

CLAYTON EARLY CHILDHOOD CENTER

2026-2027

FAMILY HANDBOOK



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Clayton Early Childhood Center
Herma Simmons Elementary School

Mr. Nikolaos C. Koutsogiannis, Superintendent
Mrs. Alicia Fragoso, Principal
Mrs. Sue Taney, Early Childhood Supervisor

300 West Chestnut Street
Clayton, NJ 08312-1983
Phone: 856-881-8704
Fax: 856-881-0282

Staff	Position	Email/Extension
Mrs. Alicia Fragoso	Principal	afragoso@claytonps.org x3002
Mrs. Jacqueline Perez	Assistant Principal	jperez@claytonps.org x3164
Mrs. Sue Taney	Early Childhood Supervisor	staney@claytonps.org x3005
Mr. Gregory Esposito	Child Study Team Supervisor	gesposito@claytonps.org x3007
Mrs. Patty Tunstall	Main Office Administrative Assistant	ptunstall@claytonps.org x3003
Mrs. Michele Regruto	Main Office Administrative Assistant	mregruto@claytonps.org x3001
Ms. Aungelee Brown	Main Office Administrative Assistant	aubrown@claytonps.org x3000
Mrs. Mariella Candelaria	Child Study Team Assistant	mcandelaria@claytonps.org x3009
Mrs. Michele Avallone	School Nurse	mavallone@claytonps.org x3004
Mrs. Julie Kosylo	School Nurse	jkosylo@claytonps.org x3004
Mrs. Domenica Bruno	Preschool Instructional Coach (PIC)	dbruno@claytonps.org
Mrs. Melissa Johnson	Preschool Intervention and Referral Specialist (PIRS)	mjohnson@claytonps.org
Mrs. Emily Moore	Community Parent Involvement Specialist (CPIS)/Inclusion Support	emoore@claytonps.org

Clayton Public School District
Mission Statement

Clayton Public School District will collaborate with parents and the community to provide a safe, caring, and engaging learning environment where all students achieve the New Jersey Student Learning Standards along with the knowledge, skills, and experiences to succeed in a global society.

Vision Statement

Preparing students for the opportunities of today and the future.

Clayton Early Childhood Center
Mission Statement

Clayton Public School District's Early Childhood Program is committed to providing high-quality, inclusive instruction and experiences that develop the whole child and meet the diverse needs of every learner. Through the united efforts of staff, families, and the community, we create a safe, nurturing, and stimulating environment where all students can learn, grow, thrive, and develop a lifelong love of learning.

Stay Connected

Visit: www.claytonps.org/o/cecc

Follow us on Facebook!

Dear Preschool Families,

Welcome to the Clayton Early Childhood Center (CECC)! At the CECC, we are proud to offer a high-quality, play-based preschool program for students ages three to five. Our mission is to nurture the whole child by supporting social, emotional, physical, language, and cognitive development. We strive to create a safe, supportive environment that fosters independence, curiosity, and a lifelong love of learning for all students.

The CECC is committed to inclusive early childhood education. While we offer one preschool disabled classroom designed to meet the individualized needs of some students, the majority of students with disabilities are educated alongside their general education peers in our inclusive classrooms. We celebrate the diverse languages, cultures, and experiences of our students and families and are committed to creating welcoming, culturally and linguistically responsive learning environments where every student feels valued, respected, and supported. This approach supports the growth of all students by promoting empathy, respect, meaningful relationships, and a strong sense of community.

Our curriculum is based on Creative Curriculum® for Preschool, a research-based framework that encourages hands-on exploration and learning through play. Teachers adapt the curriculum to reflect the interests, developmental needs, and cultural backgrounds of each class. Through daily activities such as building with blocks, investigating science materials, engaging in dramatic play, and creating art, students develop critical thinking, problem-solving, creativity, language, and social skills. In art, we emphasize the process rather than the finished product, encouraging students to express their ideas, take risks, and build confidence.

