



Camden City School District

Early Childhood Family Handbook



Early Childhood: College Begins Here!

2018 – 2019

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Welcome Families!

*This **Early Childhood Family Handbook** was created to serve as a Resource tool to help you navigate the school year as well as highlight the value and benefits of our high-quality preschool program. Enjoy a safe and exciting preschool learning experience!*

ALL ABOUT EARLY CHILDHOOD

The first years of a child's life are very important! Children are like sponges watching and learning about everything that is going on in the world around them. So it is important to develop a positive attitude towards school and a love for learning as early as possible. It is our goal for all children to continue to thrive, learn and be successful lifelong learners. Every child's characteristics, background, culture, individual and familial experiences are appreciated, recognized and respected!

Camden City's Early Childhood Program offers:

- A free, nurturing, and high quality educational environment for **all Camden City children who are 3 years-old on or before October 1st and 4 years-old on or before October 1st** regardless of race, ethnicity, religion, or disability
- Fun-filled, developmentally appropriate experiences through play and exploration to enhance the physical, intellectual, social-emotional growth and learning of each child
- Activities that provide independence, choice, and routine, instilling a sense of trust, belonging, and lifelong learning
- Experiences that encourage and support family involvement!

*****Kindergarten students must be 5 years-old on or before October 1st*****

MISSION STATEMENT

The Office of Early Childhood's mission is to provide an all-inclusive, high quality preschool education for Preschool and Kindergarten children who reside in Camden City. We believe early childhood is a crucial time in development that requires positive experiences from which children can develop and grow. We will:

- Provide a safe and nurturing environment where children will play, explore, experiment, and develop a lifelong joy for learning
- Utilize developmentally appropriate practice and proven research to guide instruction
- Implement a research-based curriculum with an aligned assessment system
- Intentionally plan lessons, activities, and experiences that promote high expectations, exceed standards, and build a strong academic and social-emotional foundation
- Promote acceptance and understanding of our unique and special attributes
- Provide an inclusive program with appropriate supports and individualized plans as needed for children with special needs or dual language learners
- Develop creative thinkers and problem solvers who make good choices and develop positive self-esteem
- Collaborate and partner with families, health service providers, and community stakeholders
- Provide ongoing, comprehensive professional development to early childhood professionals who educate and support our children and families.

ENROLLMENT/REGISTRATION

Beginning in the 2018 – 2019 school year, the enrollment process requires preschool families to complete an online application through Camden Enrollment www.CamdenEnrollment.org or (856-536-3999), beginning February 1st - March 30th, 2018. This addresses a district-wide goal of online enrollment for all grades. After families have completed the online application, Camden Enrollment will notify them that their child has been assigned to a school and parents/ guardians must register their child at that school by completing a registration packet (**Your child is not officially enrolled in a school until the registration packet has been completed**).

This application must be completed each of the following years: when your child is about to enter Kindergarten, Sixth grade, and Ninth grade. If you opt to transfer your child to another school, during the school year, you must complete an application on the Camden Enrollment website.

The following is required to register a child:

- **Age - Child *must* be 3 or 4 years old on or before **October 1st**** of the upcoming school year
- **Original Birth Certificate** (long form to include father's name is preferred)
- **Immunization record – Must be up-to-date!**
- **Proof of Camden residency**
- **Physical Examination** – Physical must be within the last year and include lead test results.
- **Other paperwork and documentations may be requested for registration.**

Slots fill up fast...so enroll early!

Note: The application process is ongoing even after the initial enrollment period has ended.

PROGRAM HOURS

Full session day - Begins at 8:30 a.m. - Dismissal at 2:45 p.m. (ECDC 2:30 p.m.)

One session day (half day) - Begins at 8:30 a.m. - Dismissal at 12:30 p.m.

SCHOOL UNIFORMS

- Students are expected to wear uniforms every day, if required.
- Please check with the school or private provider regarding uniforms.
- If you have difficulty providing a uniform, please contact the school to find out if assistance is available.

EMERGENCY CONTACTS

- It is important that parents/guardians provide the school or private provider with **working phone numbers and up to date emergency contact information. We must be able to reach you!!!**
- Please choose individuals who are **willing and capable** of picking up your child in case of an emergency. **Safety precaution:** Students will only be released to names on the pick-up list.

