which learning is meaningful, challenging, and lifelong. We believe every child is capable of learning, developing creativity, and meeting expectations of growth. This mission will be achieved through a continuous, research-based process of collaborative planning, implementation and evaluation.

In addition, the MSD preschool is dedicated to nurturing the minds and bodies of our children, moving them toward achievement of the NJ Core Curriculum Content Standards for Preschool. Teachers are charged with providing an enriched classroom environment that enables children to creatively explore their world in order to develop essential understandings of the world around them. Our goal is to enable students to acquire strong physical, social, emotional, and cognitive (attending, remembering, and thinking) skills that will enable them to become independent learners.

Home-School Association (H.S.A) Letter

Dear Parents and Guardians:

The Lafayette Learning Center Preschool Home and School Association (H.S.A.) is a parent group open to all parents of children in the school! We welcome new and returning families to participate in the H.S.A. and join us in this very important organization. It's a great way to become involved with the school and with your child's educational experience. Our H.S.A. meetings are held right here at Lafayette Learning Center, our first meeting is September 20th, and we do provide babysitting services on site. We recognize that it's not possible for all parents to attend the HSA meetings so any help is greatly appreciated.

The H.S.A. mission is to support and enhance our children's environment. As caring and committed parents, we work hand in hand with the teachers and staff of the school, creating a connection between home and school to help assist communication between parents, teachers and school administrators.

We provide coordinated classroom assistance; organize seasonal festivals, entertainment and events during the preschool year; and proudly host several staff appreciation breakfasts and luncheons as a small way of thanking our dedicated teaching staff for their tremendous work. The H.S.A. also raises money for the school, enabling the purchase of gifts to enhance the preschool and the educational opportunities for our children. No gift is too small, or even simply participating in our events and programs provide funds for our wonderful school!

These combined contributions have enabled the H.S.A. to provide many generous gifts. In recent years we have successfully endowed the preschool with new playground equipment and sandbox, die cut machine and cuts, a laminator, convection oven, shelving for the children's book exchange room and gym storage area, digital cameras, additional school trips, petting zoo, pony rides, bounce house, family parties and picnics, camcorders, chick hatching, craft supplies, toys and more.

We look forward to seeing you at events throughout the year. Please join us and become an active participant in our Lafayette Preschool Home & School Association!

We look forward to meeting you at **Back to School Night at 6PM on September 15**, and to welcoming you to the H.S.A.!

Sincerely yours,

Gina Gingrich
Mom/ Co-President
rmg1731209@yahoo.com

Rachel Ritter
Mom/ Co-President
plantthis@hotmail.com

Cynthia O'Hagan
Mom/Treasurer

Part time secretary is still needed.

At Back To School Night, or any time of the year, we welcome your involvement! Ways to participate:

- **Sign up** for membership. **Contribute** the optional \$5.00 annual H.S.A. membership dues.
- **Be included** in our student directory.
- **Give** a tax-deductible donation or gift that will go directly to the classroom or therapists of your choice, or give to the H.S.A. general fund. Make your tax-deductible check payable to "Lafayette Learning Center Preschool H.S.A."
- **Volunteer** by signing up your time and talents!
- **Donate** toys, books, or equipment. (new or outgrown)
- **Attend** our Back to School Night, our monthly H.S.A. meetings, and events.

**NOTE: All donations are tax-deductible and will REDUCE the NUMBER of FUNDRAISING APPEALS. A receipt will be provided for your tax records.*

OUR PROGRAM

The Morris School district Preschool Program has been developed to address the educational and developmental needs of children ages 3-5. It is comprised of three types of classes. We have inclusive classes that educate both typically and specially developing four-year old students, with class size between 10 to 15 students. We also have preschool disability classes for students with Individualized Educational Programs and the need for smaller groups sizes and more individualized programming, as well as classes with highly specialized instruction for students with autism and students with hearing impairments. Finally, we have an Early Childhood Outreach program that supports the needs of resident students in private preschool programs throughout the district.

Children participate in either a morning, afternoon, or full-day session five days per week. Our staff, all of whom have met highly qualified state standards, includes certified teachers, speech therapists, behavior specialists, occupational therapists, teacher assistants, assistant behavior specialists, and a school nurse. We also have a complete Child Study Team to attend to the needs of students with identified disabilities.

Our classrooms have a variety of centers that invite diverse activities, are supplied with materials that promote creative and thoughtful play, allow students access to both social and independent activities, use both indoor and outdoor space, display resources in easy access, and are ample in physical space. Daily routines are employed to promote self-regulation, curiosity, problem solving, and language development, as well as increased capacity for using multiple intelligences to develop reading literacy and technological literacy.

We are fortunate that our LLC program has use of excellent classroom and special area facilities. Our classrooms are a minimum size of 22' by 36' with center areas typical of quality preschool programs. We also have a large, fenced-in outdoor play area, full-size gymnasium, and an auditorium for large motor and performance activities.

