



**Clark Preschool Program
Parent Handbook
2026-2027**

Joy Donaldson
Supervisor of Preschool

Note: This handbook provides guidance for all Clark Preschool sites as much as it is able to. If Discovery parents do not see a policy or procedure for that site, they are to refer to their site administrator, Mrs. Tina Santolo.

WELCOME TO THE CLARK PRESCHOOL PROGRAM

Dear Clark Preschool parents/guardians,

Welcome to the Clark Preschool program! We are so excited to welcome you and your “little Crusaders” to what is going to be another wonderful year of learning and growing. This handbook serves as a comprehensive overview and guide to our program’s practices, procedures, and expectations. A complete review of the Clark School District’s policies and regulations can be found at www.clarkschools.org. If you do not see something addressed in this handbook, please do not hesitate to reach out to me!

Early childhood is a special time for young minds. Physically, children are improving fine and gross motor skills; emotionally, they are becoming more independent and accepting more responsibility; and socially, they are learning to work and play with others! Our program uses the Tools of the Mind curriculum, which supports rigorous academic work with self-regulation skills, coupled with the power of play! Our curriculum is aligned with the New Jersey Preschool Teaching and Learning Standards in order to best meet the needs of our children.

Your partnership with us is important. Two-way communication is an important component of ensuring the continued success of your student and the program as a whole. As you read the information enclosed and as you and your student move through the school year, if you have any questions or concerns, please do not hesitate to contact me.

We are delighted that you chose our program and we can’t wait to see you all soon! This is going to be a successful and rewarding year!

Sincerely,

Joy Donaldson

Joy Donaldson
Supervisor of Preschool

ABBREVIATIONS KEY:

You will see the following abbreviations by each header, which determines for whom the information is intended.

CPP: Clark Preschool Program-denotes information for all sites

APK: Arthur L. Johnson Preschool-denotes information for that site

CPA: Municipal Building Annex-denotes information for that site

DISC: Discovery Child Care Center-denotes information for that site

Note: This handbook provides guidance for all Clark Preschool sites as much as it is able to. It will also be updated, as necessary, when appropriate.

If Discovery parents do not see a policy or procedure for that site, they are to refer to their site administrator, Mrs. Tina Santolo. Additionally, the Discovery Parent Handbook is also a resource for parents/guardians with students at that site and should be referenced accordingly.

Table of Contents

Clark Public Schools Mission Statement and Goals.....	4
Special Education and Intervention Services.....	5
Clark Public Schools Administration and Board of Education.....	7
Clark Preschool Program Staff.....	8
About the Clark Preschool Program.....	10
Our Philosophy and Curriculum.....	10
Helping Your Student Learn.....	11
Home/School Communication.....	13
Chain of Communication.....	13
Parent/Guardian & Staff Communication.....	14
Clark Preschool Parent Teacher Association (PTA).....	16
Every Day Matters.....	17
Toileting & Clothing.....	17
Meals, Snacks, & Celebrations.....	18
Student Behavior.....	20
School Hours & Calendars.....	22
Student Attendance & Drop-off and Pick-up.....	24
Attendance and Tardy Policies.....	24
APK Drop off & Pick Up.....	27
CPA Drop off & Pick Up.....	30
DISC Drop off & Pick Up.....	32
Health & Safety.....	34
Emergency Information & Visitors.....	34
Student Illness & Medication.....	35

CLARK PUBLIC SCHOOLS MISSION STATEMENT AND GOALS

The Clark Township Public Schools will, in an active and responsible partnership with the community, provide a quality education that ensures all students achieve the New Jersey Student Learning Standards at all grade levels. Through a nurturing, relevant learning environment, we will assist in the development of productive, respectful, and accountable citizens who are lifelong learners.

The educational goals of the Clark Public Schools are established to help each individual develop into the finest human beings s/he is capable of becoming, able to live life to the fullest and to do his/her part in making that possible for every other human being. To this end we propose the following goals for each individual:

1. To develop to the fullest potential the physical, emotional, social, and intellectual abilities of the learner.
2. To recognize that all education serves as a basis for lifelong learning.
3. To acknowledge that education prepares learners to contribute to society in a productive manner and to recognize the challenge of global competition.
4. To acquire the oral and written language skills necessary to actively participate in all forms of communication.
5. To provide an opportunity to develop skills in problem solving, logical thinking, and reasoning.
6. To acquire information and understanding of the principles of social science through the study of history, geography, and current events, and the impact of these on our society.
7. To prepare for good citizenship in a democracy and to develop respect for persons and property beyond the individual.
8. To acquire the knowledge and habits necessary to promote a positive attitude toward both physical and mental personal health.
9. To acquire basic knowledge and awareness of the potential of the sciences and related technology.
10. To provide opportunities to acquire knowledge and to develop an awareness of the continuing balance between man and the environment.
11. To acquire the ability and the desire to be creative in one or more of the arts and to appreciate the works of other people.
12. To acquire the ability to develop awareness, respect, and tolerance for a wide range of people including, but not limited to, those with social, cultural, and physical characteristics different from our own.
13. To develop an acceptance of and respect for all individuals who have learning, physical, or emotional challenges.
14. To encourage partnerships with parents and the community to create and maintain safe and healthy educational environments for all learners.

SPECIAL EDUCATION AND INTERVENTION SERVICES

Per the mandated NJ Code and District Regulation #2460, the following information is to be disseminated and reviewed yearly with parents and staff.

The Clark Public Schools provides interventions to meet the individual needs of its students who may be struggling in school or who have a disability. Identified students may be entitled to intervention services through Preschool Interventions and Referral Team (PIRT), Intervention and Referral Services (I&RS), Special Education and Related Services, or a 504 Plan.

Inclusion Practices-CPP

Our program is an inclusion program where special needs students are in a general education setting. It is our philosophy that all students can learn, especially when teachers are able to differentiate and scaffold instruction based on individual needs. Our developmentally appropriate program offers a balance of teacher-directed and child-centered learning experiences, which support academic, physical, social, and emotional growth for all students. Any classroom in our program has the opportunity to be an inclusion classroom; we are here to support everyone!

Preschool Intervention and Referral Team (PIRT)-CPP

The Preschool Intervention and Referral Team (PIRT) provides assistance in the general education program to staff and parents/guardians for students who demonstrate learning, behavior, and/or health problems. A collaborative problem-solving approach is used to collect information and develop action plans. Services for students are generally initiated by a referring teacher, administrator, or instructional coach, but can be initiated by parents/guardians, as well. A referral should be made to Mrs. Joy Donaldson, Supervisor of Preschool, or Mrs. Michele Castro, Preschool Intervention and Referral Specialist (PIRS). The request should contain the following: the reason for the request, descriptive behavior of the pupil's performance, and an indication of prior intervention using the pyramid model of interventions.

Special Education & Related Services (IDEIA)-CPP

The Individuals with Disabilities Education Improvement Act (IDEIA) of 2004 mandates that all pupils with disabilities who are in need of special education and related services be located, identified, and evaluated. A student with a known or suspected disability should be referred to the Department of Special Services at Arthur L. Johnson High School for a Child Study Team (CST) evaluation to determine eligibility for special education and related services.

Parents/guardians, PIRT members, administrators, or instructional and other professional staff can make a referral for a Child Study Team evaluation. The referring person(s) must sign the written request for a CST evaluation. An email request is not accepted. The Child Study Team includes a school psychologist, learning disabilities teacher-consultant, and school social worker. The school nurse, school counselor, general education teacher, speech/language specialist, and/or

other professionals may also be included on the team, as needed. Upon receipt of a referral, a file will be initiated to include a timeline for processing the referral. A case manager will be assigned to coordinate the services of the CST and convene a referral/identification meeting within twenty days. A “Notice of a Referral/Identification Meeting” will be sent to the parents/guardians and will contain “Parental Rights in Special Education” (PRISE). Any concerns or questions should be directed to the Department of Special Services.

