

WELCOME

We welcome you and your child to the Joseph M. Ferraina Early Childhood Learning Center. Since Preschool is often a child's first experience away from home, the teachers and staff endeavor to make it a pleasant learning experience for your child. Our primary goal is to offer your child a safe and healthy environment designed to promote kindergarten readiness. Working together we can set your child on the road to a healthy and happy childhood full of wonder and the joy of learning.

The JMFELC handbook contains information on the program philosophy, curriculum, goals and objectives, an overview of the curriculum for children, and statements of the school's policies and procedures. The handbook contains valuable information that you should know in order for your child to have the most successful learning experience possible. Please take the time to read our handbook carefully.

The Joseph M. Ferraina Early Childhood Learning Center provides support to bilingual students, in-class support for special needs students, inclusion class, student facilitator, preschool intervention referral team, a full child study team, speech, language, occupational and physical therapists, nursing services and a safe school environment employee.



LONG BRANCH PUBLIC SCHOOLS

MISSION STATEMENT

Our Mission is concise:

We, the Long Branch School Community, strive to meet and exceed the standards set forth by the state of New Jersey.



VISION

The Long Branch School District will achieve its mission of educating all children by providing leadership that promotes and supports safe and healthy learning environments; high quality early childhood programs resulting in students reading on or above grade level by the end of third grade; systematic and aligned curricula and professional development that result in effective instruction and continuous achievement of the Core Curriculum Content Standards at all grades; and a support system that enables all students to attain the course requirements and skills necessary to graduate and successfully transition to higher education or the workplace.

Security at the Preschool

The Joseph M. Ferraina Early Childhood Learning Center has established a school safety committee whose members will make on-going recommendations to further improve the security of the preschool. The procedure for preschool visitors is listed below. Please be aware for the safety of students and staff members these procedures will be strictly adhered to.

No visitors are to enter the building with students during arrival and dismissal.

All visitors to our schools will need to enter the building through the front door. At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have an appointment.

If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.

Visitors will be required to show photo identification, and sign in to obtain a visitor's pass.

It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.

If you will be picking your child up early, you must notify the teacher in writing prior to dismissal. If it is an emergency, 1st call the office to notify the school.

Front office secretaries will be required to call 911 and notify school administrators if a visitor is uncooperative, does not adhere to the procedures, or becomes threatening. Failure to follow these procedures may result in a lockdown.

The safety of your child is our number one responsibility. If you should require clarification regarding these procedures please contact the building Principal. Thank you for your cooperation and help in making the preschool more secure.

SCHOOL EMERGENCIES

Emergency School Closings:

When school closing is made necessary by weather conditions such as snow, sleet, hurricane, or if other reasons should require the closing of schools, you will receive a phone call from the district's automated phone notification system. Please update revised phone numbers in the Main Office.



Delayed Opening:

Delayed opening of schools will be one and one-half (1½) hours later than the regular opening time. The schedule is:

Preschool 3 & 4 11:00
Kindergarten 10:20

Contacting Home:

It is very important that we have current telephone numbers and emergency contact names and telephone numbers for your children. A minimum of two contacts, other than parents must be on file at the school. These must be individuals who can be reached if a parent is unavailable to pick up their child.

Please make sure that you fill out two emergency cards. **Any time you change residence and/or telephone number, you must inform the school immediately.** A new proof of residence will be required.

If custody information changes for any reason, you will be asked to fill out new emergency cards. Periodically, we will ask you to update the information that we have on file.



