

Barclay Early Childhood Center

2019-2020

Parent Handbook



An Exceptional Place for Exceptional
People

www.cherryhill.k12.nj.us/barclay/barclay.htm

Cherry Hill Public Schools

Cherry Hill, New Jersey

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WELCOME

Dear Parents and Friends of the Barclay School,

Welcome to the Barclay Early Childhood Center. It is our mission to provide your children with the best possible educational opportunities within a stimulating and nurturing environment. Our instructional program is based on the belief that all young children can learn in an atmosphere that encourages and respects individuals, while fostering curiosity, spontaneity, skill development, and the building of a positive self-image.

We are very proud to offer a broad continuum of services at the Barclay Early Childhood Center. Within both our preschool general education and self-contained classes, we strive to tailor our instructional programs to meet the needs of our students. We have a faculty and staff that are committed to providing every student the opportunity to reach his/her potential.

I strongly encourage you to become involved in our school community. We have a variety of committees and other parent based volunteer initiatives that encourage parents to play a visible role in our school community. Some of these opportunities include membership in our PTA, attending parent information sessions and assisting with family and student activities.

The entire staff at Barclay is eager and enthusiastic about working with your child. If you have any questions or concerns, please do not hesitate to contact me at 429-7283 or krockhill@chclc.org. You may also get additional information about our school through our website. Our address is <http://barclay.chclc.org>. I look forward to working with you.

Respectfully,

Karen Rockhill
Principal

STAFF DIRECTORY

Principal

Karen Rockhill

Secretary

Colleen Thompson

School Nurse

Heidi Setchel

Child Study Team

Maureen Carrozza, Social Worker

Terry Molony, Psychologist

Michelle Giambrone, LDT/C

Toni Carter, Child Study Team Secretary

Speech Therapists

• Jane Combs • Nicole Kramer • Amy Meyer

Katie Mullee • Kimberly Pratt

Occupational Therapists

Nicole Fornito

Cyndi Jaffe

Bernadette Hickey, COTA

Physical Therapist

Pam Moore

Head Custodian

Mercedes Barrios

PRESCHOOL TEACHERS

Zanetta Bronson
Kristen Corkery
Michael DeLuca
Susan Donaldson
Jessica Fehr
Kendall Fokín
Rachel Konchar
Tracy Maíta
Lori Miller
Laura Monte
Tanya Myers
Diana Polito
Jayne Schafer
Jillian Soriano
Michelle Thompson
Sheri Turner

PE TEACHER

Melissa Liles

LIBRARIAN

Andrea Belkín

EDUCATIONAL ASSISTANTS

Despina Athineos
Rebekah Belay
Suzanne Bohus
Sumita Banerjee
Bette Brown
Donna Chinnici
Kathleen Coppola
Rebecca Devine
Gale Ellien
Karalene Emery
Kristen Finley
Rick Franco
Susan Gorman
Nadine Lamanna
Nancy Lazarow
Claudia Long
Jeanne Markart
Katie Margiotti
Darla Miley-Gibson

Saundra O'Donnell
Kathleen Olsen
Tracy Riehl
Amina Saaed
Christine Sawyer
Erin Schafer
Cheryl Shreeves
Kristy Silverstein
Carol Solano
Stephanie Stahl
Effie Svinos
Kristine Tanjutco
Jennifer Urban
Megan Ward
Holly Welsch
Hui Yang
Fahmida Yeasmin
Lisa Zimmerman

Barclay Early Childhood Center Mission Statement

The mission of the Barclay Early Childhood Center is to provide an inclusive, high-quality preschool program for all children. WE focus on the development of the whole child, including the Core Values of Respect, Responsibility and Citizenship. WE emphasize meeting the individual needs of our students through developmentally appropriate instruction and therapeutic support. WE are a learning community. WE are Barclay.

Barclay Early Childhood Center Vision

The vision of the Barclay Early Childhood Center is to serve as a lighthouse early childhood education program by exemplifying best practices to meet the needs of all the children in our community.