YOUR CHILD WILL NEED



- A pillow, cot sheet, and blanket for nap
- Weather-appropriate change of clothes (pants, shirt, underclothes, and socks) should be provided in case of an emergency
- Diapers and wipes if necessary
- Please write child's name on his/her belongings

BREAKFAST/LUNCH

- Breakfast and lunch are served daily at each school and private provider.
- **Household Information Surveys** are available in September for all Early Childhood program preschool students' parent(s)/ guardian(s) to complete. Please see your school clerk for more information.



DAILY SCHEDULE (This is a **SAMPLE** schedule **ONLY**...schedules may vary)

8:30 a.m. – 9:00 a.m.	Greeting (Sign in/Journaling/Table Top Toys/Breakfast)
9:00 a.m. – 9:20 a.m.	Circle Time (Morning message/Songs/Large group activity)
9:20 a.m. - 10:25 a.m.	Free Choice & Small Group
10:25 a.m. – 11:10 a.m.	Gross Motor Play
11:10 a.m. – 11:20 a.m.	Small Group
11:20 a.m. – 11:30 a.m.	Whole Group Second Step
11:30 a.m. – 12:00 p.m.	Lunch/Tooth Brushing
12:00 p.m. – 1:00 p.m.	Nap/Rest Whole Group Read-Aloud
1:00 p.m. – 2:05 p.m.	Free Choice/Informal Read-Aloud
2:05 p.m. – 2:25 p.m.	Whole Group Read-Aloud
2:25 p.m. – 2:45 p.m.	Snack/ Dismissal

ATTENDANCE ABSENCE/LATENESS TO SCHOOL

- The parent/ guardian should contact the school or private provider whenever a child is late or absent.
- If a child is late or absent due to an illness and/or a doctor's appointment, a doctor's note should be given to the school/private provider in order for the lateness/absence to be excused.
- If a child is **absent 3 consecutive days**, a doctor's note must be provided.
- An "**unexcused absence**" occurs when there is no written notification provided to the school by a parent/guardian (i.e. doctor's note, death, family emergency, religious, etc.)
- If your child continues to be late and/or absent, you may be contacted for an appointment with the Social Worker/ Family Worker, Lead Educator/Principal or Director.



LATE PICK-UP

- A parent/ guardian or emergency contact will be notified to pick up the child.
- A conference may be scheduled with the Social Worker/Family Worker, Lead Educator/ Principal or Director.
- The Division of Child Protection and Permanency (DCP&P) may be contacted.

It is important that your child attends school on-time every day!



Attendance Policy and Procedures for Preschool

Research shows that daily school attendance is crucial in helping to ensure that our children live up to their full potential and become successful lifelong learners.

The attendance regulations (N.J.A.C. 6A:16-7.6), require each district board of education to develop, adopt and implement policies and procedures regarding the attendance of students, including the adoption of a definition of "unexcused absence," and the provision of mandated services for students with between one and nine cumulative unexcused absences and a mandate for those with ten or more cumulative unexcused absences.

An "unexcused absence" occurs when there is no written notification provided to the school by a parent/guardian (i.e. doctor's note, death, family emergency, religious, etc.)

All absences ranging from 3-9 days cumulative, will be monitored through Genesis by the preschool social worker (SW) and attendance officers (ATO) as described within. Communication between both parties shall be ongoing to ensure effective monitoring.

- If a newly enrolled student is absent for 3 consecutive days after enrollment (never attended), the school attendance clerk (SAC) shall send a **3** day letter notification, and the SW will contact the family to find out the reason and what assistance, *if any*, is needed in getting the child to school.
- If an enrolled student is absent without excuse, accumulating 3 days, or exhibits attendance patterns indicative of chronic absenteeism, the SAC shall send a **3** day letter notification to the student's family, and the SW will contact the family to find out the reason and what assistance, *if any*, is needed in getting the child to school.
- Upon the 3rd day of an unexcused absence, *either consecutive or cumulative*, the SAC shall send a **3** day letter notification to the student's family, and the SW will take any of the following actions to address the absences and document in Genesis: Phone conference, Parent conference, Connection to supports, and Home visit (if needed). The SW will maintain all documented attempts to collaborate with the family and share required information with the ATO as needed. Also, the family will be reminded of the district attendance policy received at the beginning of the school year.