Curriculum

Our classes employ the Tools of the Mind (TOM) curriculum, research-based program endorsed by the NJ Department of Education. The TOM curriculum was designed to enhance student growth in all areas of development, with a special emphasis on fostering self-regulation through the development of students' attending, remembering, and thinking skills. Students follow a daily schedule which includes many purposeful activities and structured environment designed to foster creativity, imagination, problem-solving, communication, meta-cognition, and the expansion of core understandings and skills.

We encourage you to learn more about our Tools of the Mind curriculum – its history, philosophy, activities, staff training, related resources, or samples of play plans via the TOM website at www.toolsofthemind.org.

Our Inclusive Classes

The 2011-12 school year marks the seventh year for our inclusive classrooms at LLC. Each of these classes serves approximately 10-15 students, including students following a typical developmental path as well as those with identified disabilities. The teachers utilize the tools of the Mind curriculum and work towards achievement of the NJ Core Curriculum Content Standards for Preschool.

Our Preschool Disabled Classes

A small number of our classes exclusively serve students with identified disabilities, with approximately 5-9 students in each class. Students must be evaluated by a Morris School District Child Study Team to determine eligibility for these classes. Instruction is framed via the Tools of the Mind curriculum and guided by Individualized Educational Programs (IEPs) that document student needs and specialized goals related to the attainment of the NJ Core Curriculum Content Standards for Preschool.

Our Classes for Students with Autism

Some of our preschool students diagnosed with Autistic Spectrum Disorders (ASD) present with very intensive needs and are therefore served in our extended-day program from 9-2:30. These students receive applied behavior analysis (ABA) provided on a one-to-one basis throughout their day along with therapies as indicated by their needs. Part of their program is carried out in the preschool disabilities classes noted above. Other preschoolers with ASD are able to have their educational needs met through our inclusion or preschool disabled classes coupled with ½ to 2 hours per day of ABA trials, social skills, groups, and/or shadowing. Eligibility for any or all of these services is determined by the IEP Team, based on the particular student's individual needs.

Our Class for Students with Hearing Impairments

We have a PK-1st grade class for students who are deaf or hard of hearing that provides a highly specialized and top-quality auditory/oral program. This program is designed to increase core vocabulary, syntax, language and listening skills to enhance students' academic success within our local school. This year, our early childhood class is at Woodland school, with inclusion opportunities as needed. Eligibility for these services is determined by the IEP team, based on the particular student's individual needs.

CLASSROOM SCHEDULES AND ROUTINES

The School Day

Instructional hours are from 9:00-11:35 a.m. for most three-year olds, from 12:55-3:30 p.m. for most four-year olds and from 9:00—2:30 for those students in full-day programming.

Routines

Children benefit most from a combination of individual and group experiences and from combinations of quiet and more active experiences. During each preschool day, the students participate in the following:

Circle: Children meet as a large group to participate in a variety of activities designed to foster language skills, turn-taking, and foundational understandings. Students learn to greet one another, identify their name in written form, listen to and discuss information in stories, sing songs, identify numbers and sounds represented by the alphabet, attend appropriately to lessons, and much more.

Snack: Children have the opportunity to sit down together, have a snack and practice their social, self-help and language skills.

Play planning: Students are assisted in making play plans prior to entering the center of their choice. Children will be coached to design progressively more advanced work; from scribbling and dictating their intent to drawing and writing it. Children then read these plans before and during their play as well as on the following day to facilitate recall and extension of their play activities.

Work time: Children work on art activities, work with manipulative, participate in cooking projects, and play lotto, Bingo, or other board games at developmentally appropriate levels. Their guided work time is designed to build on skills such as thinking, remembering, following directions, fine motor control (in preparation for handwriting, keyboarding, etc.), social skills, creative expression, problem solving and more.

Small group time: Children work in small groups with a teacher on specific activities designed to meet their individual needs.

Gross motor activities: Children participate in games in the classroom, which involve large muscles, on a daily basis. The LLC has both a large gym and an enclosed pre-school play area where students can ride bikes, play with balls, and use pre-school sized climbing apparatus and other resources to joyously develop large muscles and gross motor coordination.

Emergency Drills

Fire drills and emergency drills are each held once per month as required by state law.

PROGRESS REPORTING

Report Cards/Parent Conferences

Progress reports are issued twice per year. We will be using the Early Learning Scale (ELS) to form the basis of these reports. The ELS was designed by the National Institute of Early Education Research (NIEER) and is linked to the New Jersey Core Curriculum Content Standards for preschool (2009).

In addition, two parent conferences are planned and identified on the LLC calendar within this handbook. A mutually convenient meeting time will be established between you and your child's teacher as we get closer to the date. Evening conferences are available to accommodate working parents. On parent conference days, students will attend on an early-dismissal schedule so that teachers can meet with every family to talk about joys, progress, and learning goals related to our children.

If your child has an IEP, it will be reviewed annually prior to the anniversary date of that document. We will keep you informed of your child's progress through written reports, parent conferences, and notes slipped into your child's folder. Our goal is to meet the needs of each child and help them reach their potential. We can accomplish this goal through quality planning, teaching, parenting, and ongoing collaboration.