At the CECC, we value:

- Respect for each student's individuality, strengths, and cultural background
- Positive, meaningful relationships between students and their family
- Safe, language-rich environments where students are free to explore and initiate learning
- Inclusive classrooms that support every student's development and success
- Strong collaboration between families, school, and the community
- Ongoing professional growth for educators
- Social-emotional skills such as empathy, kindness, and integrity

This handbook contains important information about our program, policies, and procedures. Please read it carefully and keep it for future reference. Families are responsible for becoming familiar with its contents. If you have any questions, please feel free to contact us.

When families and educators work together, students thrive. Throughout the year, you will have many opportunities to be involved, stay informed, and support your student's growth. We look forward to a wonderful school year with you and your student.

Sincerely,
The CECC Team

Volunteer Opportunities

The CECC encourages families to become involved in the preschool. There will be times when teachers will solicit families to participate in activities within the classroom. Any participation before or during the events is greatly appreciated.

Nondiscriminatory Policy

The CECC admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in the administration of its educational and admission policies.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. The CECC takes confidentiality very seriously and makes every effort to protect each family's privacy. Communication among staff and families about students should be kept confidential at all times. The CECC recommends that conversations about a student, behavior, or incidents be conducted in private, away from the student and other members of the CECC community. Discussions in the hallways and during arrival and dismissal times should be kept to a minimum. If a family has a question or concern, we suggest that the family first contact the teacher via email or in person to arrange a time to discuss.

Issue Resolution

Everyone benefits when the proper chain of command is followed. We respectfully request that if you have a classroom issue or academic concern, you first consult your student's teacher or the staff member in charge of the program in question. If the issue cannot be resolved at this initial level, you have the option to appeal to a higher authority following the chain of command illustrated in the chart below.

Chain of Command:

Parents/Guardians
↓
Classroom Teacher
↓
Early Childhood Supervisor
↓
Building Principal
↓
District Superintendent
↓
Board of Education

School Hours

Regular Day Schedule	9:20 AM-3:20 PM
Early Dismissal Schedule	9:20 AM-1:20 PM
Two-Hour Delay Schedule	11:20 AM-3:20 PM

Attendance

Children enrolled in a preschool classroom at the CECC are required by state regulations to attend and be on time on a regular basis. Children require and adjust well to predictable routines and consistency, which is achieved through regular attendance. **Families are required to report a student's absence daily by 9:00 AM by calling 856-881-8704**. Such calls will notify the school that the home is aware of the absence. **The absence will not be excused until the appropriate written documentation is provided.** The following are the only acceptable reasons for an excused absence: verified illness (as indicated by a physician or the school nurse), approved religious observance, court appearance, legal matters requiring the student's attendance, death in the immediate family, extreme emergency (at administrative discretion), Bring Your Child to Work Day, or early dismissal granted through the Nurse's Office. **All absences are considered unexcused unless the family provides to the Main Office written verification to excuse the absence by a licensed physician, dentist, or legal agency within five (5) school days after returning to school.** All written documentation of consecutive absences should be written on the same note/form. Multiple dates that are not consecutive will not be accepted.

Frequent unexcused absences, tardies, or early dismissals may result in a review of your student's enrollment at the CECC, and your student could be at risk of losing their spot in the program to a student on our waiting list.

State regulations require preschool students at the CECC to attend regularly and be on time. Children require and adjust well to predictable routines and consistency, which is achieved through regular, on-time attendance. Frequent late arrivals are disruptive to the classroom and your student's school day. In most of our classrooms, Circle Time and Small Group occur from 9:30-10:00 AM. These are the most academic portions of your student's day. Missing this time means missing a significant portion of their academic learning, which can impact their overall progress and growth.

Clayton Early Childhood Center Tiered Attendance Policy

- **Tier 1**
  Criteria: Student has accumulated **4 unexcused cumulative absences.**
  Action: An **attendance notification letter** is sent home to inform families of the current attendance record and to encourage improved attendance.
- **Tier 2**
  Criteria: Student has accumulated **8 unexcused cumulative absences.**
  Action: A **conference (virtual or in person)** is required with the **family, classroom teacher, and Community Parent Involvement Specialist** to discuss barriers to attendance and develop an attendance improvement plan.
- **Tier 3**
  Criteria: Student has accumulated **10 or more unexcused cumulative absences.**
  Action: An **in-person meeting** is required with the **family, Early Childhood Supervisor, and Community Parent Involvement Specialist** to review ongoing attendance concerns and determine next steps.