Section 504 of the Americans with Disabilities Act-CPP

Students who have substantial limitations to one or more life functions due to a disability may be entitled to accommodations in school under Section 504 of the Rehabilitation Act of the Americans with Disabilities Act and its amendments. These laws protect the rights of pupils with special needs who might have difficulty attending school or participating in regular school activities without related aids or modifications. If a parent/guardian has a concern, he/she should contact the School Counseling Department at Arthur L. Johnson High School for assistance.

Tiered Systems of Support for Student Intervention-CPP

The Clark Public Schools is committed to providing each child with the appropriate supports using a Tiered System of Supports. District and school leadership, family and community engagement, and a positive school culture and climate are the cornerstones of this process. Data collection, collaboration, and monitoring of student growth allow us to provide opportunities to differentiate our practices to meet student needs.

Tiered systems of support is a process used by educators to help students who are struggling with a skill or lesson. Every teacher will use interventions (a set of teaching procedures) with any student to help them succeed in the classroom—it's not just for children with special needs or a learning disability. It is a three-tier framework. Movement between sections is determined by a student's response to certain interventions. The most commonly used teaching strategies and interventions is called Tier 1 or the primary level of prevention. Tier 2 or the secondary level becomes more intensive because the students are considered to be at a greater risk. In Tier 3, or the tertiary level of prevention, students receive the most intense and consistent interventions. Although Section 504 (part of the Rehabilitation Act of 1973 that prohibits discrimination based on disability) and special education are both associated with this tier, not all children in this tier are in a special education program.

[New Jersey Tiered Systems of Supports](#)

CLARK PUBLIC SCHOOLS ADMINISTRATION AND BOARD OF EDUCATION

Administration

Dr. Edward Grande, Superintendent

Mr. Paul Vizzuso, Business Administrator

Mr. Kevin Tenpenny, Director of Instructional Operations

Mr. Andrew Amendola, Director of School Counseling Services and Assessment

Dr. Heather Austin, Director of Special Services

Mr. Gus Kalikas, Athletic Director

Mr. Brendan Sullivan, Director of Security

Mrs. Lori Kowalski, Supervisor of Wellness & School Nursing

Mrs. Chistine Broski, Director of Special Projects: Educational Initiatives

Mrs. Tara Oliveira, Principal, Arthur L. Johnson High School

Mrs. Katrina Poskay, Assistant Principal, Arthur L. Johnson High School

Mr. Cristoforo DiNucci, Dean of Students, Arthur L. Johnson High School

Mrs. Amanda Clarke, Principal, Carl H. Kumpf Middle School

Mr. Robert Smorol, III, Assistant Principal, Carl H. Kumpf Middle School

Mrs. Mallory Applebaum, Principal, Valley Road School

Mrs. Shirley Bergin, Principal, Frank K. Hehnly School

Mr. Christopher Marcin, Elementary Assistant Principal

Mrs. Joy Donaldson, Supervisor of Preschool

Mrs. Victoria Sasso, K-12 Supervisor of Arts, Business, World Languages & ESL, Data Manager, District Anti-Bullying Coordinator

Mrs. Olivia Miller, 6-12 Supervisor of English Language Arts and Social Studies

Mrs. Neetu Varsheny, 6-12 Supervisor of STEM (Science, Technology, Engineering, & Mathematics)

Board of Education

Steven Donkersloot, President

Lorraine j. Aklonis, Vice-President

Dino Bencivenga

Robert Brede

Megan Harrison

Kristen Hickman

Thomas J. Maye

Alison Melnick

Tracey McCarrick, Garwood Representative

CLARK PRESCHOOL PROGRAM STAFF

Mrs. Joy Donaldson, Supervisor of Preschool

Mrs. Michele Castro, Preschool Instructional Coach & Preschool Intervention and Referral Specialist

Arthur L. Johnson High School Preschool (APK)

Ms. Caroline Brett, Teacher, Room 15

Ms. Alyssa Grasso, Teacher, Room 14

Mrs. Rebecca DePreta, Teacher, Room 13

Ms. Caitlin Yergalonis, Teacher, Room 12

Mrs. Aimee Biggs, Teacher Assistant, Room 15

Mr. Edward Garcia, Teacher Assistant, Room 14

Mrs. Melissa LoVerde, Teacher Assistant, Room 13

Ms. Hailey Seals, Teacher Assistant, Room 12

Ms. Lily Ficarra, Instructional Relief Aide

Ms. Briana Gotts, Security Receptionist

Clark Preschool Annex (CPA)

Ms. Jaime Harris, Teacher, Room 10

Mrs. Eri Parker, Teacher, Room 15

Ms. Madison Dilts (student intern), Teacher, Room 12

Mrs. Carmen Costa, Teacher Assistant, Room 10

Mrs. Jennifer McKee, Teacher Assistant, Room 15

Mrs. Lisa Kikta, Paraprofessional

Mrs. Tara Tirado, Paraprofessional

Ms. Karen Smorol, Security Receptionist

District Security Staff

Mr. Chris Baber

Mr. Mark Banek

Mr. Nelson Faustino

Mr. Bill Lebers

Special Needs & Related Services/PIRT

Mrs. Eunice Pangiochi, Licensed Clinical Social Worker

Mrs. Deborah Harris, Speech Therapist

Mrs. Lauren Baldeon, Occupational Therapist

Mrs. ToniAnn Fede, Behaviorist

Ms. Mary Ellen Moore, Physical Therapist (Trinitas)

Discovery Child Care Center (DISC)

Mrs. Tina Santolo, Director of Child Care

Ms. Cora Hill, Teacher, Room 21

Ms. Catherine Kapigian, Teacher, Room 17

Mrs. Faith Layden, Teacher, Room 19

Mrs. Nichole Naples, Teacher, Room 20

Ms. Daniella Pacella, Teacher, Room 22

Ms. Alyssa Pecht, Teacher, Room 18

Ms. Jennifer Charles, Teacher Assistant, Room 22

Ms. Yvette Galindo, Teacher Assistant, Room 19

Ms. Ateka Kanji, Teacher Assistant, Room 18

Ms. Amber Matos, Teacher Assistant, Room 21

Ms. Zoe Ngyoma-Forde, Teacher Assistant, Room 17

Ms. Laura Ramirez, Teacher Assistant, Room 20

ABOUT THE CLARK PRESCHOOL PROGRAM-CPP

Our Philosophy

The philosophy behind our program is that children learn best by doing, by exposing children to valuable every day experiences with people they love and trust. We aim to teach them that learning is fun and rewarding. Our curriculum promotes the use of themes as a way of providing experiences that promote cognitive, social, physical, and language development. It requires active thinking, planning, and exploring the world we live in. Our goal is to help our children grow into independent, self-regulated, self-confident, inquisitive, and enthusiastic learners by actively exploring in a safe learning environment during their first years of school. All children can learn, and we will meet each child at his or her own level through individualized instruction.

You will likely be as inquisitive about our program as your student is about the world! If something seems unclear—ask! If you have concerns or curiosities—ask! It might seem to you that a child playing with play dough would not be as educationally sound as having the child write his name or letters. In fact, manipulating materials such as play dough strengthens and develops muscles later used for writing when the child is developmentally ready. Forcing a child to write letters and words before he or she is ready can cause feelings of frustration, failure, and leave poor impressions of literacy on him or her. We want things to be positive; the beauty of our curriculum is that education is differentiated and tailored to each learner. Students in the Clark Preschool Program are afforded the support to try things when they are ready and to maximize academic success and feelings of accomplishment. We have clear reasons for doing things the way we do them but if there is ever a time that you would like more information, do not hesitate to ask!