JOSEPH M. FERRAINA
EARLY CHILDHOOD LEARNING CENTER
80 Avenel Blvd.
Long Branch, NJ 07740

Preschool 3 9:30-3:30
Preschool 4 9:30-3:30
Kindergarten 8:50-3:30



PARENT HANDBOOK
2014-2015
Mrs. Loretta Johnson
Principal

Long Branch Public Schools
Where Children Matter Most
2014

BOARD OF EDUCATION

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ADMINISTRATION

Administration/Educational Center
540 Broadway
Long Branch, NJ
732-571-2868

Michael Salvatore

Superintendent of Schools

Alvin L. Freeman
Assistant Superintendent of Schools

Garry Penta
District Administrator

JanetLynn Dudick
District Administrator for Personnel

Peter E. Genovese 111
School Business Administrator/Board Secretary

Nancy L. Valenti
Assistant School Business Administrator/Assistant Board Secretary

UNIFORMITY OF DRESS (continues)

Sneakers are the desirable choice of footwear to be worn daily at the preschool. If sandals are worn, they **must** have a back. Plastic beach shoes and/or plastic shoes are not to be worn to school. Hats, scarves and bandanas are not to be worn in school. "Hats" and head coverings of a religious significance will be allowed.



Classroom teachers will note enforcement of preschool "Uniformity of Dress" during daily attendance. Procedures for students inappropriately dressed will be the following:

1st offense - Teacher will call home and request a change of clothes be brought to school. A copy of the dress code reminder slip will be sent home.

2nd offense - The school will contact parent/guardian to act-find the reason why the student was inappropriately dressed. Extenuating circumstances will be reviewed.

3rd offense - Principal or designee will meet with the parent/guardian regarding their not conforming to the dress code regulation. If parent/guardian does not wish to participate, then the alternative of not continuing in the District preschool will be reviewed.

UNIFORMITY OF DRESS



The Joseph M. Ferraina Early Childhood Learning Center will follow an enforced “Uniformity of Dress” plan. Uniformity means you may purchase your child’s uniforms at any store that provides the following:

Pants, shorts, jumpers and skorts in khaki color. CARGO pants or shorts are not an approved uniformity of dress. Golf shirts, short or long-sleeved, in dark green, white or gray. Turtleneck shirts in dark green, white or gray. Cardigan sweaters in dark green, white or gray.

All shirts, turtlenecks and sweaters are to have the Long Branch Public School patch (emblem) attached, on the left side, as part of your child’s daily attire. The district will provide these emblems. Inappropriate dress is defined as clothing or other styles and color, which deviate from the “Uniformity of Dress” policy. Shorts are not to be worn between November 1st and March 31st

Joseph M. Ferraina Early Childhood Learning Center

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JOSEPH M. FERRAINA EARLY CHILDHOOD LEARNING CENTER

80 Avenel Blvd, Long Branch, New Jersey 07740
Phone (732) 571-4150—Fax (732) 483-0239

Preschool Staff

PRINCIPAL

LORETTA JOHNSON

SECRETARIES

Patricia O'Connor
Cynthia Murphy

NURSE

Bogumilia Hout

MASTER TEACHER

Ana Maria Rodriguez

PIRT

Kimberly Walker

STUDENT ADVISOR

Betsy Callaghan

TEACHERS

Sean Kelly **540B**
Natalie Bauer
Linda Bennett
Laura Bland **540B**
Stefania Britt
Domenica Carannante
Marianne Carr
Marguerite Chavez
Tara Collins **540B**
Shannon Coyle **540B**
Nicole Daniele
Tara Ebert
Samantha Gallo **540B**
Nicole Howell **ICS**
Kelli Jelks
Theresa Morrissey
Ryan Munson **ICS**
Carli Perez
Patrice Perez
Lauren Prosser
Leah Roberts
Melanie Schaffner
Kristen Spitzer
Kathryn Stone
Diane Tordella
Bonnie Tedeschi
Diane Tordella
Francine VanBrunt

INSTRUCTIONAL ASSISTANTS

Elena Abbruzzese
Anissa Berry
Nicole Bland **540B**
Star Cleveland **540B**
Ameila Crist
Rachel Daniels
Adrianna Defillipo
Myong Deller
Charletta Friday
Diane Goldberg
Rita Grandinetti **540B**
Crystal Houston Bey
Rochelle Langley-Edwards
Susan Marra
Aileen Mentel
Melanie Messina
Helen Munlin
Christina Navarro
Iphigenia Nicas **540B**
Beatriz Pacheco
Amy Keith **SUB**
Sherry Reed
Shana Sanderson **540B**
Julia Santos
Ana Silva
Rosemary Toffel
Michelle Widdis
Jill Zocco