Arrival and Dismissal

- **Arrival:** The school day begins at 9:20 AM, and all students are expected to be in their assigned classrooms by 9:30 AM.
- **Tardy arrivals:** Students who arrive at school after 9:30 AM must be signed in at the Simmons Elementary School main entrance by a family member. Preschool students will not be permitted to walk themselves to class at any time. When students arrive late, their classroom aide or another staff member will walk the student to class.
- **Early sign-out:** If your student leaves early, they must be signed out by a family member at the Simmons Elementary School main entrance. Children will only be released to the custodial parent(s)/guardian or those on file who are authorized by the custodial parent. If there are pick-up restrictions, the school **MUST** have on file a copy of the court order. **Anyone who is authorized to pick up students will be asked to provide picture ID and must be at least eighteen years old. Please be sure that you and all authorized persons allowed to pick up your student know the name of your student's teacher.**

Additional Sign-Out Procedures

- When a student is to be dismissed differently from their usual method, a note from the family is required. This note must contain the name and relationship to the student of the person who will accompany the student at dismissal. If the family has not alerted office staff of the change, the student will not be released until the family verifies the change in dismissal.
- Once students have been placed on their bus, they will not be removed.
- In the case of an emergency, a phone call or email placed by the parent (custodial, if applicable) is sufficient to permit dismissal to another adult.
- **In order to sign a student out, the person must be at least 18 years of age and on the emergency contact list.** If a handicap disallows physical entry to the building, a member of the professional staff will accompany the student to the vehicle. The sign-out page for the day will be brought out so that the individual can sign it with the above-mentioned information. In either case, **identification must be shown, even if this individual is formally known to staff members.**
- ***No students can be signed out after 2:45 PM on regular days and 12:45 PM on early dismissal days.***

Bus Conduct/Parking Lot

The Clayton Board of Education requests the cooperation of families, students, and all staff in its effort to provide the safest transportation possible. Please review this section of the handbook with your student to ensure that they know what is expected. Knowing proper procedure at bus stops and while riding in school vehicles diminishes the chance of student injury. **Any transportation questions or concerns should be directed to the Transportation Office at 856-694-0100 ext 254.**

Procedures While Waiting at the Bus Stop

Most accidents involving students occur either at the bus stop or while the student is crossing the road to board the bus. As a consequence, we ask that students and families pay particular attention to the following:

- Students will wait for the bus at their designated stops. They should not wait on the shoulder of the road, but in a location where they are visible to all drivers.
- Students should not participate in activities that may cause them to run into the street.

- Students should not start approaching the bus until it has come to a complete stop and the driver has signaled it is safe to board the bus. Small students should board first.
- Once the driver has signaled that it is clear, students should enter the bus single file without pushing and shoving. They should cross in front of the bus in clear view of the driver.
- At no time should students run to catch the bus. **We ask the cooperation of all families to ensure that their students are at the bus stops five (5) to ten (10) minutes before the normal arrival time.**
- If any student is habitually late for the bus, the transportation office will contact the family.

Procedures While Exiting the School Bus

- Before they arrive at the bus stop, students should have all their belongings ready.
- Students are to remain in their seats until the bus has come to a complete stop.
- If students are to cross the street, they are to walk on the shoulder of the road to a location in front of the bus where they can clearly see the driver. They are to wait for the driver to signal that all traffic has stopped and that it is safe to cross the road.