PROGRAM OVERVIEW

The Barclay Early Childhood Program in Cherry Hill is a preschool that services both typically developing and special needs children, ranging in ages from three to five years old. The program services about 350 children, approximately 40% of whom are children with special needs. The teachers at the Barclay Early Childhood Center are NJ State Certified. Many of our classroom teachers hold both regular and special education certifications. The goal of our program is to provide our students with an exceptional early childhood learning experience. Our standards based curriculum, along with remedial and compensatory training, is designed to help children reach their potential.

Early Childhood education classes at Barclay offer a variety of programs that are designed to meet the specific needs of each child. Our highly trained teaching staff involves the children in numerous activities that focus on developing the following areas: sensory integration, fine and gross motor skills, social skills, cognitive abilities as well as language skills. Teachers and specialists utilize a multi-sensory approach when teaching concepts and skills.

Children with IEP's may receive additional interventions specific to their individual educational needs. These may include speech and language therapy, as well as physical and occupational therapies. These therapies

are delivered by state certified personnel, who are housed full time at the Barclay Early Childhood Center include five speech/language therapists, one physical therapist, and two occupational therapists. Services are rendered in a variety of delivery models including integrated therapy sessions, individual and group sessions.

The Barclay Early Childhood Center staffs a full time Child Study Team. The CST includes a social worker, a learning disabilities consultant, and a psychologist. The teaching staff and specialists, along with the Child Study Team, work as a cohesive team, to best meet the needs of our children.

Program Offerings

Children may be recommended for placement in one of our programs depending on their specific educational needs. The Barclay Early Childhood program provides a continuum of services for our special education population. These include:

General Education

(in order from least restrictive to most restrictive)

Half-Day, Preschool General Education

These classes meet for 2.5 hours per day, five days per week. One certified teacher, two educational assistants, and one-on-one aides, as needed, according to Individualized Education Plans, instruct each class. These multi-age (3 and 4 year olds) classes are capped at 20 children. The ratio of typically developing children to children with special needs is generally 2:1.

Half-Day, Self-Contained Special Education Preschool

These classes meet for 2.5 hours a day, five days per week. One certified teacher and three educational assistants instruct each class. These multi-age (3 and 4 year olds) classes are capped at 12 children.

Full-Day, Self-Contained Special Education Preschool for Students with Autism/PDD-NOS

These classes meet for 5.5 hours per day, five days per week. One certified teacher and three educational assistants instruct each class. Teachers in this program utilize eclectic instructional strategies (To meet the needs of their students), including: Applied Behavior Analysis, Verbal Manding, Play Therapy, Discrete Trial, and Sensory Therapy. These multi-age (3, 4 and 5 year olds) classes are capped at 12 children.

Resource

Push-in service for students with IEP's provides additional support within the classroom setting.

Encore Classes

Music Therapy

Each class receives Music Therapy, instructed by certified therapists, once per week.

Library

Each class receives Library instruction once per week.

Physical Education

Each class receives Physical Education, by certified P.E. teacher, once per week.

Barclay's Population of Typically Developing Children

Barclay's population of typically developing children is determined through an application process in February of each year. If the number of applicants exceeds the number of available seats, a drawing is held to determine enrollment. **Currently, there is a \$2,500.00/year (\$250.00/month) tuition fee for typically developing children to attend Barclay.**

Community Initiatives

The Barclay Early Childhood Center has an active Parent Teacher Association. The Barclay PTA meets monthly to plan school-wide activities such as assembly programs, Family Game Night, Barclay's Spring Carnival, and other family events.

TECHNOLOGY

Computers and ipads are utilized in every classroom at the Barclay Early Childhood Center. Students have daily access to software apps that reinforce classroom instruction.

VISITATIONS

To provide maximum safe guards for our students, **all VISITORS**, regardless of their purpose in school, must report to the MAIN OFFICE. **No one is permitted in the halls or classrooms without authorization from the office.** All doors in the building remain locked during the school day. **Parents and visitors must introduce themselves and provide a student ID number prior to being admitted to the building. They must also present a photo ID.** We encourage classroom visitations; however, visits must be arranged with the classroom teacher in advance.