Tools of the Mind Curriculum

The Clark Preschool Program has been developed in accordance with the guidelines and expectations set forth in the New Jersey Department of Education's Preschool Teaching and Learning Expectations: Standards of Quality. The standards define developmental criteria of a high quality Early Childhood Education Program.

The Clark Preschool Program chose the Tools of the Mind curriculum for preschool, which is a state approved curriculum. This program is based on research done by Vygotsky, as well as child development theory and best practices. The Tools of the Mind approach promotes the use of a variety of developmentally appropriate activities to teach content in literacy, math, science, social studies, arts, and technology. It also encourages students to plan their play, which helps reduce feelings of frustration by encouraging students to develop self-regulation.

Teachers perform ongoing assessments to monitor individual strengths and needs. This allows teachers to meet the needs of each child, adjust goals as needed, and plan appropriate and

meaningful lessons that can be teacher directed or student centered. We further believe that play is the “work” of young children and that it provides the foundation for academic learning. To that end, the Tools of the Mind curriculum is the best of both worlds at a developmentally appropriate level and balance of play and instruction. More information about this research backed curriculum can be found [here](#).

GOLD reports

You will receive three GOLD reports to indicate your student’s progress throughout the year. These reports are generated by observational and formal assessment data in order to best “catch” your student’s progress over the course of the year. A report card is designed to communicate a student’s individual progress and not in relationship to his/her peers. Please note that at this young age, students develop at different rates, so look for your student’s “personal best” for every domain! You can expect to receive your GOLD reports on December 9, 2026; March 17, 2027; and June 22, 2027.

Fall Conferences

There are two early dismissal days in the fall where you can schedule time with your student’s teacher to discuss his/her growth. Tuesday, November 10, 2026 will have afternoon conferences available, and Thursday, November 12, 2026 will have evening conferences available. Please note that if you are late to your conference, you may be asked to reschedule or your time may be shortened. If there are no times suitable for you, or if you would like to schedule a conference later in the year with a specific purpose in mind, you will have to find a mutually agreeable time with your student’s teacher.

Helping your Student Learn: Wraparound Support at Home

The Role of Home in the Home/School Connection

The Clark Preschool Program is committed to a partnership with you. The home/school connection is one of the most powerful and important relationships we can build for success. Education does not start when children begin formal schooling, nor does it take a break when they return home from school. Schools have a role in seeing that children grow to full potential, and parents/guardians share in their development.

As parents, you are your children's first and most enduring teachers. You constantly strive to expand your child’s knowledge and work to help them understand through encouraging them to try something new, answering their many questions about the world and sharing with them a favorite story.

By expressing a positive attitude, you have the opportunity to ensure that the new experience is a happy one as your child enters school. Throughout the school year, reinforce positive attitudes toward learning:

- Read books every day; this is the most important activity to help language & readiness skills.
- Spend time looking at pictures, books, and identifying objects that may be related to our monthly theme
- Spend time with your child away from devices. Take a walk, go to the park, or simply talk. Conversation is invaluable in language development.
- Give 2-3 step directions so children can plan out their steps to complete an activity
- Boost awareness by memorizing basic facts: your phone number, last name, and address
- Boost self-help skills: toileting, dressing, eating, cleaning up
- See that your child gets the proper amount of rest and sleep.
- Build self-esteem by modeling and praising success.
- Accept your child as an individual who will progress at their own rate, and avoid making comparisons with siblings & peers.

Family Projects (Homework)

Every month, our preschool instructional coach will send home a family project for you to complete with your student and return by a particular deadline. This project will help facilitate communication skills for your student, as they will talk about their project with you and then talk about their project with the class. This is also an opportunity to help develop some of those fine motor skills that support handwriting! These projects will be displayed in class as it also builds confidence and encourages a love for school.

Supplemental Workbooks

Our curriculum does not use traditional worksheets, as we use individual write and wipe boards for such things as graphics practice (beginning letter formation). We encourage students to be imaginative and creative as they draw, record, and explain the world around them. To supplement this instruction, we have provided each student with two age appropriate workbooks to keep at home: a jumbo workbook with tear out pages and a write and wipe workbook that comes with a dry erase pen. We invite you to work with your student on these optional workbooks either at your own pace, or you can follow the suggested pages that we will send home in our monthly newsletter.

HOME/SCHOOL COMMUNICATION

Chain of Communication-CPP

Below is the best chain of communication for you to resolve any questions you may have. Contact information for site administrators and site phone numbers are at the end.

CURRICULUM AND INSTRUCTION

Teacher -> Michele Castro, Preschool Instructional Coach, at mcastro@clarkschools.org -> Supervisor -> Superintendent

STUDENT BEHAVIOR

Teacher -> Site Administrator -> Supervisor -> Superintendent

SAFETY AND SECURITY

Supervisor -> Mr. Brendan Sullivan, Director of Security, at bsullivan@clarkschools.org -> Superintendent

In the case of an emergency situation or imminent threat, please contact the Clark Police Department at 732-388-3434, or call 911.

SCHOOL EVENTS

Teacher or Event Organizer -> Site Administrator -> Supervisor -> Superintendent

SPECIAL SERVICES

Teacher or Related Service Provider -> Case Manager -> Dr. Heather Austin, Director of Special Services at haustin@clarkschools.org -> Superintendent

GENESIS HELP DESK

genesis@clarkschools.org

SITE ADMINISTRATORS:

DISC: Tina Santolo tina@discoverychildcarenj.com (908) 272-3500

APK & CPA: Joy Donaldson jdonaldson@clarkschools.org (732) 382-0910 Ext. 3401

SUPERVISOR OF PRESCHOOL

Joy Donaldson: jdonaldson@clarkschools.org (732) 382-0910 ext. 3401

APK: (732) 382-0910 ext. 3400

CPA: (732) 428-8408

DISC: (908) 272-3500

Parent/Guardian and Staff Communication-CPP

- We are bound by federal law and local policy to protect the privacy of our students. Confidentiality is the act of protecting all personally identifiable data information and records collected, used, and kept about a student. Due to federal privacy laws and district policy, the preschool staff is unable to communicate with detail about a student with anyone other than the parent/guardians listed in Genesis. This includes but is not limited to conferences, emails, Class Dojo, etc.
- Preschool staff should respond to a parent/guardian email, phone call, or Class Dojo message preferably within 24 hours, with 48 hours being the maximum, subject to it being a school day and the staff member is in attendance.
- In an emergency or when you need to contact a site immediately, please refer to the phone numbers at the bottom of the Chain of Communication.
- It is important to note that changes at home can present as changes in behaviors at school. Please be sure, as much as you can and prefer, to keep your teacher apprised of events at home that may be impacting your student (e.g., grandparent moved in, parent is away, newborn has arrived, etc.).
- There are two early dismissal conference days in the fall where you will be able to talk in depth about your student. Drop off/pick up and back to school night does not allow us to conference or talk to you in a meaningful, individualized way. You are welcome to make an appointment with any preschool staff to discuss your student at a mutually convenient time!

Student Folders:

- Your student will be given a folder that will travel with them every day between home and school.
- Please be sure to check this folder every day for items that need to be completed and returned, or items that can be kept at home.
- You can send items to your teacher via this folder as well, such as doctor's notes.
- In turn, student folders will be checked by preschool staff every day.

Class Dojo:

- Teachers will arrange for you to join their "Class Dojo" so that they can easily send messages and photos through the app.
- Teachers will notify you of their Dojo "quiet hours," whether that is before or after school or during instruction. They may, at times, be able to send a quick message or photo, but it is the expectation that teachers and staff are engaged in meaningful instruction and interactions with your students throughout the day. During "quiet hours," you may not receive an immediate response.