Appropriate Behavior on the School Bus

- **All students are expected to adhere to the district Code of Conduct while riding the bus. Failure to do so will result in disciplinary action following the Discipline Code.**

Parking Lot

- **You may not park and leave your vehicle, even for a short period of time, in the fire lane around the building.**
- Children, families, and staff may be walking through the school parking lots. Be sure to drive slowly through the parking lot.
- Be mindful of the school buses during arrival and dismissal. Cars should not be parked in the bus lanes.
- ***It is against the law to leave unsupervised students in your car in the parking lot at any time.***

Harassment, Intimidation, and Bullying

The Clayton Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Families are asked to refrain from advising their student to avoid or ignore possible incidents of harassment, intimidation, and bullying. The anti-bullying messages given to students at school via the school counselor(s) are for students to report incidents right away. See Policy 5512.01 for additional information.

Positive Behavior Policy

The CECC is dedicated to creating a safe, positive learning environment where students develop social skills such as self-control, respect, and confidence. Teachers model appropriate behavior, guide positive interactions, and support social-emotional growth through a student-centered, play-based curriculum.

When challenges arise, teachers use strategies like redirection, storytelling, and teaching problem-solving skills. Consequences are age-appropriate and designed to support self-regulation and positive choices.

For ongoing concerns, teachers work closely with families and consult the Preschool Intervention and Referral Team (PIRT) as needed. Steps include observing and documenting behavior, communicating with families, and developing strategies together. If necessary, an individual plan may be created, and support from school leadership or outside resources may be requested. **In serious cases, a student may be temporarily removed from the classroom, and a meeting with school administration may be required.**

Preschool Intervention and Referral Team (PIRT)

At the CECC, the PIRT supports student success by helping staff address challenging behaviors that may interfere with a student's participation in a general education setting. These behaviors may be physical, social, emotional, language-based, or developmental. The PIRT develops and implements individualized intervention plans tailored to each student's needs. Examples include supporting students with social skills, separation anxiety, communication delays, or difficulty with self-help tasks.

The PIRT includes the Preschool Intervention and Referral Specialist (PIRS), school counselor(s), early childhood teachers, Child Study Team member(s), the Preschool Instructional Coach (PIC), the Community Parent Involvement Specialist (CPIS)/Inclusion Support teacher, and district administrators (when needed). Together, the team works to ensure every student receives the support needed for a positive and productive preschool experience.

PIRT Responsibilities

- Collaborate with teachers to develop and implement strategies for students identified through screenings or observation.
- Provide written strategies, classroom modeling, consultation, and professional development for staff and families.
- Offer ongoing professional development based on the Positive Behavioral Support framework.
- Review ESI-R screening data and determine next steps for students requiring additional support.
- Support transitions by sharing relevant information with early childhood staff and the Child Study Team.
- Conduct classroom visits to observe, provide feedback, and support implementation of intervention plans.

Special Education/Inclusion Policy

The Clayton Board of Education complies with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code (N.J.A.C.) 6A:14-1.1 et seq. These regulations ensure that a free and appropriate public education (FAPE) is provided to all students with disabilities between the ages of three and twenty-one, including students who have been suspended or expelled from school.

In accordance with N.J.A.C. 6A:14, the Clayton Board of Education affirms that:

- FAPE is available to each eligible student no later than the student's third birthday, with an individualized education program (IEP) in place by that date.

- If a student's third birthday occurs during the summer, the IEP Team will determine the date on which services will begin.
- FAPE is provided to any student with a disability who requires special education and related services, even if the student is advancing from grade to grade.
- Services and placements are based on each student's unique needs, not on the student's disability category.
- Services and placements are provided in appropriate educational settings as close to the student's home as possible. Unless the IEP specifies otherwise, students are educated in the school they would attend if they were not identified as having a disability.

Children with disabilities transitioning from early intervention services under IDEA Part C to preschool programs under N.J.A.C. 6A:14 will experience a coordinated transition. An IEP will be developed and implemented in accordance with N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7. For additional details, please refer to Policy 2460.

Student-Specific Information

- During arrival and dismissal times, staff members must devote full attention to all of the students. If you need to communicate specific information, a written note, email, or message on Class Dojo is preferred.
- Parent-teacher conferences are held up to two times per school year (fall and spring). During conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each student.
- If, at any time, you have special concerns, please feel free to contact your student's teacher; use email/Class Dojo, send a note, or call the office to leave a message. **During school hours, teachers cannot accept phone calls or read and respond to ClassDojo messages.** If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.