OCCUPATIONAL THERAPIST

Luann Candemo

SPEECH

Amanda Russo

CHILD STUDY TEAM

Nichollette Pearsall

SAFE SCHOOL

Eliana Garcia

CURRICULUM CORNER



Preschool 3 & 4 Year olds

The Joseph M. Ferraina Early Childhood Learning Center is specifically designed to provide an enriched learning environment for three and four year old children.

The Tools of the Mind curriculum:

- Offers a literacy focus and problem solving activities.
- Aligns with state and national early learning standards.
- Comes with lessons and thematic materials.
- Provides teachers with a complete preschool program.
- Supports teachers with workshops and in-class coaching.
- Enhances the development of the whole child.

Kindergarten

The Kindergarten curriculum follows the New Jersey Implementation Guidelines to effectively implement the components of a high quality Kindergarten program.

A daily schedule consists of:

- Mystery Question
- Calendar Math
- Opening Group
- Social studies/Science: ELA Components integrated
- Exploration Stations
- Writing & Grammar
- Mathematics
- Snack/ Gross Motor Movement
- Daily specials on a rotating basis



FIELD TRIP POLICY

Field Trips

Field trips are designed to stimulate children's interest and curiosity. They provide opportunities for social growth and development and are appropriate extensions of the curriculum. The privilege of participating in a class trip will be denied if a child is without a signed, parental permission slip.

Trips related to the curriculum themes are scheduled throughout the year. Your child's teacher will send home a flyer with any scheduled trips. Trips may need to be cancelled due to conditions beyond our control: weather, bus availability, or site availability.



Walking Trips

Parents will be asked to fill out permission slips for walking trips. This permission verifies that the school has parental permission to take your child on walks around the school block during the entire school year.



****It is particularly important that parents or guardians sign and return permission slips in order to assure a child's participation.***

STUDENT CONDUCT

The Long Branch Public Schools have set high expectations for student conduct. While raising children in our schools we must establish a clear set of rules to provide structure for our students. We recognize our responsibilities to maintain proper and appropriate behavior in school, we also urge you as parents to support our efforts by discussing the school rules with your child. In an attempt to align the school with the home we encourage you to communicate with your child's teacher throughout the year. We will be using 3 rules to teach the children to follow the path to success:

RESPECT YOURSELF
RESPECT OTHERS
BE RESPONSIBLE

Comprehensive Equity Plan

The Long Branch School District conducted a comprehensive needs assessment of its equity and equality needs. The Comprehensive Equity Plan is designed to meet these assessed needs. The Board of Education has authorized the submission of the Comprehensive Equity Plan to the New Jersey State Department of Education, and will support full implementation of the plan.

Some highlights of the plan include:

Staff Development & Training
School & Classroom Practices
Equity and Equality in Curriculum
Equity and Equality in Guidance & Service

You may review the plan and respond to it by contacting the office of the Affirmative Action Officer at 732-571-2868

ATTENDANCE

Reporting an absence

To report that your child will be absent, please call the school office at 732-571-4150 and leave a message for the teacher.

Returning to school

A note stating the reason for an absence is requested upon a child's return to school. Students absent for more than 5 days and those under a physician's care must bring in a note from the physician for the school nurse.

Tardiness

When a student arrives late to school, the parent or guardian must accompany the child into the school and sign them in. The child will be escorted to class by school personnel. No children may be left unattended at the front door. When you accompany your child into the school building, please park in front of the school, on Avenel Boulevard, and enter through the main entrance. Please do not park in the staff parking lots.



Early Dismissal

If an early dismissal is required for your child, they should be picked up from school only by persons who are listed on the child's emergency card.

