

Dear Parents and Guardians,

On behalf of the staff and myself here at Early Childhood Development Center, I am happy to welcome you to the 2018-19 school year! I can't tell you enough how excited I am. My name is Loray Dobson and I am the principal of the Early Childhood Development Center (ECDC) and I look forward to meeting you beginning on the first day of school. We have been working all summer to prepare for your children and I can already tell that this year is going to be truly something special. My staff and I are thrilled that you have entrusted us with your children's education and we are looking forward to partnering with you.

The district's chosen curricula is Creative Curriculum (<http://teachingstrategies.com/curriculum>), and our social skills curriculum is Second Step for Early Learning (<http://www.cfchildren.org/second-step/early-learning>). To support its implementation here at ECDC, we have an excellent teaching staff as well as an outstanding support staff, who work in many different capacities to support learning. In addition, we offer special area classes such as gym, art and music, offered by our special area staff who are committed to creating a fun and safe environment for your child. For more information on New Jersey Preschool Standards, please visit <http://www.nj.gov/education/ece/guide/standards.pdf>.

With your assistance, we are committed to fostering an optimal teaching and learning environment for every child that is both rigorous and developmentally appropriate. To ensure that your child does not miss *any* of these important lessons, please plan to have your child attend school daily and **on time**. This year's school schedule for Preschool is **8:30 am - 2:30 pm** and Kindergarten schedule is **8:30 am to 2:50 pm**. Please begin to plan accordingly to meet this schedule, as we will not be able to accommodate students before or after these times. Please inquire about our before and after-care program (Catapult). For more information, please contact Ms. Patricia Harper (Director) at (856) 536-3553

PLEASE NOTE: ECDC is required to share a parking lot and traffic flow with a neighboring school. During the first 2 weeks of school, please plan to arrive early, as we work diligently with all parents to demonstrate a safe and secure traffic pattern. Thank you for your continued patience and support!

The ECDC staff and I look forward as we begin to plan and provide a place where families and staff work together to continually plant seeds and set the tone for your child's academic career.

College Begins Here!

Mrs. Loray Dobson
Principal

ECDC Mission Statement

At the Early Childhood Development Center (ECDC), we believe that each child is entitled to an individualized and high quality education based on their strengths *and* areas in need of development. At ECDC, we strive to provide each child with developmentally appropriate experiences, lessons, interventions, and support so that they can develop to their full potential and achieve success. These experiences, interventions, and supports are built on children's natural curiosity to explore and to make meaning of their surroundings. We provide those experiences in a safe, nurturing, and innovative environment while engaging the parents and the community to further develop a positive experience for our students.

Our Logo

The three cubs in our logo represent three life skills that we believe will help our children to become better students and more productive members of society. The three chosen life skills are **safety, kindness, and neatness**.



ECDC is the centralized location for all preschool students from Camden City.

That means our children can matriculate to any of the high schools in the city. We took the idea of the cubs from three of Camden City's high schools mascots: the panther of Camden High, the tiger of Woodrow Wilson and the lion of Medical Arts.

Each cub represents one of the life skills. You will see the mascots everywhere in the school. They will help remind our students and staff that in ECDC we are in a safe environment, we are kind to one another, and we keep our areas and ourselves neat. Also, our ECDC song helps to reinforce these initiatives each morning.

Logistics

School Hours

- Full day Pre K: **8:30 - 2:30**
- Full day Kindergarten **8:30 - 2:50**
- One Session Day: **8:30 -12:30**
- Two hour delay Pre-K **10:30 - 2:30** & Kindergarten **10:30 - 2:50**