Admissions

The CECC admits students of any race, color, and national and ethnic origin. If families have any major educational, social, or developmental concerns about their student entering the CECC, they need to discuss these concerns with the Early Childhood Supervisor or Child Study Team before the student's first day of class. It is important that a positive and appropriate learning environment be established for each student. In an effort to create the best fit for your student and family, the CECC reserves the right to place students in classes by age, gender, and developmental level. The CECC does not discriminate in the administration of its educational and admission policies.

Please Note: On occasion, a classroom is not an optimal fit for a student or family. The CECC is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a student's success in the school environment. **If, after all reasonable efforts are exhausted, and a problem cannot be resolved, the CECC reserves the right to change a student's assignment.** In the event that your student's class assignment is changed, we will contact you to discuss the details of the change. This can occur at any time during the school year.

Dress

- Your student should be dressed for active and participatory play.
- **Your student should wear sturdy, protective shoes, which will enable them to run, climb, and ride bikes with ease. Examples of appropriate footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily. Inappropriate footwear includes footwear that can come off while running, or that does not provide support for climbing (i.e., flip-flops and clogs).**
- **The state requires preschoolers to go outside every day (regardless of temperature), assuming:**
    - **It is not actively raining (or there is no thunder or lightning), or actively snowing**
    - **The playground is not snow-covered**
    - **Weather and air quality do not pose a significant health risk.**
- With this in mind, please dress your student appropriately for the current weather conditions to play outdoors:
    - Snow: heavy coat, waterproof boots, hat, and mittens/gloves
    - Rain: raincoat and waterproof boots
    - Different temperatures throughout the day: layers of clothing
    - Sunny days: lightweight clothing that is sun protective, including long-sleeved shirts and hats.

Dress Code

Herma Simmons Elementary School respects students' rights to express themselves in the way they dress. All students who attend our school are also expected to respect the school community by dressing appropriately for a PK-5 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. This policy is intended to provide guidance for students, staff, and families.

Requirements:

1. Shoes must be worn at all times and should be safe for the school environment (slippers or flip-flops shall not be worn, except for school activities approved by administration).
2. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
3. Headgear, including hats, hoodies, and caps, is not allowed unless permitted for religious, medical, or other reasons by the administration.
4. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
5. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
6. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
7. Sunglasses may not be worn inside the building.
8. Clothing and accessories that endanger student or staff safety may not be worn.
9. Apparel, jewelry, accessories, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Extra Clothes

It's common for accidents and spills to occur in preschool. Please send in a spare set of seasonal clothes that fit: pants, shirt, underwear, and socks that will be kept in the classroom. **If your student wears pull-ups, you must supply pull-ups and wipes daily in their book bag.**

Backpack

At the CECC, we encourage students to be independent. Therefore, we strongly recommend a backpack that is easy for your student to manage when putting away their own things. Each day, your student needs to bring a backpack, clearly marked with their name, to hold their lunch box, extra clothes, art, and important communication. **Please be sure to check the contents of their bag and folder each night so that you can find important notes, view art projects, etc.**

Food at the CECC

No Nut Policy

We ask that families of all students not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. The CECC has adopted a "No Peanuts or Tree Nuts at School" policy. We ask that families carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, or other nuts or nut oils are among the foods selected (allergy-wise, coconuts are considered a fruit and are okay). Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut-free. This includes labels that read "May contain traces of peanuts/nuts," "May contain traces of almonds," "Manufactured in a plant that processes peanuts," and so forth. Rule of thumb: if in doubt, make another choice.

In classrooms where students have potentially life-threatening sensitivities, the CECC may consider additional safety measures and address the situation on a room-by-room basis. Food and baked goods need to be store-bought only and not prepared at home. Food sent to the CECC for special occasions (birthdays, class parties, etc.) must be free of all nut ingredients, and a list of those ingredients must be given to the teacher.