- If the child has not returned to school after 5 consecutive or 5 accumulated days of unexcused absences and the family has not responded to any of the contact attempts, a 5 day letter notification will be mailed by the SAC, and a SW will take any of the following actions to address the absences and document in Genesis: Phone conference, Parent conference, Connection to supports, and Home visit (if needed). If a home visit is needed a SW, Community and Parent Involvement Specialist (CPIS), Family & Operations Coordinator (FOC), may be accompanied by a truancy officer or administrator (if warranted) to the home for a visit. If the family services professional is unable to accompany the truancy officer or administrator for home visits known to be a safety issue, a separate home visit shall be planned. During the home visit, the school social worker or other family services professional should assess if the family is in crisis or has a need for social services support (i.e. food, clothing, rental assistance, medical, etc.).
- Follow-up home visits and/or face to face contact with the family should be on-going throughout the remainder of the school year and involve the coordinated efforts of the classroom teacher, family services professional and building principal.
- After 9 days of unexcused absences, the SW will contact the ATO to provide a list of unsuccessful attempts, with a recommendation to *Visit (no contact or plan)* or **HOLD** (*active family intervention plan*) on a 10-day visit. Extreme circumstances *only* will be exempt from a 10 day visit (displaced families, trauma, etc.,)
- After 10 days of unexcused *consecutive* absences, a **MANDATORY** truancy visit is warranted. The SAC will generate a custom **10** day letter notification for the ATO to deliver to the home. The ATO will contact the SW to notify of any 10 day letters issued for each pre-K student. The district shall continue with efforts to contact the family until the child has been officially dropped from the attendance roll.
- Two weeks after the 10 day letters have been served, the ATO and SW will conduct accountability meetings, *in person or email*. The purpose of this meeting is for the ATO and SW to review the case facts and make a final recommendation as to which cases should be completely **DROPPED** from the roll. The ATO will take the names of students to the assigned attendance clerk to proceed with dropping the student.
- Please note: students ages 5 and under with truant matters cannot be taken to court; however, students ages 5 and under with truant matters can be dropped from the roll. Dropping a student is not expulsion or punitive.
- Before any student can be re-enrolled, the parents of children with chronic absenteeism should be referred by the school to consult with the preschool social worker where information concerning the importance of attendance, an official agreement and resources and services has been offered. A re-enrollment conference is a preventive measure that will deter patterns of behavior that ultimately cause children to become truant in later years.
- A request to *cease all truant attempts* will be determined by the social worker, CPIS, and/or family and operations coordinator as a result of a current action plan to improve and educate parents on the importance of school attendance.
- If a child's welfare is in question, the Department of Child Protection & Permanency (DCP&P) and/or law enforcement should be contacted.

Legal References

N.J.A.C. 6A:16-7.6 Attendance

NJ DOE: Guidance on School Attendance for Young Children Preschool through 3rd Grade.

Possible Cross References

N.J.S.A. 18A:38-28 and 31, Article 3B, Compelling Attendance at School and the other applicable state and federal statutes.

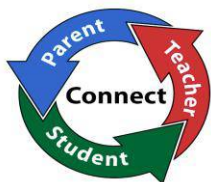
Camden City Public Schools

Attendance, Absences, And Excuses Policy File Code: 5113

***CPIS= Community & Parent Involvement Specialist *EC= Early Childhood *FOC=Family & Operations Coordinator *SAC=School Attendance Clerk *SW= Social Worker**

FAMILY INVOLVEMENT ~YOU ARE YOUR CHILD'S 1st TEACHER! Research has shown that regular communication between families and teachers are related to positive student outcomes. The following is a list of suggestions to help families ensure a successful preschool learning experience:

- Get to know your teachers!
- Volunteer to assist in classroom activities by reading to the students or chaperoning field trips, etc.
- Attend parent/teacher conferences, local board meetings, school events and workshops!



Your involvement is the KEY to your child's success!

PRESCHOOL CURRICULUM

Our preschool classrooms utilize *The Creative Curriculum® for Preschool*.