- Preschool staff should respond to a parent/guardian email, phone call, or Class Dojo message preferably within 24 hours, with 48 hours being the maximum, subject to it being a school day and the staff member is in attendance.
- If you are a “two household family,” please be sure to notify your teacher who may need to be sure to Dojo, email, or call both parents/guardians should the need arise. Both parents/guardians must be listed as such in Genesis.

PARENT/TEACHER ASSOCIATION (PTA)-CPP

Families are encouraged to join the PTA and attend their meetings, as they provide invaluable support for our students and staff. You can join [here](#). Below are their scheduled meetings, which will be in the Arthur L. Johnson High School Instructional Media Center (IMC) at 7 p.m. unless otherwise noted.

Parking for meetings is anywhere in the front or main lot (not in the back). You will enter exterior door 29, at the start of the horseshoe curve in the front of the building and by the “little library” and athletic fields. The IMC will be the second door on your right after you enter.

Tuesday, September 22, 2026

Monday, November 9, 2026

Monday, January 11, 2027

Monday, March 8, 2027

Monday, May 10, 2027 (elections)

2026-2027 Officers

Jennifer Rutch-President

Andrea Bartholomew- DISC VP

Dana Kowitski-CPA VP

Heather Nocciolo-APK VP

Karen Reilly-Treasurer

Neha Marvania-Secretary

Class Parents/Volunteers-CPP

The PTA helps to assign volunteer class parents to assist with our three celebrations and field day. Class parents and all volunteers must complete a notarized attestation before they are allowed to volunteer on-site during the school day. You can get an attestation form Joy Donaldson; please email her your request. Please return all hard copies of attestations to Joy Donaldson via your student folder. Parents/guardians who have already submitted their attestation to another school can have that school reach out via email to Joy. Volunteers only need to submit the form once; it carries over from year to year. Teachers should work with class parents to determine the best time for their class parties.

EVERY DAY MATTERS

Toileting-CPP

Students should generally be able to manage toileting on their own. As many of our younger students are likely just recently fully potty trained, we know that they may require some assistance at times, but we do encourage students to be as independent as possible while toileting including washing and drying hands. We are unable to change students from underwear into “pull-ups” for naps, so please refrain from sending those into school.

Children are supervised in the bathroom. We have multiple bathroom breaks built into the day and encourage everyone to at least “try” to go to the bathroom. Children are, of course, encouraged to ask if they need to go at any other times during the day.

Extra Clothing-CPP

Even though your student is potty trained, situations could arise from the case of a rare toileting accident or spilling milk, paint, or water. There are an endless amount of possibilities that might require a change of clothing so please help us be prepared so we do not have to call you during the day to bring extra clothing.

In the rare case that a student has an accident or their clothes are soiled, we will help the student change into a set of their extra clothing. Again, we do encourage students to change their clothes as much as they are independently able to.

Please provide TWO sets of extra clothing for storage in their cubby, labeled with the student’s first and last name, that are weather appropriate: shirt, pants/shorts, socks, shoes (optional). Should a student have to change their clothes, we will send the soiled clothing home; it is your responsibility to send a new set of clothing back to school. If a student does not have any extra clothing, you will be called to bring in extra clothing, and the student may have to sit out of some activities.

Dressing for School-CPP

Sneakers are a must all year round; please send your children to school wearing them or an equivalent (closed toed, rubber soled shoes). Crocs in “sport mode,” for example, will also not provide enough stability for gross motor needs. Velcro or zipper closures seem to be easiest for the children to use independently at the preschool level. It gives them satisfaction to be able to demonstrate their independent self-help skills. Also, laces are a hazard for tripping or getting caught on playground equipment should they become untied. For special days like pictures, Halloween, etc., please send in a pair of sneakers.

Students are encouraged to dress comfortably and cleanly at all times. It is very important that you send your child dressed appropriately for the weather outside. The program engages in gross motor activity time when it is clear and dry outside with a “real feel” of 32 degrees Fahrenheit or above and there is no heat advisory.

As we work with your preschoolers, we do our best to stay neat, but please dress students in clothes that allow them to play and create freely. Many of our supplies have washable inks, but preschoolers somehow are very good at finding materials that stain!

Students must be able to manage toileting independently. Please dress your student in clothing that they can manage on their own (e.g., no zippers in the back of a jumpsuit, no button fly jeans, etc.). We, of course, will help any student struggling with shoes, clothing, etc., but we want to encourage independence as much as we can!

Meals and Snacks-CPP

Students will eat a morning snack and lunch while at school. Please provide one healthy snack and drink for the morning snack that is nut-free and does not require heating.

Lunches may be purchased ahead of time, or you may choose to pack a healthy lunch and drink that is nut free and does not require heating. Students are welcome to bring water bottles to school as well for use throughout the day. Do not send candy to school; it will be sent home unopened.

APK & CPA lunch orders: This is done every other week and lunches are ordered for two weeks at a time. Lunches may NOT be ordered the morning of as the kitchen receives our orders for the day before school begins. You will receive a separate email regarding how to set up your Maschio’s account and your order forms. Questions about lunch orders can be directed to Ms. Brianna Gotts, APK Security Receptionist at bgotts@clarkschools.org or by calling (732) 382-0910 ext. 3400.

DISC lunch orders: Mrs. Tina Santolo or Discovery staff will communicate with you regarding payment and lunch orders. You can also email her at tina@discoverychildcarenj.com or call (908) 272-3500.

Nut-free Schools-CPP

It has been brought to our attention that there are preschool students and staff who have nut allergies. It is extremely important that we safeguard students and staff in the class that have an allergy to peanuts and/or tree nuts. Contact with peanuts or oils from peanuts can cause a person with this serious allergy to suffer a reaction merely by touching a nut or peanut-containing food.

- *Please do not send any nuts, peanuts, peanut butter, or foods containing these items to be eaten as snacks in the classroom.*
- *Please remind your child not to share food, utensils, or containers.*
- *If your child ate peanut butter at home, we would greatly appreciate your making sure that his/her hands are washed with soap and water before leaving for school.*

Parents should check food labels on packages very carefully. Since peanut oils can be left on food processing machinery, a “peanut-free” product may still be dangerous. Please avoid sending in food processed in a factory that may still contain traces of nuts.

Celebrations-CPP

We are excited to celebrate birthdays and holidays in the classroom. Below are a few guidelines to help our celebrations run as smoothly as possible.

Goody bags

The Clark Preschool Program does not allow for the distribution of goody bags from individual families for any celebration. Goody bags sent from individual families will not be distributed and will be sent back home in the student’s backpack. The PTA, however, may on occasion decide to provide goody bags to all enrolled students.

For birthday celebrations:

A guest reader (18+) is welcome to join the birthday celebration at school; you will be required to show ID. Only one guest reader is permitted. Food items are permitted as long as they are NUT-FREE and STORE BOUGHT only. Homemade goods are not permitted as we cannot prevent cross contamination with allergens. Please let your child’s teacher know at least a week in advance so she can prepare for the celebration. Summer birthdays will be celebrated in May and June, or your student can celebrate a “half-birthday.”

For holiday celebrations/class parties:

We will engage in age-appropriate activities related to holidays, such as making crafts, reading holiday stories, and singing holiday songs. We encourage children to share special traditions they celebrate at home with the class.

Class parents are the only parents/guardians able to attend the three class parties. They may ask parents/guardians to sign up to contribute a classroom-friendly item (food or craft) related to the celebration.

An alternative snack from home can be brought in for birthday and holiday celebrations if you do not want your child to eat the snack that the rest of the class will be eating. Please notify your

child's teacher if this is the case. As with all celebration foods, it will be NUT FREE and STORE BOUGHT.