For those who need more information about reading an ingredient label, review information on the Food Allergy and Anaphylaxis website (http://www.foodallergy.org). Families of students with allergies are asked to provide a supply of safe treats to be used in lieu of store-bought and bakery-prepared items. Talk with your student to ensure they understand that food sharing is not allowed. This is a preventative safety measure to reduce food allergy exposures. Hand washing and tabletop washing are additional risk-reduction measures that are used.

Please be aware that although we can monitor what families and staff bring into the classrooms, we cannot guarantee that students will not bring in nuts at any given time.

Lunch

Each class will be scheduled for a 30-minute lunch period each day. Student lunches, including milk, are available. If sending lunch from home, please label your student's lunch box clearly with your student's name on the outside of the lunch box. Please send in food that does not need to be served hot. The CECC encourages families to promote good eating habits by sending in nutritious items for lunch. Please pack a relatively small lunch, with no candy, no more than one small dessert, and a drink (sippy cups and glass containers are not permitted).

Our district qualifies for free breakfast and lunch for all students for the 2026-2027 school year. To help us continue this program, each year, regardless of your current financial situation, families must submit a new application. The application can be accessed here. Questions about the lunch program can be answered by the Food Service Director at 856-881-8701 ext. 2309.

Breakfast and Snack

The CECC provides free breakfast and small daily snacks during the course of our full-day program. For snacks, we often offer animal crackers, Goldfish, or other whole grain crackers, and water.
If your student has a specific food allergy of any sort, you will be given the opportunity to communicate with the teacher, in advance, regarding snacks so that you may prepare an alternative treat for your student.

Birthdays and Classroom Celebrations

Simple birthday snacks may be provided by families to recognize students' birthdays. Please schedule a date with your child's teacher at least one week in advance. Less notice may result in a date other than your first choice. This advance notice allows teachers to ensure the safety of all students in the classroom, particularly those with life-threatening food allergies. Families should be prepared to tell the teacher what snack they plan to provide so that safe alternate treats can be arranged for students with dietary restrictions, if needed.

Teachers may also request snacks or other food items for classroom holiday celebrations throughout the school year. All food provided by families for birthdays or classroom celebrations must be:

- Store-bought
- Accompanied by a complete list of ingredients, which must be submitted to the teacher at least two class days before the food is served

Each classroom will have its own unique way, determined by the teacher, to recognize birthdays and celebrate special occasions. We ask that families do not send party favors, goody bags, balloons, or paper goods. The CECC is unable to distribute birthday party invitations. This includes placing invitations in students' cubbies or asking staff to distribute them. Families who do not want their child to participate in birthday or holiday celebrations should notify the teacher before the celebration so that appropriate, non-academic activities can be arranged.

Dropping Off Items

If a family wishes to drop off any item for their student, they first must report to the Herma Simmons Elementary School main entrance. A staff member will take the item to the student's classroom. **Family members may not take items to the classroom.** Forgotten items (lunch, sneakers, etc.) are to be clearly marked with the name of the student and the teacher and left in the office for delivery to the student. **See our policy for visitors.**

Emergency School Closing

In the event of an emergency, our students may need to be dismissed from the school grounds before the end of the day (e.g., should a gas leak occur on a day with sub-freezing weather). Because of this, the main office must have updated contact telephone numbers for each student. Please return the emergency form within the first 3 days of school and call the main office with any new telephone numbers or contact persons.

Transfer Requests

Families are to notify the school immediately of changes of address, phone, or emergency arrangements. When families relocate, they should notify the school and request a records transfer form. The new address is necessary because the State of New Jersey requires the name and address of the new school. The main office staff has up to 3 days to process your transfer request, although most requests are processed much sooner.