VISITORS

State law requires that all visitors, including parents and guardians, check in at the main office immediately upon entering LLC. You will be asked to sign in to assist us in maintaining a safe, secure, and confidential learning environment. School policy and insurance considerations do not allow for children other than enrolled students on field trips, in classrooms, or on the playground while school is in session. If, however, a parent is volunteering outside of the classroom, siblings are allowed as long as they remain under the direct and close supervision of the parent at all times.

Since uninterrupted teacher/student time is important to the learning of every LLC student, parents and guardians are not given access to the classroom without prior approval and escort. Our students have a right to their teacher's undivided attention. Please be sensitive to children's learning time and allow the teachers and assistants to provide a seamless flow of classroom activities, without interruption. It is helpful when parents and caregivers communicate with staff via telephone, notes, scheduled appointments, and/or during preferred times designated by individual teachers.

WHAT YOUR CHILD WILL NEED FOR SCHOOL

Your child will need the following items in school, marked with your child's name:

1. Your child should wear ordinary, sturdy play clothes that he/she does not have to worry about keeping clean. Fancy, frilly clothes are not a good idea. Sneakers or rubber soled shoes are preferred.
2. A complete change of clothes (properly marked with your child's name) to be kept at school; please include shirt, pants, underpants, and socks.
3. If your child is not toilet trained, please provide disposable diapers, wipes, and/or additional changes of underwear, marked with your child's name.
4. All outerwear (including coats, sweaters, boots, etc.) should be marked with your child's name.
5. A large book bag, with simple zippers, for your child's belongings with his/her name on it.

BIRTHDAY CELEBRATIONS

Foodless Birthday Celebrations

(district-wide policy)

Many children look forward to celebrating their birthdays with their classmates. Birthday celebrations are important and classroom teachers will recognize each student's birthday within the classroom. If your child's birthday falls during the summer months, the teacher and student will select a special date for the celebration.

Birthday celebrations in the Morris School District are foodless. If parents wish to do something extra that does not involve food, drinks, or classroom interruption, they may select from the following suggestions:

- 1) Donate a book to the library in your child's name.
- 2) Donate a book to their child's classroom. The child may want to read it to his/her classmates.
- 3) Send in *inexpensive* favors for the class, such as stickers, pencils, erasers, or bookmarks.

Please note that it is not necessary to provide anything extra for a child's school celebration.

Party invitations cannot be distributed in school. Please honor this policy as it helps us to avoid hurt feelings. Also, the school can only release class lists but not addresses. The Home and School Association Directory is the best resource for student addresses. Thank you for your cooperation.

Party Nutrition Guidelines

The following Party Nutrition Guidelines for the Morris School District need to be followed at all parties and celebrations held at school. This includes holidays and any school-wide or classroom celebrations, except for birthday celebrations which are foodless.

The Party Nutrition Guidelines are consistent with the Morris School District nutrition policy, as well as Board of Health Guidelines.

Please do not send:

- 1) Foods and drinks with high sugar content or sugar listed as the first ingredient, including: cookies, cakes, cupcakes, candy of any kind, and soda (regular or diet);
- 2) Peanuts or foods containing peanuts;
- 3) Foods with more than 6 grams of fat per serving.

Here are some ideas for healthier party foods:

- 1) **Fresh fruit:** You may bring whole fruit from home. Cut fruit must come from a store. It can be served with yogurt dip.
- 2) **Dried fruit**
- 3) **Fruit leathers:** No Fruit Rollups or other brands with added sugar. Look for brands that are all natural, with no added sugar.
- 4) **Fruit popsicles:** Made with real fruit and/or 100% fruit juice only.
- 5) **Veggies and dip:** Cut up vegetables must be purchased from a store, not prepared at home.
- 6) **Whole grain muffins:** Fruit may be added. Baked goods can be prepared at home.
- 7) **Mini rice cakes**
- 8) **Baked tortilla, pita, potato or bagel chips** with salsa or other dip, such as hummus (under 7 grams of fat/serving)
- 9) **Low fat popcorn**
- 10) **Pumpkin seeds or Sunflower seeds**
- 11) **Pretzels**-plain or maybe with mustard
- 12) **Whole grain English muffin pizzas** made with part skim mozzarella cheese
- 13) **Yogurt** (low fat)
- 14) **Granola bars**
- 15) **Cereal bars**
- 16) **Drinks: 100% fruit juice or water**

SNACK

Parents are asked to send in a snack every day. As stated above, our Nutrition Policy adopted by the Board of Education, as guided by the State of NJ-Department of Education, does not allow foods of “minimal nutritional value” to be eaten at school. More specifically, the following foods are not allowed: candy, soda, or any foods and beverages listing sugar (in any form) as the first ingredient.