DROP-OFF/PICK-UP

- Drop-off and pick-up for the 2019-2020 school year will be at the classroom door.
- Parents are asked to enter and exit the building through the main entrance. Once in the building, but not longer than 5 minutes prior to drop-off or pick-up, parents and children should queue outside of the child's classroom in the area assigned by the classroom teacher.
- Please be conscious that arrival time is 9am and 1pm, and dismissal from the inclusion and half day programs is 11:30 am and 3:30 pm. In order to allow all students the full educational opportunity of this program, **we ask that parents adhere to the drop-off and pick-up times.**
- Parents are to **REMAIN with and supervise their children** until the children have been signed in at the classroom door.

LATE ARRIVALS/EARLY PICK-UP

Our doors are **LOCKED AT ALL TIMES**. If your child is **LATE**, you will need to have your STUDENTS' ID NUMBER AND YOUR PICTURE ID to be buzzed in and you are to report directly to the Main Office. If you need to pick up your child early, the same process applies.

The teacher will be called to indicate a late arrival or early pick-up and an aide from the class will escort your child to class or to the main office.

DO NOT GO TO THE CLASSROOM DIRECTLY FOR YOUR CHILD IF YOU ARE LATE DROPPING OFF, OR EARLY PICKING UP!

PARKING

Parking at BARCLAY is limited!

Parents are asked to park either in the front school lot or on Barclay neighborhood streets. The BACK SCHOOL LOT is reserved for TEACHERS and STAFF. Please do NOT block residential driveways OR use the handicapped spaces without proper decals. Please hold your child's hand as you walk them from the car to the classroom. **PLEASE USE THE CROSSWALKS PROVIDED FOR YOUR SAFETY! PLEASE DO NOT PARK ALONG THE YELLOW CURBS IN FRONT OF OUR BUILDING. THESE AREAS INDICATE FIRE ZONES.**

PLAYING AT DISMISSAL

Dismissal at Barclay is a busy time with a lot of children, parents, and assistants in the hallways and sidewalks. For safety, please hold your child's hand as you walk them to and from the classroom each day.

In past years some parents have gathered in front of the school after pick-up and permitted their children to run and play on the lawn directly in front of the school. As a safety measure, parents are asked not to allow their children to run and play in the front of the school, rather to move to side of the school. There is a large open field on the left side (facing the school) of the school away from the driveway. As always, the playground is open to the community during daylight hours, when school is not in session.

IMPORTANT SCHOOL FORMS

Some of the forms you will be asked to complete on the first day of school include the following:

1. 2 Yellow Emergency Cards
2. Emergency contact forms, including five (5) emergency contacts.
3. Health record update and medical form for physical exam and Immunizations, if applicable
4. Optional student insurance
5. Parent's authorization for pupil to engage in neighborhood walk(s)
6. Permission to release address and phone number
7. E-mail addresses

8. COMPLETE ELECTRONIC FORMS!

It is important that we have current information on each child in case of emergency. **If you change the persons listed to pick up your child, please send the information in writing to your child's teacher.** If you are putting down a friend or neighbor as the emergency number, please notify them as to what procedure they should follow if we call. **REMINDER: Picture ID is required for anyone picking up your child other than the parent.**

IF YOUR ADDRESS or PHONE NUMBERS CHANGE AT ANY TIME, YOU MUST CONTACT BARCLAY'S MAIN OFFICE **AND** CENTRAL REGISTRATION @ 429-5600. YOU WILL NEED TO PROVIDE NEW PROOFS OF RESIDENCE.