Visitors

To ensure maximum safety for the students in our schools, all families and visitors are required to report to and register directly at the main entrance. No one is permitted in the halls or classrooms without authorization from the office. Visitors will receive a **pass** identifying them to the students and school personnel. **Be mindful that you will be stopped and asked to report to the office for a visitor's pass if you do not have one. At no time may a family member or visitor enter the building through any other doorway other than the front doors. District school resource officers and police cars may be visible at the front doors as part of routine safety measures. Failure to comply will result in notification of local law enforcement. Administration reserves the right to prohibit any visitor(s) from the building at any time.**

Health Services

Emergency Forms/Student Health History Records

Emergency and annual Health History Update forms MUST be submitted during the first week of school. All emergency action plans for asthma, allergies, diabetes, seizures, and other chronic illnesses must be submitted at the beginning of each school year, and are also due during the first week of school (see links below). Action plans and medical information forms (except diabetes) can be found on the district website and printed at your convenience, both at the beginning of the school year and any time a medical update is needed due to new diagnoses, etc. All students must submit a physical exam upon first entrance/registration into the elementary school, along with updated immunizations. All medications, i.e., inhalers, EPI-pens, and medications for chronic illnesses, must be accompanied by a completed Medication Consent form and brought in by the family as noted below.

Medication

1. All medication given in school must be accompanied by a prescription, in its original container, and labeled appropriately.
2. Medication must be brought to the main entrance by a parent/guardian. Medication must be given directly to the nurse or an administrator. Secretarial staff MAY NOT receive medication. If other arrangements need to be made for medication drop-off, please contact the nurses, and they will work with you to arrange a convenient time.
3. **Students ARE NOT permitted to transport medications between home and school. School personnel will not administer medications sent in with students.**
4. **Elementary school students are not permitted to carry medication on their person before, during, or after the school day.**
5. Medication will only be given if your student has a signed Medication Consent Form on file. Students who do not have this signed form on file are not authorized to receive medication from school nursing staff.

Picking up Sick/Injured Students

Students will only be released to an approved parent/guardian who has an appropriate identification. Children will not be released to individuals who do not produce identification. This is for the safety of your student. Families may give verbal consent over the phone if the person picking their student up is not on their emergency list, and that person must show appropriate identification.

Too Sick for School?

Herma Simmons Elementary School works with the Gloucester County Department of Public Health to protect students from communicable diseases. Keeping students home when they are too sick for school protects other students and staff from potential illness.

If your student has any of the following symptoms, please keep them home from school. If the student has been sent home from school, please follow the guidelines below for returning to school following illness. If your student becomes ill at school, it will be necessary to pick them up as soon as possible. Please keep the office updated with your current phone number and emergency contacts.

- **Fever**: Temperature of 100° or higher. Children must not have a fever for 24 hours without fever-reducing medication before returning to school. **If your student is sent home from school due to a fever, your student SHOULD NOT return the next day.**
- **Vomiting**: **Children should not return to school for 24 hours following the last episode of vomiting.** If a student is exhibiting any of these symptoms, please do not send them to school. If a student develops these symptoms during the school day, they will be sent home.
- **Diarrhea**: **Children with watery stools may not return to school until 24 hours after their last episode of diarrhea.**
- **Eye infection**: Pink eye (conjunctivitis) or thick mucus or pus drainage from the eye should not return to school for 24 hours after treatment is started.
- **Lice**: Children may not return to school until they have been treated and are free of live lice.
- **Immunizations**: For a list of required immunizations for your student, please go to https://www.nj.gov/health/vaccines/nj-immunization-requirements/. **All preschool students, as required by NJ state law, need to have a flu shot annually between September 1st and November 30th of each year.**

24-Hour Rule

Any student who has shown signs of illness in the previous 24 hours may not attend school. Any student who is not well enough to participate in all aspects of the daily schedule should not attend school.

Field Trips

Field trips are an important, enriching experience for our students. Information and permission slips will be sent home in school bags each time a field trip is planned. In order to attend a field trip, each student needs a signed permission slip and/or payment of any necessary fee (if applicable). Any student in the class who requires any type of emergency medication (for allergic reactions, etc.) should be accompanied by an adult who will bring the student's necessary medication for the field trip. **No siblings may accompany you and your student on the field trip. A sibling is a distraction for the chaperone and the group and can present a liability for everyone.**