- *The Creative Curriculum® for Preschool* is based on the most current research about preschool child development and learning.
- Teaching Strategies GOLD is the Assessment System which is aligned to the [*New Jersey Preschool Teaching and Learning Standards*](#).
- The curriculum supports social-emotional, cognitive, physical and language development as well as learning in the following content areas: literacy, mathematics, science and technology, social studies and the arts.
- Content is presented through the use of project-based studies and investigations, which support children's natural curiosity while encouraging learning. Project-based studies are a great means for you to become involved in your child's education; just ask your child's teacher how you can support various classroom studies to include: Flowers, clothing, recycling, boxes, pets and more...
- Visit www.teachingstrategies.com for more information about *The Creative Curriculum® for Preschool*.
- Provide your email address to your child's teacher to have access to view his/her progress and assessment portfolio.

WE LOVE BOOKS



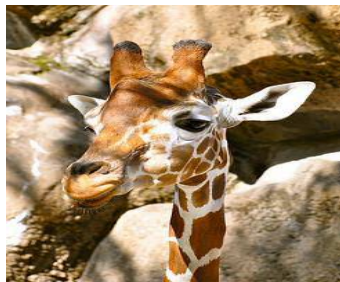
READING IS FUNDAMENTAL!

SO... READ DAILY!

AND... READ OFTEN!

Literacy is a part of our curriculum and is incorporated into daily activities. Our lending library is another opportunity for students to be exposed to a variety of children's books, which allows them to select reading material based on their interest. Your child will participate in a lending library, where he/she will be able to bring books home to read with you. Remember that **Reading** is fundamental to your child's academic development!

FIELD TRIPS



Field trips are designed for children to experience hands on learning opportunities which enrich their vocabulary and enhance overall learning. Field trips are developmentally appropriate and accessible for all children to enjoy. In addition to local walking trips and in-class experiences, children may have the opportunity to visit the following locations this school year:

*Adventure Aquarium

* Philadelphia Zoo



* Please Touch Museum

* Johnson's Farm

TRANSITION TO KINDERGARTEN



Transition is the process of preparing preschool students who will be 5 by October 1st to be ready to enter kindergarten.



- Preschool and Kindergarten teachers meet regularly to discuss the curriculum.
- Preschool students and families are able to visit Kindergarten classrooms between March and June to help ease the stress of change, while experiencing at-a-glance 30 – 45 minutes some of what they can expect in kindergarten.
- Families are encouraged to attend workshops such as **Getting Ready for Kindergarten** to become familiar with the transition process, have their questions answered by a kindergarten teacher, and be better equipped to respond to developmental milestones.

DUAL LANGUAGE LEARNERS

Dual Language Learning (DLL) support is for children and families who are learning to speak more than one language at a time.

How are the children identified and supported?

- A Home Language Survey is used to help identify children who may need DLL support.
- Strategies, activities, and small group lessons are enhanced for comprehension and language acquisition using picture supports, props, acting out, gestures, and finger plays.
- Our Early Childhood classrooms are equipped with literacy materials that reflect the languages spoken by the children.
- District staff and parent/community volunteers provide home language translation and assist with outreach to families as needed.
- Parents are encouraged to continue to speak with their child in their home language.
- The English Language Acquisition of DLL students are assessed quarterly using research-based objectives in Teaching Strategies GOLD.

SPECIAL SERVICES

The Early Childhood Department promotes the success of all students including children who have been identified as having special needs:

- Teachers, parents/family members, and service providers collaborate to ensure that students receive the necessary supports and provide maximum opportunities for educational and developmental success!
- Intervention plans and activities are created by embedding goals and objectives into daily classroom learning to educate students in a way that addresses their individual differences and needs.
- It is our goal to provide an inclusive environment allowing for all children to learn together.

CHILD STUDY TEAM (CST)

Under the Individuals with Disabilities Education Act (IDEA), any child who experiences or has a physical, emotional, cognitive, and/or learning disability may be referred to the Child Study Team by a parent, teacher, or doctor. However, a parent or guardian must give written permission for a child to be evaluated.