YOUR CHILD'S HEALTH

For the protection of your child and his/her classmates, your child should be **KEPT AT HOME** if he/she shows **ANY of these symptoms**:

- HAVE VISIBLE NASAL SECRETIONS OR COUGH
- COMPLAINTS OF SORE THROAT, EAR ACHE, STOMACH ACHE, HEADACHE AND/OR CHILLS
- DID NOT EAT DINNER, BREAKFAST OR SLEEP AS USUAL
- HAS HAD BOWEL MOVEMENTS DIFFERENT THAN USUAL
- RASH
- FEVER REQUIRING MEDICINE YESTERDAY or LAST NIGHT
- EYELIDS STUCK TOGETHER WHEN WOKEN UP
- NOT THEMSELVES BECAUSE THEY ARE OVER-TIRED OR GETTING SICK

Young children have immature immune systems. Sending a child to school when he/she is not themselves may delay his/her recovery, spread infection to other children, and necessitate a trip to school by the parent to take the child home. **Before returning to school, it is necessary to be symptom & fever free (without medication) for 24 hours.** Please contact our school nurse, Heidi Setchel at 856-429-7283 ext. 4012 or hsetchel@chclc.org. If you have any questions regarding whether your child should stay home from school.

IMMUNIZATIONS

IMPORTANT NOTE: FLU SHOT MANDATED!

The State of New Jersey has mandated that all preschool students under 59 months receive a Flu Shot prior to December 31, 2019. Students that are not in compliance with this mandate are to be excluded from school beginning on January 2, 2020. Please schedule an appointment for a flu shot with your pediatrician early to be assured that there is adequate supply for your child.

POLICY ON MEDICATION

A Board of Education regulation requires that whenever it is necessary, in exceptional cases, for a child to take medication during school hours, the medication, even over-the-counter, must be prescribed by a physician and arrangements must be made through the office of the school nurse to complete a form for administration of medicine.

The school must be informed of any special health problems that a child may have (allergies, asthma, diabetes, rheumatic heart, etc.), so that proper steps can be taken to assure adequate care in emergency situations.

School personnel may not provide pupils with Tylenol or any medication whatsoever, except as stated above. Pupils may not bring aspirins, vitamins, or any medications (whether un-prescribed or prescribed for short-term illnesses) to school.*

* **Parent/Guardian must bring medicine to the Nurse for safe administration. DO NOT SEND MEDICINE ON THE BUS IN A CUP OR IN BACKPACKS.**

HEALTH ALERT

Please practice these self-care skills with your preschooler:

- Washing hands – back, front and in-between fingers; sing Happy Birthday twice to ensure long enough time (apprx. 30 seconds)
- Recognizing a cough, sneeze or runny nose
- Blowing nose and disposing of tissue in trash
- Covering mouth for cough or sneeze and washing hands

HEAD LICE

On the rare occasion that a child comes to school with head lice, the parents of the children in the classes exposed will be notified by the Nurse.



The Barclay Early Childhood Center

*1220 Winston Way · Cherry Hill NJ · 08034 · (p) 856-429-7283 · (f) 856-795-4788
www.cherryhill.k12.nj.us/barclay/barclay.htm*

Karen Rockhill, Principal



**Thanks for remembering
this is a**



Peanut/Nut Aware School

Dear Parents/Guardians:

We are asking your cooperation in helping us create a safe environment for children who have severe peanut allergies. When sending in snacks to the classroom, we request that **you do not send any products that say “CONTAIN” OR “MAY CONTAIN” peanuts and tree nuts.** We must keep the classrooms “peanut/tree nut free”. Close proximity to peanuts can cause a severe life-threatening problem for some of these students.

Thank you for your consideration for the health and well-being of the children.
Sincerely,

Karen Rockhill
Principal

Heidi Setchel, R.N.
Nurse

BIRTHDAY PARTY INVITATIONS

Please do not ask classroom teachers or assistants to distribute birthday party invitations to students unless the entire class is invited. If you would like to have a party for your child and invite only a few friends, please contact the parents outside of school. If you are having a party and would like to include all of the children in your child's class, we will gladly distribute the invitations by placing them into the children's book bags.