Please send in low sugar, nutritious snacks and juice. Some favorites are listed above. Preschoolers seem to enjoy:

Popcorn	Fresh fruit – apples, oranges, grapes, bananas, etc.
Applesauce	Cut up celery and cream cheese or peanut butter
Pretzels	Crackers and cheese or peanut butter
Carrots	Raisins or other dried fruit
Yogurt	Cereal such as Kix or Cheerios
Graham crackers	¼ or ½ of a favorite sandwich
Beverages that are 100% juice rather than “drinks” with added sugar	

LOST AND FOUND

Staff and students take articles they find at LLC to the main office. So, if a student loses something, send in a note so that inquires can be made at the main office about the lost item. It is helpful if all clothing and possessions are labeled with your child’s name for ease of returning lost items to their owner. A box with unclaimed items is regularly assessable outside of the main office.

SCHOOL PICTURES

School pictures will be taken during the fall. We will send home notices of the date when it is scheduled.

EMERGENCY CLOSING and ANNOUNCEMENTS

WMTR 1250 AM

WDHA 105.5 FM

Emergency Closings

Whenever the Superintendent of Schools determines that it is in the best interest of our children to close schools, both AM and PM sessions will be cancelled. Each family will receive one telephone call from our automated Honeywell system communicating details of this school cancellation. In addition, families can access school closing information on WMTR 1250 AM and WDHA 105.5 FM radio stations. Information will also be posted on the school website at www.morrisschooldistrict.org.

Delayed Openings

Whenever the Superintendent calls for a delayed school opening, each family will receive one telephone call from our Honeywell system. Please note that only some students will have school for a 4-hour session, while others will stay home. Our schedule for delayed openings will be as follows:

HOURS:

Early Dismissal Schedule A

9:00—1:00 for AM class

No classes for PM students

9:00—1:00 full day class

OR

Early Dismissal Schedule B

9:00-1:00 for PM class

No classes for AM students

9:00--1:00 for full day class

Early Dismissals

Whenever an early dismissal is planned, such as on parent-teacher conference days, it will be noted on the school calendar. Whenever an early dismissal is unplanned, such as on a snow day, you will be notified of this decision via the Honeywell system. For early dismissal days, our schedule will be as follows:

HOURS:

2-hour Emergency Delayed Opening:

11:00—3:00 for either AM or PM class (not both, sessions will alternate)

11:00—3:00 for full-day classes

EMERGENCY RELOCATION INFORMATION

We hope, at the Lafayette Learning Center, that we never have to relocate students from the building due to either a manmade or natural emergency situation. However, due to a variety of situations that might occur in a school building, it is possible that this may become necessary. In our planning for a variety of school crisis situations, we have tried to anticipate every possible type of event that can occur at school.

Should we have the need to evacuate the school and move students to another temporary location, we want you to know in advance that we have made arrangements to take them to the **Calvary Baptist Church** which is three blocks away from the school, on Martin Luther King Street. The phone number there is 973-267-0136. If that building is unavailable, we will move the students by bus to the Alfred Vail School on Speedwell Avenue. The phone number there is 973-292-2080.

If we have to move students to another location, please understand that it may be very hectic. Consequently, we would ask that you do not call or come to the school building. Instead, if you are contacted, please go directly to the alternate site(s) to pick up your child. You should also be aware that to ensure the utmost safety of all involved, we would require you to sign your child out in much the same way that you do during a regular school day. This will allow us to account for the whereabouts of all students, and it will be crucial that this be done as accurately and systematically as is possible.

Your patience will be greatly appreciated in the event that this plan ever becomes necessary.

TRANSPORTATION

Bus Procedures

It is important that students ride the bus to which they have been assigned at all times, including loading and unloading at the proper stop. Requests for a permanent change of bus assignment, to another location within the town/township boundaries, need to be given to the school secretary then approved by the MSD Transportation Director. All determinations will be based upon the merits of the request.

Of special note, it is very important that you have your child **ready for pick-up, at the curb, 10 minutes before your bus arrival time.** We have 10-20 students on every bus. If we have to wait even one minute for each child, that could mean that the bus might not arrive to school until 10-20 minutes after the start of classes. This would be a bad situation. Likewise, please smile and say “hi” to the driver but do not engage him/her in conversation for the same reason. The routes are designed to get students to school promptly and efficiently. There is little to no wiggle room for waiting or talking. Please help by having your child ready and putting him/her on the bus with a wave and a smile. ☺

Students must observe both safety and good conduct rules on the bus. If a student’s behavior results in a bus conduct report, Dr. Andre will be in contact with parents to coordinate joint efforts designed to help students learn appropriate behavior. Students who receive three Bus Conduct Reports may be suspended from riding the bus.

Drop Off Procedures When Brining Your Child to School:

1. The parent drives up to the first back entrance (between the brick garage and school) and helps the student to get to the door of our building. A staff member will manage the traffic so we can have three cars unloading at the same time, if needed. **DROP OFF STARTS AT 9:00 AM** for the morning class and **12:55 PM** for the afternoon class.
2. A staff member will meet and accept the student from the parent at the building door.
3. The parent will drive onward to allow another set of cars to proceed.
4. For late drop offs, please bring the student to the office (not the classroom) and the secretary will call a staff member to come to the main office to pick up the student.