Approved Snack List

Goldfish (contains dairy)

Tostitos Scoops

Baked Lay's - Sour Cream, BBQ

Regular Doritos- Nacho Cheese, Cool Ranch

Barnum's Animal Crackers

Oreos (original flavor)

Benton's Mini alphabet cookies (available at Aldi)

School Safe brand cupcakes (available at ShopRite in the bakery section)

Supply List-CPP

PLEASE LABEL ALL ITEMS WITH YOUR STUDENT'S FIRST AND LAST NAME

The following items are required for preschool students:

- A backpack big enough to fit a standard-sized folder (9 x 12 inches)
- Two full sets of weather-appropriate emergency clothing to be kept at school. Please place each set in a sealed Ziploc bag. Each set includes:
 - One pair of pants or shorts
 - One shirt
 - One pair of underwear
 - One pair of socks
 - Extra sneakers (optional)
- Mealtime supplies:
 - Healthy lunch and drink for lunchtime (no heating of food and nut-free)
 - One healthy snack and drink for the morning (nut-free)
 - Reusable water bottle for use during the school day (optional)
- Nap/rest time supplies:
 - One blanket and/or small nap mat (Please note cots are 21 in. by 51 in.)
 - Nap supplies will be returned home at the end of the week for laundering
 - Large sleeping bags and pillows are not permitted.

Student Behavior Philosophy-CPP

Generally speaking, having a consistent daily schedule and showing up consistently and on-time is a great, developmentally appropriate way for students to help self-regulate, as they are clearly aware of daily expectations. The preschool's behavior philosophy is to promote a procedure that

promotes responsibility and respect to ensure a safe and educationally sound environment for both students and staff.

Should a student become consistently disruptive, and who may need a break, the student will be offered a break outside of the classroom environment should staff be available. Breaks are the length of one minute per year of child's age. Staff and students will also engage in constructive conversations that are designed to help the student self-regulate and consider the impact of his/her actions. Consequences for behavior at this level are not designed to be punitive but rather addressed with a growth mindset.

The preschool may also use the tiered intervention protocol to help students regulate and appropriately engage in the instructional day. One of the more common interventions is a behavior or sticker chart. Should a student's consistently disruptive behavior warrant such a chart, the teacher or school designee will reach out to the parent/guardian to explain the chart, its importance, and how to support the student at home with similar measures.

The Clark Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to, or treatment or employment in its programs and activities. To that end, our population should refrain from making statements inhibiting our philosophy of inclusivity. Should you or your student hear anything to the contrary, please reach out to your child's teacher, as per the chain of communication.

Preschoolers are learning to socialize within permissible boundaries. Often, what we see is developmentally appropriate for their age, but behavior must still be corrected. The site administrator or program supervisor will use discretion based on the nature and severity of the behavior.

SCHOOL HOURS AND CALENDARS-CPP

The district and preschool maintain websites with calendars for public view. The district calendar can be found [here](#). The school year calendar, including holidays and early dismissal dates, can be found [here](#).

The preschool website is currently being built; in lieu of that, below are some important dates, including PTA meetings (also see PTA section of handbook). Please note dates are subject to change. Parents are encouraged to check the website calendar frequently.

Sept. 3, 2026: Meet and Greet 1-2 pm in students' respective classrooms

Sept. 22, 2026: PTA meeting

Sept. 28, 2026: Back To School night-1 pm dismissal (pack morning snack and lunch)

Oct. 15, 2026: DISC photos (no retakes)

Oct. 30, 2026: Halloween class party and parade (information to come)

Nov. 9, 2026: APK & CPA photos (no retakes)

Nov. 9, 2026: PTA meeting

Nov. 10, 2026: Afternoon Conference- 1 pm dismissal (pack morning snack and lunch)

Nov. 12, 2026: Evening Conferences- 1 pm dismissal (pack morning snack and lunch)

Dec. 9, 2026: GOLD reports due

Dec. 23, 2026: Polar Express & holiday class party (information to come)

Jan. 11, 2027: PTA meeting

March 8, 2027: PTA meeting

March 17, 2027: GOLD reports due

May 10, 2027: PTA meeting

May 27, 2027: CPP field day (APK, CPA, DISC)-(information to come)

June 1, 2027: APK & CPA field day rain date

June 7, 2027: Preschool Luau (PTA evening event-RSVP required)

June 14, 2027: APK promotion (information to come)

June 15, 2027: APK promotion rain date

June 16, 2027: DISC promotion (information to come)

June 17, 2027: CPA promotion (information to come)

June 18, 2027: End of Year class parties (information to come)

June 22, 2027: GOLD reports due

Delayed Opening and Early Dismissal Times-CPP

Bell Schedule for Clark Public Schools

School	Students Report	Students End	Delayed Opening	Early Dismissal
ALJ & CHK early morning classes	7:00 a.m.	7:45 a.m.	none*	—
ALJ High School	7:50 a.m.	2:25 p.m.	9:20 a.m.	12:04 p.m.
CHK Middle School	8:05 a.m.	2:42 p.m.	9:35 a.m.	12:32 p.m.
FKH Elementary School	8:40 a.m.	2:55 p.m.	10:10 a.m.	12:40 p.m.
VRS Elementary School	8:40 a.m.	2:55 p.m.	10:10 a.m.	12:40 p.m.
CPA Preschool	9:00 a.m.	3:15 p.m.	10:30 a.m.	1:00 p.m.
Before-Care	7:00 a.m.	school start time	none*	—
After-Care	school end time	6:00 p.m.	—	Please See Below
* On delayed opening days, there will be no before care for the safety of students and our staff. * On delayed opening days, there will no early morning classes at any of the schools. * On scheduled early dismissal days (e.g., Thanksgiving Eve), after care will be offered until its regular time of 6 p.m. * On unscheduled early dismissal days (e.g., due to inclement weather), there will be no after care for the safety of our students and staff.				

STUDENT ATTENDANCE & DROP-OFF AND PICK-UP

Attendance-CPP

Consistent attendance is very important at the early childhood level, and at the preschool level, inconsistent attendance will impact the benefits of a high quality preschool program.

Additionally, absences and tardiness not related to an illness or appointment are a disruption to other students and also impact student achievement. Preschool helps young children build early reading and math skills, as well as develop the social and emotional foundation they need to succeed in school. Preschoolers with good attendance are more likely to arrive at kindergarten better prepared and more likely to be able to read at grade level by third grade. Please do your best to schedule vacations when school is not in session.

According to the Center on Enhancing Early Learning Outcomes, “Research demonstrates that chronic absenteeism, especially in the early years of one’s development and learning, correlates highly with undesirable short- and long-term education and social outcomes.”

To receive the maximum benefit from classroom and instructional participation, it is important that students report to school on-time each day. The policy of the Clark Board of Education defines attendance as the student’s presence in school and in the classroom to which he or she is assigned at the time scheduled for instruction or other activities. A student is considered to have attended school if he or she has been present for at least four hours during the school day.

Research shows that chronic absenteeism, or having missed 10 percent or more of the school year, is a primary cause of low academic achievement and a powerful predictor of student risk. A student is considered chronically absent if they miss 10 percent or more of the school days in session for which they were enrolled.

The State of New Jersey only recognizes students as present or not present. In previous years, we have made a practice of accepting excused absences beyond those permitted by the state of New Jersey. For various reasons, which all support student achievement, we will be modifying that practice to more closely align with the state guidance. We will no longer be recognizing excused absences, unless they are deemed so by the state of NJ. That said, please still turn in medical notes, as they will be taken into consideration if needed.