The Child Study Team:

- Is responsible for the identification, evaluation, and determination of eligibility for a child to receive special education services, which includes an Individualized Education Program (IEP).
- The team consists of a Psychologist, Social Worker, and Learning Disabilities Teacher Consultant (LDTC), who serve as case managers to coordinate, monitor, and assess the effectiveness of each student's IEP. For services, please contact the CST at your neighborhood school.

CHILD FIND

Parents or guardians can call and request an evaluation for preschool special education and related services if concerned about their child developing or learning differently.



Contact Information:

*New Jersey Early Intervention System 888-653-4463 (birth through age 2)

*Camden City School District Preschool Child Study Team at your neighborhood school (Main office).

* **ECDC Students only** call: 856-966-4171 (ages 3 through 5).

SCHOOL RESOURCES

FAMILY SURVEYS

During the month of **September**, families will receive a ***Family Resource Survey*** to **complete and return to their child's teacher**. Based on the surveys, social workers and family workers will provide workshops of interest and connect families to community resources. The following are some of the resources available to families:

*Adult Education/GED

*College Information

*English Language Classes

*Job Training

*Legal Services

*Social Services

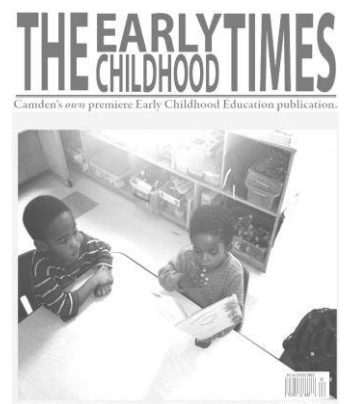
*Stress Management

THE EARLY CHILDHOOD TIMES



Our Own Newsletter

The Early Childhood Department creates a quarterly newsletter during the course of the school year, which is available to all parents and staff and is distributed throughout the State of New Jersey. Teachers, Educational Program Specialists, Paraprofessionals, and other Early Childhood staff contribute articles and share pictures of all things related to Early Childhood and Camden.



DISTRICT PARENT CENTER

The Camden City School District Parent Center serves as a resource center and a parental support system to all parents of Camden City promoting district-wide parental involvement. The District Parent Center is located at the Pyne Poynt Trailers (#3) at 800 Erie Street in Camden, or call (856) 966-4444.

PARENT SOLUTION CENTER

The Camden City School District Solution Center handles complaints from parents about their child's education, transportation issues, social problems, and more. The Solution Center is located in the Administration Building at 1033 Cambridge Street on the first floor, or you can call (856) 966-2507.

EARLY CHILDHOOD EDUCATION ADVISORY COUNCIL (ECEAC)

The Early Childhood Education Advisory Council is comprised of school staff, local stakeholders, community members and families who are invested in the education and welfare of preschool children. The Council meets monthly to discuss and review progress towards full implementation of high-quality preschool programs.

Family members are encouraged to attend!

Please contact the Community & Parent Involvement Specialist (CPIS) at 856-966-2000 ext. 38321 for more information.

Parents,

Share What You
Know!

Come Join the
Camden City Early
Childhood
Education Advisory
Council



FAMILY EVENTS

BACK TO SCHOOL NIGHT – 9/26/18



At the beginning of the school year in September, schools and private providers have back to school night for families to meet with the child's teacher, visit the classroom, and tour the school or center. Parents are given information about the school year that may not have been addressed at Parent Orientation.

PRESCHOOL NIGHT – 10/24/18

Preschool night is a fun and educational family event that usually takes place in October of each school year. Families of preschoolers throughout the district have an opportunity to participate in their child's preschool experience through fun, hand-on learning activities. ***Dinner will be served.***

PARENT/TEACHER CONFERENCES - 11/26/18 & 4/15/19



Conferences are held twice during the school year, once in the fall and once in the spring. Parents are encouraged to attend this important event! Please check the school calendar for dates and times.