GETTING IN SCHOOL ON TIME WILL HELP THE STUDENT TRANSITION BETTER AND FASTER. DOING THESE PROCEDURES AS SMOOTHLY AND AS QUICKLY AS POSSIBLE WILL HELP THE CLASS START WITH PRECIOUS INSTRUCTION RIGHT AWAY.

Pick-up Procedures When School Has Ended:

Parents/guardians must be here before dismissal time or your child will be put on his/her regularly scheduled bus.

1. If your child regularly takes the bus home and you would like to pick-up on a specific day, you must write a note to the teacher on the day of scheduled pick-up.
2. Parents will go up the steps, to the preschool doorway, to pick up their child.
3. Students will be lining up along the hallway, while waiting.
4. Parents will drive up to the first back entrance.
5. The staff will present the pick up sign off sheet for the parent to sign.
6. The parent will help the student get in the car and drive up to allow another car to come forward.
7. Remember, parents/guardians must be here before dismissal time or your child will be put on his/her regularly scheduled bus.

Where to Park

Please park in a visitor’s space or any other space between the white lines. Please do not park in the yellow-painted area in front of the school since this is a tow-away zone. Thank you for cooperating with these procedures. They are meant to keep life at Lafayette calm and safe. If you have questions, please call us at 973-292-2222, ext. 0.

MEDICAL RECORDS/MEDICAL POLICIES ATTENDANCE/ABSENCES

No one outside your child's school or program has access to your child's records without your written permission. If you would like to review your child's school file(s), please contact the main office to make an appointment.

Medical Records

To ensure the proper care and education of every student, medical records must be complete and up-to-date. All immunizations records and established forms are needed before a student begins his/her program. The school nurse will work with you and your doctor to ensure that this procedure is adhered to.

Attendance Policy

Good attendance is essential to the learning process. Frequent absences disrupt the continuity of the instructional process and limit the ability of students to achieve individualized goals and/or the NJ learning expectations. For the Board of Education to fulfill its responsibility to provide a thorough and efficient education for every student, regular attendance is essential. Documentation of the nature and causes of excessive absences is the responsibility of the parent or guardian.

Reporting Absences

Parents must notify the school nurse, by the start of the student's day, when a child is absent for any reason. Mrs. Tolmie can be reached at 973-292-2222 ext. 1111. Our school must account for all children every day. Thus, if we do not receive your telephone call within a half-hour of the start of the school session, we will call your home to verify the reason for your child's absence.

Children should be kept home if there is evidence of chicken pox, conjunctive ("pink eye"), strep throat, lice, vomiting, diarrhea, fevers over 100 degrees, or any other contagious disease or condition. A child should also be kept home from school for 24 hours after experiencing any condition that might spread to others. We appreciate the consideration you show to your child's peers and teachers by ensuring that they are symptom free for 24 hours prior to returning to school.

Excessive Absenteeism

Once you register your child with us, we are required to care for his/her well-being. If a child has between 5 and 9 cumulative unexcused absences, we will make a reasonable attempt to call you to discuss this issue. In the case of 10 or more unexcused absences, the student will be considered legally truant and we will be obligated to make a referral to legal services.

Administration of Medication

The school nurse is the only person permitted to administer either prescribed or over-the-counter medication in school. The parent or guardian must provide written permission for the administration of any medication and a written order from the child's doctor with a diagnosis of the illness involved. The medication must be given to the nurse in the original prescription container with the name of the student, the dosage, time of administration, and the doctor's name clearly labeled. The medication will be stored in a secure, locked place in the health office. Forms for this purpose are available from the school nurse.

Medical Excuses

Students restricted from playground or other school activities must present a note from the family physician describing the condition and advising the kind and length of restriction. Permanent excuses will be reviewed by the IEP Team, where appropriate, including the school nurse. A doctor's note should

also be sent in after surgery or injury to notify school staff of any restrictions or special care that is needed to ensure your child's well-being.

Further information on medical notes, records or excuses can be obtained from the school nurse.

Emergency Phone Numbers

At the beginning of school, you will receive an emergency card to be filled out and returned to the main office (via backpack is fine). The telephone numbers are essential in case we are unable to reach parents/guardians in case of an accident, illness, or emergency closing. The people you identify should be local and available during school hours. Please let your emergency contacts know that you have identified them as a responsible person in your absence. The phone numbers, names, and other information should be updated *whenever there are changes*.

GENERAL EXCLUSION GUIDELINES

A child may be sent home by the school nurse for any of the more common reasons listed below and other reasons, less common, and not listed. In almost all cases, the usual guideline is that the child may return to school 24 hours after the last symptom, or 24 hours after treatment has begun. Many times the child may return to school as soon as treatment has begun.

Fever: A fever is defined as an elevation of temperature above normal (98.6 orally). One degree above and 2 degrees below 98.6°F is still considered normal. A child with a fever who is behaving normally may not need to be sent home from school.

Two episodes of vomiting within 24 hours not attributed to non-infectious causes.

Two episodes of diarrhea within 24 hours not attributed to non-infectious causes.