PD	Regular Schedule	½ Day Session	2 Hour Delay
1	<u>8:30-9:15</u>	<u>8:30-9:00</u>	<u>10:30-11:00</u>
2	<u>9:15-10:00</u>	<u>9:00-9:30</u>	<u>11:00-11:30</u>
3	<u>10:00-10:45</u>	<u>9:30-10:00</u>	<u>11:30-12:00</u>
4	<u>10:45-11:30</u>	<u>10:00-10:30</u>	<u>12:00- 12:30</u>
5	<u>11:30-12:15 (PK lunch)</u>	<u>10:30-11:00</u>	<u>12:30-1:00 (Pre-K Lunch)</u>
6	<u>12:15-1:00 (K-Lunch)</u>	<u>11:00-11:30 (Pre-K Lunch)</u>	<u>1:00-1:30 (K Lunch)</u>
7	<u>1:00-1:45</u>	<u>11:30-12:00 (K Lunch)</u>	<u>1:30-2:00</u>
8	<u>1:45-2:30 (2:50-kinder)</u>	<u>12:00-12:30</u>	<u>2:00-2:30 (2:50 kinder)</u>

No students *or* adults will be allowed to drop ECDC students off before 8:30. After 8:50, your child is considered **LATE**. You must report to the front main security desk to retrieve a late pass. Students will not be allowed in their classrooms after **8:50** without a late pass. Parents will have to take students to pick up breakfast from the cafeteria. **NO EXCEPTIONS**. Staff can not interrupt instruction for this duty.

No student will be dismissed before 2:30.

Traffic

The morning and afternoon traffic in front and around ECDC is of major concern during the school year. We **MUST** ensure foremost, the safety of everyone during high traffic times (arrival and departure). Please adhere to policies and procedures by following signs and the guidance of our staff, security and volunteer security.

You will:

- **NOT** be able to enter ECDC from Pine St (*It is a One Way During School Hours*)
- Entrance to ECDC - **Park Blvd**
(*Entrance at top of the hill near Forest Hill School*)
- Parent Parking- (Spaces have been reserved for you) Parking beyond the first speed bump is for staff
Expect congestion for the first few weeks.
- PLAN TO ARRIVE **EARLY!** – Due to limited parking, if you plan to stay beyond 5 minutes, please park away from bldg.

Attendance

We need all children to come to school every day *and on time*.

Students ages 5 and under with truant matters cannot be taken to court, Please be advise students ages 5 and under with excessive absences and lateness can be dropped from the roll due to.

Please Note: A truant slip is to be completed by the classroom teacher after 3 absences.

Arrival

Pre-K students should enter through their assigned door and be taken directly to their classroom for breakfast. Kindergartners should also enter their assigned door but instead be taken to the cafeteria for breakfast. Breakfast begins at 8:30 and ends at 8:50. Any K student entering the cafeteria after 8:40, will receive a bagged breakfast, and stay behind. This means your child will miss the start of the instructional day. Please be on time!

Late Arrival

The student is considered late after 8:50

- If your child is late for school, it is important for you to send a note explaining the lateness.
- If your child has a history of tardiness, you will be asked to come to the school for a parent conference.

Late Pick-Up

Preschool Dismissal is at 2:30 and Kindergarten Dismissal is 2:50. After children are dismissed, teachers will be required to meet and attend professional development to improve instruction. Please pick up your child on time. In the event of frequent late pick-ups:

- The guardian and emergency contact will be called.
- You will be referred to Catapult after school program if there has been excessive lateness.
- You will be referred to the building social worker for support.
- You will meet with the building principal to develop an attendance improvement plan (Kindergarten).
- This plan will be monitored and updated with the district truancy department and attendance committee.
- Recommendations regarding the effectiveness of the plan and for dropping a student from the roll will be made at that time.

Early Pick-Up (NO EXCEPTIONS)

Please refrain from picking up children prior to dismissal. In addition to the loss of instructional time, this disrupts the learning process and breaches security FOR ALL. In order to prepare children to leave, staff will have to stop instruction to do so, and security will have to leave post to escort parents. Any parent picking up students early should send in a written note explaining the reason, **24 Hours in Advance**. This note or phone call to the office **MUST** be received no later than the morning of the request. **LOCKDOWN** occurs each day from **2:10-2:30 Preschool, 2:10-2:50 for Kindergarten**. **Parents and visitors will NOT be allowed in or out of the building at this time, unless there is a note on file requesting to dismiss students early. This is a high security time for our youngest learners and we will not sacrifice that for anyone.**

Visitors

All visitors, parents, guardians, and volunteers who come into the building during school hours are to first report to the main office and sign in before proceeding or conducting any business.