FAMILY WORKSHOPS /COMMUNITY CAFES (Held at all Early Childhood sites)

The Social Workers and Family Workers conduct workshops on a variety of topics for families. Representatives from community agencies also provide workshops. **Parent workshops are held throughout the school year and may focus on topics such as:** *Child Development, The Creative Curriculum for Preschool, Positive Discipline, Health and Nutrition, and Getting Ready for Kindergarten!*

FAMILY CONFERENCE FUN DAY 5-23-19

*****Open to ALL In-district and Private Providers families*****



Family Conference Fun Day is the culmination of school activities and events in celebration of our children and their families. All in-district and private provider families are invited to share in this fun-filled day, which features a keynote speaker, food, games, prizes and lots of friendly fellowship. Our keynote speaker discusses topics such as spending quality time with your children, parent power, powerful interaction and more. Representatives from various community agencies will also be on site as a resource. We welcome your attendance at this exciting year-end event!

SCHOOL AND PRIVATE PROVIDER DIRECTORY

<u>Schools</u>	<u>Address</u>	<u>Phone number</u>
Bonsall Preschool Annex	1038 Lowell St., Camden, NJ 08104	(856) 966-5088
Octavius V. Catto Community School	3100 Westfield Ave., Camden, NJ 08105	(856) 966-4097
Cooper's Poynt Family School	201 State St. Camden, NJ 08102	(856) 966-5370
Alfred Cramer College Preparatory Lab	2800 Mickel St., Camden, NJ 08104	(856) 966-8910
R.T. Cream Family	1875 Mulford St., Camden, NJ 08104	(856) 966-4760
Dr. Henry H. Davis Family	3425 Cramer St., Camden, NJ 08105	(856) 966-8920
Thomas H. Dudley Family	2250 Berwick St., Camden, NJ 08105	(856) 365-0636
Early Childhood Development Center	1602 Pine St., Camden, NJ 08103	(856) 966-4171
Harry C. Sharp Elementary	928 N. 32 nd St., Camden, NJ 08105	(856) 966-8988
Veterans Memorial Family School	800 N. 26 th St., Camden, NJ 08105	(856) 966-5090
Dr. U.S. Wiggins College Prep Lab	400 Mt. Vernon St., Camden, NJ 08103	(856) 966-5120
H.B. Wilson Family	2250 S. 8 th St., Camden, NJ 08104	(856) 966-3961
Yorkship Family	1251 Collings Ave., Camden, NJ 08104	(856) 966-5110

<u>Private Providers</u>	<u>Address</u>	<u>Phone number</u>
Acelero Learning - 27 th St.	804-806 N. 27 th St., Camden, NJ 08105	(856) 635-9550
Acelero Learning - Grand	331 Grand Ave., Camden, NJ 08105	(856) 203-3473
Acelero Learning - Pierce	1700 Pierce Ave., Camden, NJ 08105	(856) 365-1113
Camden Day Nursery	327-331 Stevens St., Camden, NJ 08103	(856) 365-2200
CFFS (Centerville)	1475 S. 8 th St., Camden, NJ 08103	(856) 964-1910
CFFS @ KCNA	465 Berkley St., Camden, NJ 08103	(856) 408-3016
El Centro Daycare	438 MLK Blvd., Camden, NJ 08103	(856) 541-0201
Hispanic Daycare Center	3908 Westfield Ave., Camden, NJ 08105	(856) 964-3883
MiCasita Day Care East	2601 Carmen St., Camden, NJ 08105	(856) 541-3372
MiCasita Day Care South	551 Spruce St., Camden, NJ 08103	(856) 541-4772
Respond – Inc.	532 State St., Camden, NJ 08105	(856) 365-4403
Respond - Bank St.	155 Marlton Ave., Camden, NJ 08103	(856) 963-9155
Respond – Fairview Village	3001 – 3007 Fenwick Rd., Camden, NJ 08105	(856) 342-7997
Respond – Linden	400 N. 9 th St., Camden, NJ 08102	(856) 966-0089
Respond – North Camden	548 State St., Camden, NJ 08102	(856) 966-9081
Respond – Pyne Poynt	924 N. 8 th St., Camden, NJ 08102	(856) 583-2630
Rutgers - ELRA	501 Cooper St., Camden, NJ 08102	(856) 614-3246
Rutgers – ELRA	532 Cooper St., Camden, NJ 08102	(856) 225-6902
St. Joseph's CDC	17 Church St., Camden, NJ 08105	(856) 963-9202
Labar Ward Center for Children	1101 – 05 Broadway, Camden, NJ 08103	(856) 541-4900