Per N.J.A.C. 6A:32-8.4(a), a student must be recorded as present, absent, or excused for a State-excused absence on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

A day present is defined in N.J.A.C. 6A:32-8.4(c) as a day that a student participates in instruction or instruction-related activities for at least half a day in session, whether the student is

physically on school grounds, at an approved off-grounds location, or in a virtual/remote instruction setting pursuant to N.J.A.C. 6A:32-13.

A day absent is a day that a student participates in instruction or instruction-related activities for less than half a day in session, per N.J.A.C. 6A:32-8.4(d). Whether a student is absent due to illness, disciplinary action, or other reason, the student may not be considered present if they are not participating in instruction or instruction-related activities for at least half of the day in session.

State-excused absences are state-defined excused absences that are not counted as either a day in membership or as an absence for the purpose of chronic absenteeism calculations. Per N.J.A.C. 6A:32-8.4(e) and per P.L.2023, c.274, allowable reasons for a state-excused absence are:

- [Religious observance](#);
- “Take Our Children to Work Day”;
- Participation in observance of Veterans Day;
- Participation in district board of election membership activities.

School Notification

If a child is to be absent, parents/guardians are required to email the teacher and/or school’s security/receptionist to report the absence and to notify us of the reason. Parents/guardians may also make a note in the Genesis parent [portal](#) with the reason for the student’s absence. They are to also send the child with a note upon their return to school should the parent/guardian wish to document the reason for the absence. If we do not hear from a parent/guardian, they will be notified that their child is not in school and that they should contact the school immediately.

Front desk/Security receptionists:

APK: (732) 382-0910 ext 3400 Brianna Gotts bgotts@clarkschools.org

CPA: (732) 428-8408 Karen Smorol ksmorol@clarkschools.org

DISC: (908) 272-3500

Medical Notes

The State of New Jersey does not recognize illness as an excused absence; therefore, illnesses will not be coded as such in the Clark Preschool Program. That said, we recognize and support students that need to stay home from school in order to recover from an illness. Although not coded as excused, please submit any medical notes obtained as a result of medical circumstance. Some notes are required in order for a student to return to school (See Health and Safety Section).

Accumulated absences will result in progressive action by the school as outlined in the following procedures:

- Upon earning a six (6) cumulative unexcused absences, a phone call will be made home to a student's parents/guardian reminding them about the importance of a child's consistent attendance on their education and of the repercussions of missing a school day.
- Upon earning nine (9) cumulative unexcused absences a letter will be sent and a phone call will be made home to a student's parents/guardian reminding them about the importance of a child's consistent attendance on their education and of the repercussions of missing a school day.
- Upon earning fifteen (15) cumulative unexcused absences, a letter will be sent and a phone call will be made home requesting that the parent/guardian attend a meeting with the Supervisor of Preschool and other staff deemed appropriate to develop and implement a corrective action plan.

Tardiness-CPP

The instructional day begins at 9:00. Any child arriving at school after 9:05 a.m. will receive a tardy in Genesis with the time arrived in the notes. Consistently being late does impact the instructional day for a child. The first ten minutes of the day is a crucial organizational time that allows a child to have a sense of preparedness and sets the tone for the morning. Additionally, students who are tardy also present a disruption to the class who would otherwise be engaged and focused on instruction. Parents are encouraged to develop a morning routine that provides a child with sufficient time to dress, have breakfast, and arrive at school in a timely fashion.

The following procedures will be utilized to manage habitual tardiness and to keep parents informed:

- Upon earning a sixth (6) tardy a phone call will be made home to a student's parents/guardian, reminding them about the importance of arriving at school promptly and of the impact of habitual tardiness on a child's education, as well as its impact on peers due to disruption.
- Upon earning a ninth (9) tardy a letter will be sent and a phone call will be made home to a student's parents/guardian reminding them about the importance of arriving at school promptly and of the impact of habitual tardiness on a child's education, as well as its impact on peers due to disruption.
- Upon earning a fifteenth (15) tardy a letter will be sent home and phone call will be made requesting that the parent/guardian attend a meeting with the Supervisor of Preschool and other staff deemed appropriate to develop and implement a corrective action plan.

Student Drop Off & Pick Up

Please see procedures separated by site.

APK

Please note that *at no point will drop off/pick up persons be allowed in the building*. Visitor parking in the front of the building throughout the day (spots #1-6) will be reserved for the preschool and ALJ. Walk around and ring bell at Preschool Main Entrance, Door #26, for appointments or student pick-up during school hours. To walk to Door #26 from the front of the building, follow the pathway next to the athletic fields to the back of the building; the door is by the bleachers for the baseball field.

Door #29 is our dismissal door only. This is the first door upon entering the horseshoe driveway. It is used for regular dismissal and after/care. Door #26 is used at all other times. Pick up persons will be required to show a “pick up ticket” and valid ID.

Because the APK preschool site shares parking with the high school staff and students, it is very important that you follow these procedures to ensure the safety of all on campus.

REGULAR SCHOOL DAY

Service	Time	Drop off/ Pick Up Procedure
<i>Before Care (drop off)</i>	7:00 a.m.- 7:30 a.m.	Reserved Pre-K Visitor Parking: -Spots #279, #280. In the rear of the building near the blue shed. OR -Spots #1-6 in front of ALJ, at the beginning of the “U” driveway. -Park & walk child to Door #26 . Ring the “Before Care” bell.
7:30am- 7:50 a.m. BLACK OUT (no drop off due to High School student arrival)		
<i>Before Care (drop off)</i>	7:50 a.m.-8:40 a.m.	Reserved Pre-K Visitor Parking: -Spots #279, #280. In the rear of the building near the blue shed. OR -Spots #1-6 in front of ALJ, at the beginning of the “U” driveway. -Park & walk child to Door #26 . Ring the “Before Care” bell.
<i>Drop off (regular)</i>	8:45 a.m.-9:00 a.m.	Two options: 1 -Park in visitor parking spot (#1-6) and walk child to preschool entrance, Door #26 2 -Idle car in fire zone and release child to Pre-K staff member. -NO parking in Fire Lane. <u>NO driving/parking in the back lot.</u>

9:00 a.m.-3:15p.m.- Regular School Day		
Pick Up (regular)	3:15 p.m.-3:30 p.m.	-Park in ALJ main parking lot or Pre-K visitor spots #1-6. <u>-NO parking in Fire Lane. NO driving/parking in the back lot.</u> -Walk up to IMC Door #29 . -Show valid pick up ticket.
Aftercare (pick up)	3:30 p.m.-6:00 p.m.	-Park in ALJ main parking lot or Pre-K visitor spots #1-6 <u>-NO driving/parking in the back lot.</u> -Walk up to IMC Door #29 and ring the “After Care” bell. -Show valid pick up ticket.

EARLY DISMISSAL SCHEDULE

Service	Time	Pick Up Procedure
Pick Up	WHEN <u>BOTH</u> HIGH SCHOOL AND PRE-K HAVE EARLY DISMISSAL 1:00 p.m.-1:15 p.m.	FOLLOW NORMAL PICK UP PROCEDURES -Park in ALJ main parking lot or Pre-K visitor spots #1-6. <u>-NO parking in Fire Lane. NO driving/parking around back.</u> -Walk up to IMC Door #29 . -Show valid pick up ticket.
Pick Up	PRE-K EARLY DISMISSAL <u>ONLY</u> WHEN HIGH SCHOOL HAS A FULL DAY 1:00 p.m.-1:15 p.m.	-You may park in Pre-K visitor spots #1-6 and walk to Door #26 OR -Drive to the back of ALJ. Park car in Bus Depot parking lot , located near the football field. <u>See Attachment A</u> -Follow the path to the Preschool Door #26 , main entrance. -Show valid pick up ticket. <i>Back to School Night: Monday, September 28</i> <i>Conferences: Tuesday, November 10 & Thursday, November 12</i>
Aftercare	1:15 p.m.- 6:00pm	-Park in ALJ main parking lot or Pre-K visitor spots #1-6. <u>-NO parking in Fire Lane. NO driving/parking around back.</u> -Walk up to IMC Door #29 -Ring the “After Care” bell. -Show valid pick up ticket.