Uncontrollable diarrhea or stools that cannot be contained.

Open weeping wounds that cannot be covered.

Weeping conjunctivitis or weeping inflamed eyes not allergy related.

Behavior that is unsafe for other students (biting, scratching, spitting and/or violence that cannot be managed).

Behavior that affects the transmissibility of an infectious disease to others.

Live Lice (at end of the day).

HOME FILE CHECKLIST

- Birth certificate
- Medical records
 - Immunizations

- Neurological, vision, or other specialized medical reports
- Records of surgeries or other medical procedures
- School records
 - Academic achievement reports (tests, report cards, transcripts)
 - Samples of child's work and accomplishments
 - Communication logs and correspondence
- Child study team records, when applicable
 - Evaluations (psycho-educational, social, speech/language, behavioral, others as appropriate)
 - Current and past IEP's

BEHAVIOR POLICIES and DISCIPLINE

Behavior Policy

The Lafayette Learning Center faculty believes that a safe and caring community is essential for optimal learning. We further believe that every preschool child is capable of learning and displaying acceptable behavior. Thus, we will encourage all students to listen respectfully, speak politely, help others, celebrate differences, and to grow in their ability to self-regulate their actions.

Discipline

Sometimes, when a child is having a difficult time learning self-regulation and appropriate behavior, consequences are necessary. Consequences are not punishments, but rather positive actions taken to help students adjust to the requirements of their environment. Each and every student will be supported in individually appropriate ways until he/she is capable of displaying safe, productive, and harmonious behavior.

The classroom teacher has the primary responsibility to address harmful, nonproductive, or disruptive behavior. We do this through verbal prompting, with care to identify what we expect of the child. For example, we would not say, "Bad boy, stop running!" which would criticize the child and focus on the negative behavior. Instead, we might say something like, "Walking feet!" or "Hold the hand of your friend and walk more slowly!" When verbal guidance is not effective or appropriate, the teacher may use hand-over-hand guidance (i.e. putting their hands over the child's hands and helping the child to clean up a toy and put it on a shelf) or physical prompts (lifting the child back to his/her feet when he/she refuses to get off the gym floor to proceed to the bus) to help the student acquire desired behaviors.

Functional behavioral assessments: If student behavior is very resistant to guidance and interventions, our staff may conduct a functional behavioral assessment to determine the motivation or causes behind the child's actions, consider the environmental conditions that proceed with the behavior, identify target

behaviors to replace undesirable behaviors, and figure out a plan to shape student behavior. When appropriate, the teacher has access to assistance from one of our behavior specialists, therapists, administrators, or other staff to facilitate positive student outcomes. Parents will be asked to participate in this analytical and problem-solving process.

Behavior intervention plans: Once a functional behavioral assessment is complete, this information will be used to help the teaching staff and parent(s) to design a behavioral intervention plan. This plan involves identifying acceptable target behaviors, planning for appropriate interventions and timelines, then carrying out the identified strategies to help the child learn to self-regulate his/her behavior.

If our supports and guidance are insufficient to help the student self-regulate his/her behavior, further investigation may be needed to determine the causes and needed supports to better prepare the student for a successful kindergarten experience.

**PUBLIC INQUIRES & COMPLAINTS PROCESS
COMPLAINTS AGAINST AN EMPLOYEE**

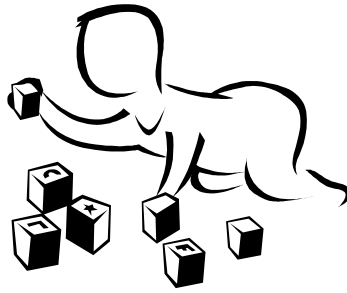
If you have a concern that a Morris School District employee has engaged in any actions that are illegal, immoral, or unethical, we request that you bring this matter to the attention of the person’s immediate supervisor. The Morris School District Board of Education has adopted a policy which outlines the steps to follow in order to resolve a parent or guardian’s complaint. When a complaint arises ...

The parent/guardian should:

With:

Discuss the issue in person or by telephone when concern arises.	The teacher, therapist or other employee
Discuss the issue in person or by telephone; expect a timetable for action.	Dr. Karen Andre, Principal
Document issue in writing; request conference; expect response within 5 days of conference.	Nancy Helterman, Director of Pupil Services
Discuss the issue in person; expect a written response within 10 days.	Dr. Thomas Ficarra, Superintendent
Appeal Superintendent’s recommendations; expect a written decision within 30 days.	Board of Education

The goal of this process should be to seek resolution at the lowest possible level. If at any time during the process a parent/guardian has reason to believe that an action has been taken against a child as a consequence of a complaint, the parent/guardian shall immediately refer the matter to the principal.



CHILD FIND STATEMENT

As you may know, some children have disabilities and need extra help to succeed. If you know of a preschool aged child (3-5) who lives in our district and has trouble speaking, seeing, hearing, walking, running, or manipulating small objects, he or she may be experiencing developmental delays. Chances are that with early detection such delays can be alleviated or corrected. The Morris School district child study team can offer help in evaluating and providing, if eligible, a special education program. Call (973) 292-2222 ext. 1124 for more information.