Illness at school

It is important that the office knows who to contact in case of an illness or emergency. Please include contact information on the Emergency and Medical Information Form for three persons who can be contacted in the case of an emergency and is willing to pick the child up if necessary. If a child has a chronic illness, such as asthma or allergies, this information should be on file in the nurses' office. (See first day packet for this form). Please bring all doctor notes to the main office. There will be a bin to leave them if you are in a rush. Our office stays pretty busy. A contact email & phone number will be left there if you would like to follow up later.

Any parent who refuses to pick up a sick child, will be dismissed from the program and referred to DCP&P.

Prescription and Over-the-Counter Medication

- No medication can be administered to a student during school hours without a written note from the student's doctor. This includes over the counter as well as prescription medication.
- If a note is sent from the nurse informing you that medication is low, please tend to the matter quickly.
- If there is a change in the prescription your child is taking, please inform the nurse of this change.
- Students will be excluded from school if live lice, pink eye, fever and will not return without a Drs. note
- Students will also be excluded from school if they have ringworm. They will be readmitted to school if they have been treated by a doctor and the infection has cleared.

School Uniforms

ECDC is a uniform school. All students are expected to wear uniforms every day. Our school uniform is a navy top and khaki skirt or pant. In addition to uniform, **all PK students need to have a change of clothes** in case an accident occurs (spills, potty etc.). **All PK students need a clean blanket for nap time.** Bring ALL blankets to school each Monday and it will be sent home on Friday to be cleaned. For those students that are not potty trained, please make sure that your child is supplied with pampers/pull-ups and wipes. When your child's supply gets low, we will notify you and make sure that all children are dry for nap time and their arrival home.

If families have difficulty providing their child with a proper uniform, we can provide assistance.

All students are expected to...

1. Eat good nutritional food. Please adhere to school policy. Please do not send food items that are excessively sweet (candy, cakes, cookies, etc.) or salty. Also, limit the drinks to bottled water.
2. Respect self, peers, adults, and property.
3. Keep hands and feet to themselves at all times.
4. Leave personal toys and jewelry at home.

These rules are discussed in the classroom.

Field Trips

District permission slips must be filled out and signed by a parent or guardian in order for a child to attend a field trip. Some trips will require chaperones to assist with supervision of children. Parents are not allowed to bring along other children on such trips.

Parents will be informed if their child needs to pack a lunch. Lunches should be healthy and packed in a plastic bag with no bottles. Children are not allowed to bring backpacks, toys or other personal objects on a field trip.

No child will be permitted to go on a field trip without a signed permission slip.

Classroom Parties

Classroom parties are at the discretion of the teacher. Please follow up with the teacher as to the day and time that would be most convenient to his or her teacher. Also, if you do not wish for your child to participate in class parties please let the teacher know.

Orientation Meeting

An orientation meeting is held at the beginning of the school year to allow parents to meet their child's teacher, get a brief overview of the curriculum, routines of the class, as well as learn other valuable information. You will be getting information regarding Open House (late August), Back to School Night (mid-September), and Preschool Night (Mid October). Please come out and join us!

Parent/Guardian – Teacher Conferences

There will be two parent/guardian – Teacher conferences held during the year. It is important for you to attend these conferences so you can monitor the progress of your child. You play an integral role in the education of your child along with the teacher. College Begins Here!

Rights and Responsibilities

Parent's Rights

- The right to request evaluation for Support Services. (such as Physical Therapy and Speech Therapy)
- To serve on the School Leadership committee for their school.
- To be provided with a safe and pleasant environment for all.
- To be kept informed of important school events.
- To have nutritious meals served to their child.
- An assessment of individual student needs and the right to be part of the process.
- Parent education programs.
- For students who qualify, an Individualize Education Plan, which is kept confidential and only shared with staff members working with students and parents.
- An effective education.
- Teacher and parent conferences 2 times per year.
- An annual review of the IEP. (if applicable)
- An inter-disciplinary curriculum to reflect the integrity, ability and level of performance for each child.