DELAYED OPENING SCHEDULE

Service	Time	Drop off Procedure
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<i>Before Care</i>	<i>No before care offered during a delayed opening schedule</i>	
<i>Drop off (regular)</i>	10:15 a.m.-10:30 a.m.	Two options: 1- Park in visitor parking spot (#1-6) and walk child to preschool entrance, Door #26 2- Idle car in fire zone and release child to PreK staff member. -NO parking in Fire Lane. NO driving/parking around back.

*Identification for pick-up will be in the form of a district-issued pick-up card and/or driver's license to match the pick-up list generated from the Genesis Pick-Up Persons Form that parents/guardians completed. Three pick-up cards will be issued for each student: one main and two alternates from the Genesis Form.

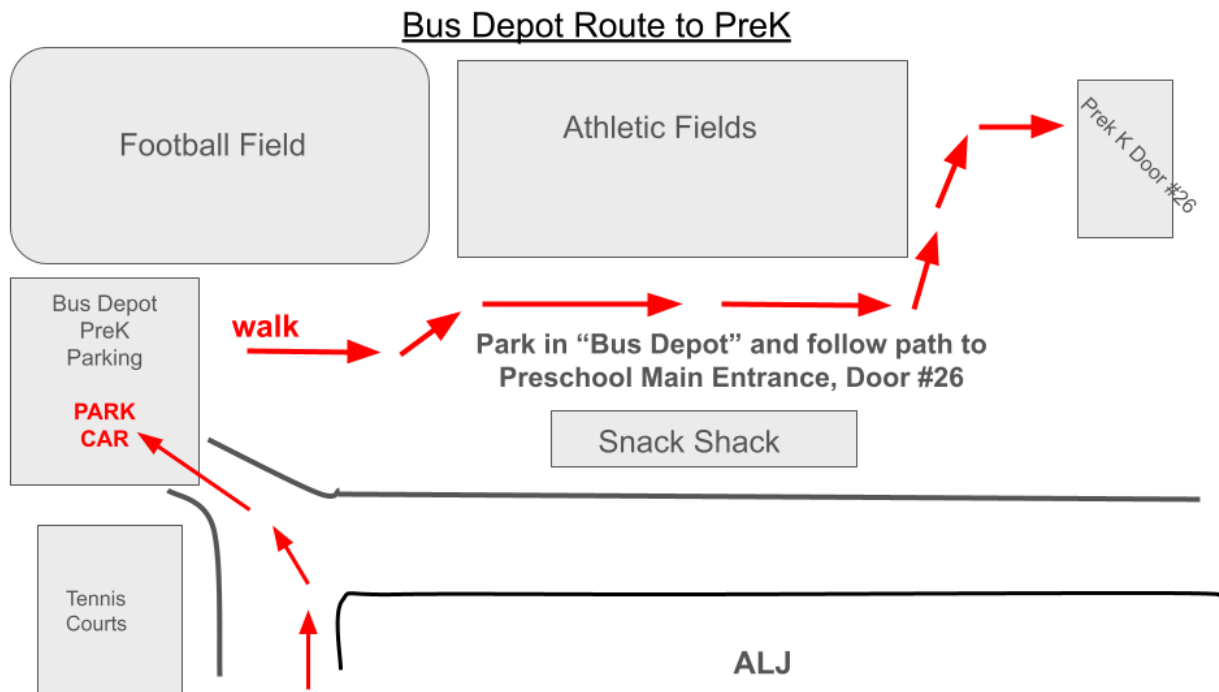
Tardy arrival or early pick-up

Students who arrive after 9:00 a.m. must be signed into school. Drop off will be at Door #26 and parents/guardians may park in the visitor spots #1-6 and walk around to the door.

If a child needs to be picked up early from school, the parent/guardian will email the student's teacher and Ms. Bri at bgotts@clarkschools.org, or they may call the school's front desk: (732) 382-0910 ext. 3400. Pick up will be at Door #26 and parents/guardians may park in the visitor spots #1-6 and walk around to the door.

Pick- up and drop-off persons will be unable to enter the classroom.

ATTACHMENT A: Map for APK early dismissal when ALJ has a full day of school



CPA

Before Care Drop-Off

Before care drop-off will occur between 7:00 a.m. to 8:45 a.m. Drop-off persons will park in the municipal lot, walk into the building at the Recreation Department entrance, and ring the doorbell in the interior of the building (internal door by the classrooms). A before care staff member will greet the child and escort him/her to the before care classroom.

Drop-off persons will be unable to enter the classrooms.

Regular Drop-Off

Beginning at 8:45 a.m., parents/guardians walk their children in and release them at the classroom doors to the teachers. Ms. Karen, as our security receptionist, will stand by the front door to the preschool corridor (internal door by the classrooms) to make certain that no one else enters that corridor. *Please know that conversations about students cannot be had during this time. Conferences are to be arranged instead as needed.*

Drop-off persons will be unable to enter the classrooms. Due to the size of the site, please make your way out of the school quickly.

Regular Pick-Up

Beginning at 3:15 p.m., parents/guardians or designated pick-up persons present identification* to Ms. Karen at the front door to the preschool corridor (internal door by the classrooms) and then walk to the classrooms. The teachers dismiss the students directly to these individuals. The teachers' sole focus is to get each child safely to his/her pick-up person. Children who are in aftercare remain in the classrooms, to be escorted to the aftercare program after all other children are released. *Please know that conversations about students cannot be had during this time. Conferences are to be arranged instead as needed.*

Pick-up persons will be unable to enter the classrooms.

Parents/guardians and designated pick-up people are required to take their student out the door they entered (the front door). No one is to exit the rear set of double doors.

Ms. Karen will be at the front door to the preschool corridor (internal door by the classrooms) until all children and parents/pick-up people have left. She will make sure that any child leaving is with a parent/guardian or designated pick-up person as identified on the Genesis Pick-Up Persons Form.

After Care Pick-Up

Designated pick-up persons (with identification*) will park in the municipal lot, walk into the building at the Recreation Department entrance, and ring the doorbell in the interior of the building (internal door by the classrooms). An after care staff member will gather the child and escort him/her to the waiting parent/guardian.

Pick-up persons will be unable to enter the classroom.

*Identification will be in the form of a district-issued pick-up card and/or driver's license to match the pick-up list generated from the Genesis Pick-Up Persons Form that parents/guardians completed. Three pick-up cards will be issued for each student: one main and two alternates from the Genesis Form.

These pick-up procedures are also in effect for all of our early dismissal days including Back to School night, Monday, September 28; and our conference dates, Tuesday, November 10 and Thursday, November 12.

Tardy arrival or early pick-up

Students who arrive after 9:00 a.m. must be signed into school. Parents/guardians will park in the lot and enter through the Recreation Department doors, then drop the student off after signing him/her in with Ms. Karen.

If a child needs to be picked up early from school, the parent/guardian will email the student's teacher and Ms. Karen at ksmorol@clarkschools.org, or they may call the school's front desk: (732) 428-8408.

Pick-up and drop-off persons will be unable to enter the classroom.