If you have a student, or know of a student between the ages of 5-21, who is having difficulty learning, he or she may need specialized help to succeed. Each of our schools have Child study team representatives who can meet with the students' teachers and parent(s)/guardian(s) to explain the process used to determine if the student has a disability that is negatively impacting on academic performance. Please call your school office to obtain more information if you suspect a child has a disability.

CST SUPPORT SERVICES

Child Study Team

The Child Study Team (CST) consists of a social worker, psychologist, learning consultant and may include a speech therapist, nurse, or other certificated professionals depending on student needs. Each has his/her own role in the referral and evaluation process. Referrals to the CST may be made at any time to Cheryl Berek, the case manager for most students at the Lafayette Learning Center.

Speech/Language Therapy: Children who display severe deficits in their articulation or language development are seen by the Speech therapist, as stipulated in their IEP.

Occupational/Physical Therapy: Children who need these services are seen by a registered Occupational Therapist and Physical Therapist, as stipulated in their IEP.

Contact Information for the CST:

Cynthia Chiariello	School Social Worker	973-292-2222 ext. 1125
Dr. Janis Golob	School Psychologist	973-292-2222 ext 1124
Lynn Fraumann	Learning Consultant	973-292-2222 ext 1124
Beverly Corona	Speech Pathologist and Related Services Coordinator	973-292-2222 ext. 1106

STAFF DIRECTORY 2011-2012

School Phone: 973-292-2222	REVISED 8/1/11	FAX: 973-605-8433
NAME	2010-11	ROOM #
		EXTENSION # and position
ARZENO, LAURA	RM. 110	1100 T.A. (Spanish—AM class)
BASS-SINGELTON, ROBIN	RM. 108	1108 Teacher
BAUTISTA, ADORA	RM. 105	1105 Teacher
CARRIGAN, JOANNE	RM. 105	1105 ABS
COHEN, PATTY	MAIN OFC.	1123 Secretary
CORONA, BEVERLY	RM. 105B	1127 Speech
CHUNG, SUSAN	RM. 105B	1128 Speech
COTTON, TAWANNA	RM. 105C	1105 ABS
DIDOMENICO, SHERRY	RM. 107	1107 Teacher
EDDEY, ILENE	RM. 110	1100 Teacher
FIGLIORE, JANET	MAIN OFC.	1100 Secretary
GILL, KAREN	RM. 105	1105 ABS voicemail #1136
GORMAN, HEATHER	RM. 110	1100 T.A. (PM class)
HAMMOND, AATIFA	RM. 103	1103 ABS voicemail #1132
HANDEL, MADELINE	RM. 103	1103 ABS
KEOWN, MARY	RM. 107	1107 ABS voicemail # 1304
LAGONIGRO-FAZARI, MARIA	RM. 105B	1128 Speech
LUIK, JENNIFER (Mondays & Thurs)	RM. 106	1106 Physical Therapist
MAIETTA, JENNIFER	RM. 102	1102 Teacher
MANOBIANCA, AMY	RM. 109	1109 Teacher (AM)
MAZZA, MARIA	RM. 109	1109 T.A.
MENDENEZ, NOEMI	RM. 101	1101 Teacher
MEZA, LUZ	RM. 105	1105 ABS
MOCKO, JENNIFER	RM. 103	1103 Teacher-Beh. Specialist
NUNZIATO, ALICIA	RM. 106	1106 Occupational Therapist
ROME, GAIL	RM. 101	1101 TA voicemail #1137
ROSENBERGER, KITTY	RM. 109	1109 Teacher PM/Outreach AM
RYAN, DIANE	RM. 102	1102 T.A.
SMITH, KIMBERLY	RM. 105	1105 ABS voicemail #1134
TOLMIE, MARY	NURSE	1111 Nurse's Office
WALCH, ADELE	RM. 105	1105 ABS
GYM	GYM	1129
KITCHEN	KITCHEN	1146
HUYAK, JOSEPH	Building Foreman	1117
HACKETT, AKEEM	CUSTODIAN	1117
CHIARIELLO, CYNTHIA	MAIN OFFICE	1125 Social Worker
GOLOB, DR. JANIS	Room 104	1124 Psychologist
FRAUMANN, LYNN	Room 104	1124 LDT/C
ANDRE, DR. KAREN	Principal	1122 Main office

Morris School District
LAFAYETTE LEARNING CENTER PRESCHOOL
September 2011– June 2012

September 2011

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2011

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2011

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2011

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AM 9:00-11:35

PM 12:55-3:30

September

- 1 Opening day for teachers NO STUDENTS
- 2 Staff Development-NO STUDENTS
- 5 SCHOOL CLOSED – Labor Day Weekend
- 7 First Day for Students
- 14 Back-To-School Night 6:00 pm
- 16 Family Welcome Picnic 6:15 p.m (weather permitting)
- 20 HSA meeting 9:15 a.m.
- 29 Rosh Hashanah – SCHOOL CLOSED
- 30 HSA Welcome Back Teacher Appreciation Breakfast