- Field trips in or out of the school to enrich classroom activity.

Parents Responsibilities

- Be sure your child attends school regularly and on time.
- Keep the school informed of current contact information for parents, guardians and others authorized to pick-up your child.
- Write notes explaining lateness and absences.
- Supply a doctor's note after three days of absence.
- Wait until the start of the school day (8:30) before leaving your child in the building.
- Sign parent forms while attending meetings at the school and upon entering the building.
- Place early dismissal requests for students in writing at least 24 hours in advance.
- **ALWAYS** know the number of your child's bus and classroom teacher.

Student Rights and Privileges

- A quality preschool should challenge students to use thinking skills and work up to their highest potential.
- All children should receive an education that meets their social, emotional, physical and cognitive needs as well as their individual learning styles.
- Professional staff should be able to teach according to individual needs with the right for equal opportunities.
- School is an environment free from harassment.
- Children's photos not to be released without parent's signature.

To Do Lists

Parent To Do List

1. Serve healthy snacks between meals to your children.
2. Make sure your child is in bed by 7:30.
3. Brushing teeth before going to bed is very important.
4. Monitor TV viewing hours (no more than 10 hours per week) with your child.
5. Talk to your child during the dinner hour about the school day.
6. Establish a routine with your child in the morning.

In addition...

- Check to see if there is a home lending library available. Reading aloud with your child helps to increase vocabulary.
- Volunteer to read to your child's class at least once a year.
- Attend parent workshops.
- Organize a space for your child's book collection.
- Talk to your child about things that interest them.
- Introduce new vocabulary words when you talk with your child.
- Incorporate literacy into outings.

- Be a reader and writer yourself.

Student To Do List

1. Respect your teacher and all adults in the school.
2. Say “thank you” and “please” when asking or receiving something from adults or other children.
3. Keep all hands and feet to yourself.
4. Listen and follow your teacher’s instructions.

Before and After School Care



School Year 2018 – 2019

Catapult Learning offers Pre-Kindergarten and Kindergarten services at Early Childhood Development Center (ECDC):

- Before care (7:30am to 8:30am)
- After care (2:30pm to 5:30pm)
- Summer Program (July and August)

The program is not free.

In order to receive a **free or reduced cost program**, you **MUST** fill out the DOE Wrap Subsidy Application and provide income information. **Please see attached instructions for all documents you will need to bring in.** The DOE Wrap Subsidy Application, through Camden County, Department of Children's Services is for working families, who require financial aid to help pay for the before and after school program or summer program. **In order to qualify both parents or guardians MUST be working 25 hours or more per week, be in a training 20 hours or more per week or attend school for 12 credits OR a combination of the 3.** If you are denied by Camden County you will be responsible for the cost of the program.

If you are interested in the summer program in 2016 and your child is turning 5 this upcoming year, it is suggested you apply for the subsidy program as soon as possible.

If you do NOT qualify for the financial aid/subsidy, tuition for the program is as follows:

\$285.00 per month for Before and After Care

\$200.00 per month for After Care only

\$100.00 per month for Before Care only

\$20.00 per day for a daily rate

We will be available to help you fill out the tuition and subsidy applications and review your paystub information at our main office at **ECDC, 1602 Pine Street.**

You may come in starting from Monday, July 2 until Friday, August 31, 9:00am to 3:00pm!

All questions you may have and further information on the program will be explained when you come in. **If you have any questions now please call our main number at 856.536-3553.**

Contact Numbers

Early Childhood Development Center

(856) 966-4171

Nurse

(856) 966-4171 Ext: 14432

Child Study Team

(856) 966-4171 Ex: 14530 or 14531

Catapult Learning

(856) 536-3553

ECDC Social Worker

(856) 966-4171 Ex. 38305

Family Operations Coordinator

Ebony Maddox

(856) 966-4171

Social Media Information

Facebook Page – [ECDC Camden](#)

District Website (ECDC) - <http://camdencityecdc.ss12.sharpschool.com/>

District APP – Use App Store to Download – [Camden City School District](#)