DISC

Below is a simplified overview of Discovery procedures. Mrs. Tina Santolo or Discovery staff will send more specific, detailed information. There are TWO entrances for Discovery: the "flagpole entrance" located on Commerce Drive by the flagpole and sidewalk before the playground, and the "main entrance" located just off of the parking lot at the corner of Commerce Drive and Myrtle Street. *Pick-up and drop-off persons will be unable to enter the classroom.*

Before Care Drop-Off

Before care drop off will occur at the flagpole entrance from 7:00 a.m. to 8:45 a.m. Please park on the street or parking lot and walk your child up to the receptionist on the second floor.

Regular Drop-Off

Regular drop off occurs from 8:45 a.m. to 9:00 a.m. at the flagpole entrance. Please park along the street or in the parking lot and walk your child to the door, where he or she will be greeted by staff.

Regular Pick-Up

Regular pick-up occurs from 3:15 p.m. to 3:30 p.m. at the flagpole entrance. Please park along the street or in the parking lot and walk to the door to wait for your child, who will be released by Discovery staff after confirming appropriate identification.

After Care Pick-Up

After Care care pick-up off will occur at the flagpole entrance from 3:30 p.m. to 6:00 p.m. Please park on the street or parking lot and up to the receptionist on the second floor where your student will be released to you after confirming appropriate identification.

Tardy arrival or early pick-up

Students who arrive after 9:00 a.m. must be signed into school. Parents/guardians will park in the parking lot and enter through the main entrance doors, then drop the student off after signing him/her in with Discovery reception.

If a child needs to be picked up early from school, the parent/guardian will email the student's teacher and call the school's front desk: (908) 272-3500. If it is before 2:00 p.m., please park in the parking lot and enter through the main entrance doors, where you will sign your student out at reception. If it is after 2:00 p.m., students will be picked up at the flagpole entrance. Please park your car along the street or in the parking lot and walk up to the second floor where you can sign out your student with the receptionist.

HEALTH & SAFETY

The children in our care are our first and most important priority and/or the child's health and safety govern every decision we make here at the Clark Preschool Program.

Emergency closings-CPP

In the event of an emergency closing, such as those related to weather, a message alert system is implemented. This broadcast system “talks” to Genesis. Please be sure to keep parent/guardian contact information updated in Genesis. By registering in this system you will be alerted for emergency closings, and/or special announcements or upcoming events. If you have any questions about Genesis, please contact their helpdesk at genesis@clarkschools.org.

Emergency Contact Forms-CPP

The emergency contact form is used during the school day to contact you in the event of your child’s illness, accident, or other immediate emergency. It is important that you keep the school informed and Genesis updated of any changes in your personal information and emergency contacts.

Additionally, in Genesis, you can list individuals who can pick up your child in the event that you are not available at dismissal time. Should you need to ask another adult to pick up your child, you must contact your student’s teacher as soon as possible. Should a last minute change arise please call the school office as soon as possible with the information. The individual will need to show identification.

Visitors

CPA & APK

Visitors are required to sign in and out, show identification, and have a visitor ID.

No visitor entry access, including to parents/guardians, will be granted within a fifteen-minute window of time on both ends of student arrival and dismissal. In other words, no visitors will be granted building access between the following times at the preschool: 8:45 a.m.-9:15 a.m. and 3:00 p.m.-3:30 p.m. Any visitor entry access outside of those time windows must be accompanied by a previously arranged appointment.

Early student pickups will need to occur at least 15 minutes before the end of the school day. The appointment for an early pickup can be made by calling the front desk during school hours or emailing both the teacher and security receptionist at any given site.

Any other appointments ideally will be made with the appropriate school personnel at least a day before through a phone call, a note, Dojo, or an email. If a more unexpected situation arises, a call to the school needs to be made at least 15 minutes in advance.

No visitor entry access will be granted in order for items to be dropped off for students, e.g., lunch, clothes, or homework/projects. A drop-off box will be at the front door of APK and CPA for these items to be left in. Any items must be clearly labeled with the student's name and teacher. When leaving the item in the box, please ring the door buzzer in order to notify the front desk of the drop-off so that the item can be brought to the student upon the availability of staff.

DISC

Visitors should use the main entrance located off the parking lot at Myrtle St. and Commerce Dr. Visitors are required to sign in and out, show identification, and have a visitor ID. Additionally, kindly schedule appointments ahead of time.

Front desk/Security receptionists:

APK: (732) 382-0910 ext 3400 Brianna Gotts bgotts@clarkschools.org

CPA: (732) 428-8408 Karen Smorol ksmorol@clarkschools.org

DISC: (908) 272-3500

Student Illness-CPP

- DO NOT send your child to school with any illness/rash that could spread to other children.
- If your child has been diagnosed with any highly contagious illness, please alert Mrs. Lori Kowalski, Supervisor of Wellness and School Nurses at lkowaski@clarkschools.org as well as your student's teacher.

The preschool makes its best effort to maintain a safe and healthy environment for our students and staff. Families can aid that effort by using the attached chart to determine whether a student should attend school. It is also best practice to send students back to school with a note from a doctor should they have seen a practitioner for an illness.

Clark Public Schools
Guidelines for Keeping Sick Children Home from School

Please keep me home if....

I have a fever	I have diarrhea	I am vomiting	I have a rash	I have an eye infection. Pink Eye, Conjunctivitis	I am congested &/or a thick constant runny nose, ear infection	I have a sore throat	Diagnosed with head lice/nits	I have been diagnosed with strep throat	I have been in the hospital
									
Temperature 100F. & sore throat, earache, diarrhea, vomiting, or not feeling well.	Three or more watery stools in 24 hours.	Two or more times in 24 hours.	Body rash with itching and/or fever.	White part of eye pink and/or drainage from the eye.	Runny nose & uncomfortable stuffed up feeling, ear pain	With fever or swollen glands	Itchy scalp	Red sore throat with patches on tonsils, swollen glands, fever, rash, &/ or stomachache	Hospital stay and/or emergency room visit
To	return	to	school	I	need...				
To be fever free without assistance of medication (i.e. Tylenol, Advil, Motrin) for 24 hours A note from my parent/guardian	To be free from diarrhea for 24 hours A note from my parent/guardian	To be free from vomiting for 24 hours A note from my parent/guardian	Should have rash evaluated by doctor before sending to school. A note from doctor.	To have clear eyes without drainage. To have completed 24 hours of treatment. A note from doctor.	To be fever free without the assistance of medication (i.e. Tylenol, Advil, Motrin) for 24 hours. A note from parent/guardian/doctor	To be fever free without the assistance of medication (i.e. Tylenol, Advil, Motrin) for 24 hours. A note parent/guardian	To be brought to School Nurse by my parent or guardian. Prior to returning to school.	To be fever free without assistance of medication for 24 hours. To complete 24 hours of treatment. A note from parent/guardian	A copy of discharge instructions or MD note for permission to return to school; including special instructions (i.e. modifications of daily program)

Medication

If a student requires medication, the school nurse (APK & CPA) is the only authorized person to dispense it. NJ State law requires a written statement from the family doctor that spells out the type of medication, dosage, and purpose. A written statement from the parent is also required with the medicine in its original package, giving the nurse, or Discovery designee, permission to dispense it.

The school nurse or Discovery designee is authorized to administer any medication to a child with the appropriate written permission from the physician. Please email Mrs. Lori Kowalski, Supervisor of Wellness and School Nurses at lkowaski@clarkschools.org for the appropriate paperwork. This includes over the counter medications, such as Tylenol, Benadryl, cough medicine, and prescribed medications, such as antibiotics, inhalers, and EpiPENS. NEVER send any medication in your child's backpack – not even cough drops!

Electronic Surveillance-CPP

The Clark Schools have a policy and regulation that guide electronic surveillance in our schools. Below are the links to this policy and regulation.

Policy: <https://goo.gl/2H3Pba>

Regulation: <https://goo.gl/o5JpuA>