When picking up a child from school, the parent must sign the child out at the front desk. A school representative will get the child from class and bring them to the front desk. If a babysitter or caregiver is designated by a parent to pick up a child, and is listed on the child's emergency card, the child will be released. The adult picking the child up must provide proper photo identification.

Release of Students

Students will not be released to anyone who is not listed on the child's emergency card. In cases of emergency, the principal must approve of anyone else sent to pick up a child.

Everyone who picks up a child must provide the school with proper

LONG BRANCH PUBLIC SCHOOLS DISTRICT DIRECTORY



Long Branch Board of Education
540 Broadway
732-571-2868

Joseph M. Ferraina ECLC
PreK 3-4 Year Old Program
Kindergarten
80 Avenel Blvd
732-571-4150

Lenna W. Conrow
PreK 3-4 Year Old Program
Kindergarten
335 Long Branch Avenue
732-222-4539

Amerigo A. Anastasia
1-5th Grade
92 Seventh Avenue
732-571-3396

Morris Avenue School
PreK 3-4 Year Old Program
Kindergarten
318 Morris Avenue
732-571-3139

Gregory School
1-5th Grade
201 Monmouth Ave
732-222-7048

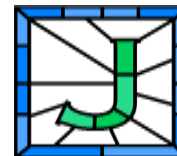
George L. Catrambone
K-5
250 Park Avenue
732-222-3215

Audrey W. Clark
192 Garfield Avenue
732-571-4677

Champions
Before/After Care/ Wrap-Around
Program
732-222-5656

Long Branch Middle School
6th-8th Grade
364 Indiana Avenue
732-229-5533

Long Branch High School
9th-12th Grade
404 Indiana Ave
732-229-7300



FREQUENTLY ASKED QUESTIONS

What happens if my child needs to be changed?

Young children have toileting accidents, food spills, and generally get messy. That is why the school requires all children to have a fresh change of uniform in their cubbies. Please send these in a bag with the child's name: pants, shirt, underclothes, and socks.

It is embarrassing for your child if an accident occurs and there are no clean uniforms. If soiled uniforms are sent home, please be sure to send in a fresh change of clothing.



What should I send for snack?

Children should bring a small, healthy snack and drink in their backpack each day. We suggest crackers, pretzels, sliced fruit, and juice (Please see attached suggestion letter for healthy snacks). Please do not send glass containers.



What else does my child need?

Please send your child with a backpack every day. Be sure to check your child's backpack every day for important messages. Send in a blanket with your child's name on it for nap-time.



Identification Tags

A plastic colored JMFELC tag will be placed on your child's backpack. The tag is used to designate the dismissal location. Please do not remove the tag.

Thank you for your cooperation!!

Thursday	September 4	Schools Open
Monday	October 13	Professional Day/Staff School Closed /Students
Thursday-Friday	November 6-7	NJEA Convention Schools Closed
Thursday-Friday	November 27-28	Thanksgiving/ Schools Closed
Monday-Friday	December 22–January 2	Winter Recess Schools Closed
Monday	January 5	Schools Reopens
Monday	January 19	Martin Luther King Day Schools Closed
Friday	January 30	Professional Day/Staff Early Dismissal /Students Schools Closed
Monday-Tuesday	February 16-17	President's Day Weekend Schools Closed
Friday	February 27	Professional Day/Staff Early Dismissal/Students
Friday	March 27	Professional Day/Staff Early Dismissal/Students
Friday-Friday	April 3-10	Spring Recess Schools Closed
Monday	April 13	Schools Re-opens
Friday	April 24	Professional Days/Staff Early Dismissal/Students
Friday	May 15	Professional Days/Staff Early Dismissal/Students
Friday-Tuesday	May 22-26	Memorial Day Weekend Schools Closed
Wednesday-Friday	June 17-19	Professional Day/Staff Early Dismissal/Students
Friday	June 19	Last Day for Students/Staff



TRANSPORTATION

Bussing

It is imperative that parents and guardians bring children to designated bus stops each morning and receive the children at the end of the day.