October

- 14 HSA photo shoot (fundraiser)
- 18 HSA meeting – 6:15 pm
- 19 Picture Day-class pictures
- 27 HSA –Chuck E. Cheese Night 3pm-9pm

November

- 7 Parent Conferences Early Dismissal Schedule B (pm classes come in 9:00-1:00 NO am classes)
- 8 Early Dismissal Schedule A (a.m. classes come in 9:00-1:00 NO pm classes)
- 9 Parent Conference Early Dismissal Schedule B (p.m. 9:00-1:00 NO am classes)
- 10,11 NJEA Convention-SCHOOLS CLOSED
- 15 HSA meeting – 9:15 a.m.
- 17, 18 HSA Clothing Drive 6p.m.-9p.m.
- 19 (Saturday) HSA Clothing Drive 11:00a.m-4:00 p.m.
- 23 Early Dismissal Schedule A (a.m. classes come in 9:00-1:00 NO pm classes)
- 24-25 Thanksgiving – SCHOOL CLOSED

December

- 9 HSA –Movie Night with Santa 6:15 p.m.
- 15 HSA Teacher Appreciation Breakfast
- 22 Early Dismissal Schedule B (p.m. classes 9:00-1:00 NO a.m. classes)
- 23-30 Winter Recess – SCHOOLS CLOSED

January

- 2 New Year’s Day Observed- SCHOOLS CLOSED
- 13 HSA Open Gym Night 6:15 p.m.
- 16 Martin Luther King – SCHOOLS CLOSED
- 17 HSA meeting 6:15 p.m.

Early Dismissal Schedule A

- 9:00-1:00 for AM class
- No classes for PM students
- 9:00-1:00 full day class

Early Dismissal Schedule B

- 9:00-1:00 for PM class
- No classes for AM students
- 9:00-1:00 for full day class

2-Hour Emergency Delayed Opening:

- 11:00-3:00 for either AM or PM class (not both, sessions will alternate)
- 11:00-3:00 for full day classes

	School Closed
	Students OFF
	Early Dismissal for students & staff
	Early Dismissal for students only
<input type="checkbox"/>	Dates to Remember

LAFAYETTE LEARNING CENTER PRESCHOOL

973-292-2222 (AM 9:00-11:35) (PM 12:55-3:30) REVISED 10/01/11

February 2012

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March 2012

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2012

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2012

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

- 10 HSA Valentine's Dance – 6:15 p.m.
- 14 HSA meeting 9:15 a.m.
- 17 Staff Development – Early Dismissal Schedule A(a.m. class 9:00-1:00 NO p.m. classes)
- 20,21 Mid Winter Break-SCHOOLS CLOSED

March

- 20 HSA meeting – School Budget meeting 6:15 p.m.
- 23 HSA Teacher Appreciation Breakfast

April

- 2-9 Spring Break – SCHOOLS CLOSED
- 17 HSA meeting 9:15 a.m.
- 17 SCHOOL ELECTIONS
- 25 Parent Conferences – Early Dismissal Schedule B (p.m. classes 9:00-1:00 NO a.m. classes)
- 26 Parent Conferences – Early Dismissal Schedule A (a.m. classes 9:00-1:00 NO p.m. classes)
- 26 HSA Friendly's night 5p.m-8p.m.

May

- 4 Traveling Farm
- 11 HSA Potted Plant Night 6:15 p.m.
- 15 HSA meeting 6:15 p.m.
- 25 Staff Development- NO STUDENTS
- 28 SCHOOLS CLOSED – Memorial Day

June

- 12 Preschool Graduation 6:00 pm (Kitty Rosenberger, Jennifer Maietta, Sherry Di Domenico, Amy Manobianca)
- 13 Preschool Graduation 6:00 pm (Robin Bass Singleton, Ilene Eddey, Noemi Menendez, Adora Bautista)
- 19 Early Dismissal Schedule B (p.m. classes 9:00-1:00 NO a.m. classes)
- 19 HSA 9:15 p.m.
- 20 Early Dismissal Schedule A (a.m. classes 9:00-1:00 No p.m. classes)
- 21 Last Day of School Year – Early Dismissal Schedule B (p.m. classes 9:00- 1:00 NO a.m. classes)

Early Dismissal Schedule A

9:00-1:00 for AM class
 No classes for PM students
 9:00-1:00 full day class

Early Dismissal Schedule B

9:00-1:00 for PM class
 No classes for AM students
 9:00-1:00 for full day class

2-Hour Emergency Delayed Opening:

11:00-3:00 for either AM or PM class (not both, sessions will alternate)
 11:00-3:00 for full day classes

<input type="checkbox"/>	School Closed
<input type="checkbox"/>	Students OFF
<input type="checkbox"/>	Early Dismissal for students & staff
<input type="checkbox"/>	Early Dismissal for students only
<input type="checkbox"/>	Dates to Remember

NOTES