An adult must escort children to the bus. Once on the bus your child must take a seat, buckle the seatbelt, and remain in that seat until arrival at the school. Bus aides ride on each bus to supervise the children.

You **MUST** receive your child at the end of the day. If no one is at the bus stop, children will be returned to JMFELC. It then becomes your responsibility to pick up your child at the school.

Transportation changes must be reported to the school. If you move, please bring a new proof of residence to the school. A 'Change of Transportation' form MUST be completed at the school office. You will be notified of the new transportation start date.

Walkers

Children who are driven and picked up daily, in a private vehicle are considered 'walkers'. Walkers must be dropped off or picked up at the following two locations:

1. The 100 wing students will be dropped off in the front circle and picked up in the afternoon at the front circle valet service.
2. The 200 wing students will be dropped off at the back door on Chelton Ave and pick up will be at the same location valet service .

Cars will **NOT BE ALLOWED** to park in both circles. Your child will be met by a staff member and accompanied into the building and to their classroom. Please have your child ready and seated on the right side for easy exit. If you feel the need to walk your child to the door, please park on the street and walk on the sidewalks to enter safely.

Thank you for your cooperation in assuring safe and efficient traffic flow. Please remember that these measures are taken to assure the safety of your child.

PARENT-TEACHER ORGANIZATION

Parent Teacher Organization (PTO) is a joint organization for both the Joseph M. Ferraina Early Childhood Learning Center and the Lenna W. Conrow School. Meetings will be held on an alternating bases between both buildings. Please plan to attend these meetings and become an integral part of your child's education. Flyers will be sent home prior to the meetings. The building principals from both schools will act as the advisors for the PTO.



PTO EXECUTIVE BOARD

President
Nicole Bland

Vice President
Lucky Wiggins

Recording Secretary
Kimberly Walker

Treasurer
TBA

Advisors
Bonita Potter Brown
Loretta Johnson

Parent volunteers are greatly appreciated. Please contact your child's teacher to volunteer.

NURSING SERVICES

The school nurses (RN) can be reached by dialing 732-571-4150 and selecting option #4. She is available daily to treat school related injuries and/or illness.

Every effort is made to prevent accidents. However, each year a few do occur. In these instances, an accident report is completed by the school nurse, for any injury, which occurs to a student on school property or under school supervision.



Please make sure the school has your updated telephone and emergency numbers so that immediate contact can be made.

Nurse's requests:

- Please do not send sick children to school.
- Children should be kept home 24 hours after a fever subsides.
- Contagious illnesses or other conditions must be reported to the nurse immediately (i.e. chicken pox, lice, strep throat).

Medications:

Some children with chronic illness and specific disabilities often require medication during school hours. Parent/guardians are asked to bring the medication to the nurse with written directions from the doctor. **Please do not send medication to school in your child's book bag.**

Allergies:

All allergies or special dietary concerns must be reported to the nurse's office



The school nurse conducts screening for vision and hearing, and measures height and weight for all students at the preschool.



VISITATIONS

The Joseph M. Ferraina Early Childhood Center encourages and welcomes parent participation. The staff provides many opportunities to visit. During the school year there are many parent workshops, class activities and children performances.

In order to assure your child the best transition into preschool and kindergarten a designated visitation schedule is provided. We ask your full cooperation in adhering to this schedule in order not to disrupt learning.



CUSTODY

It is the parent's responsibility to report to the building principal in writing and to provide legal documentation of any situations affecting their child.

If you advise the school that you have been granted full custody of your child and that your spouse is no longer permitted to pick up your child from school, you must furnish the school with a copy of the court order regarding custody. Without the court order, we cannot prohibit a parent from contact with your child in the event he or she comes to the school.

If you have any other legal documentation, such as a restraining order or visitation schedule, you must furnish the school with a copy of the order.

**** These policies are designed to provide the utmost safety for your child. Thank you for your cooperation.***