HOURS FOR BARCLAY EARLY CHILDHOOD CENTER

Classes are held Monday through Friday. Your child will be assigned a morning or afternoon class in the Early Childhood Pre-School Program. Hours are as follows:

Preschool Half Day	A.M.	9:00-11:30
	P.M.	1:00-3:30
PSD-Full day program		9:00 -2:30

EMERGENCY SCHOOL CLOSING

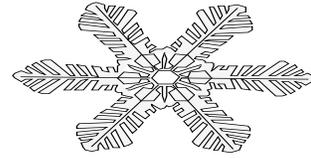
When weather conditions exist which affect the safety of the students because of road conditions or other hazards, the superintendent will close all public schools. The announcement will be made over the area's radio and television stations. Cherry Hill School code number is "551" Cherry Hill cable channel 19. Parents are also encouraged to check the district's web site at <http://www.cherryhill.k12.nj.us>. **When schools are closed, ALL ACTIVITIES ARE CANCELLED FOR THE DAY.**

Snow day make-up days for 2019-2020 are:

February 15th, February 18th, March 15th, April 26th, April 25th, April 24th

DELAYED OPENING SCHEDULE

AM Preschool:	Cancelled
PM Preschool:	In Session
Full Day Preschool:	11:00 AM



Note: A delayed opening CANCELS all activities, including parent conferences and child study team meetings, scheduled for times prior to the new opening time.

HALF-DAY & EARLY DISMISSALS

AM Preschool:	In Session
PM Preschool:	Cancelled
Full Day Preschool:	Dismissed @ 12:00 PM

ATTENDANCE

PLEASE CALL YOUR CHILD OUT!

When your child is absent from school, please call the Barclay Early Childhood Center in the morning to let us know not to expect your child. The NUMBER to call is: (856) 429-7283 and PRESS 1. The office has to call every student who is reported absent, but did not receive a phone call for the absence. This takes the OFFICE a lot of time in the morning! You will also receive an automated call, if you did not call your child's absence in.

Also, if your child is transported by bus, please notify transportation @ (856) 489-5851 that your child does not need to be picked up. This will save the driver from making a needless trip to your house.

Pupils who have been absent from school must return with a note of explanation, signed by a parent or guardian.

When pupils are absent because of a communicable or infectious disease, a note of re-admission from a physician should accompany the pupil.

2019-2020 PARENT-TEACHER CONFERENCES

Frequent communication between home and school is integral to an effective program for the children. Conferencing gives us opportunity to share information about your child at school and in the home.

You may set up a meeting with your child's teacher at any time by calling 429-7283.

The following dates have been designated for parent-teacher conferences during the **2019-2020** school year:

September 3--Full Day Parent-Teacher Orientation Meetings--No PRESCHOOL Classes
September 4--Full Day Parent-Teacher Orientation Meetings--No PRESCHOOL Classes

December 11, 2019—Evening Conferences

December 12, 2019--Full Day Parent-Teacher Conferences--**No Classes**

December 13, 2019--Full Day Parent-Teacher Conferences--**No Classes**

March 18, 2020—Evening Conferences

March 19, 2020--Full Day Parent-Teacher Conferences--**No Classes**

March 20, 2020--Full Day Parent-Teacher Conferences--**No Classes**

2019-2020 Scheduled Teachers' In-Service

In an effort to continue to further the professional development of our faculty, the Barclay Early Childhood Center will be **CLOSED** on these dates:

February 14, April 13

2019-2020 Half-Day Schedule for:

November 27, 2019

June 15th, 16th, 17th

AM Preschool: In Session
PM Preschool: Cancelled
Full Day Preschool: 12:00 Dismissal

Delayed Opening Schedule:

AM Preschool: **CANCELLED**
PM Preschool: In Session
Full Day Preschool (9-2:30): **11-2:30**

CLOTHING

Just a few notes about clothing:



Barclay is a "SNEAKER COUNTRY."



- Be sure that your child's clothing is comfortable, washable, and allows for self-dressing. **SNEAKERS OR CLOSED-TOE RUBBER SOLED SHOES ARE BEST! PLEASE, NO "CROCS" or FLIP FLOPS.**
- The children are learning to be independent with their clothing. Please use clothing which is "kid-user" friendly.
- We also work with messy materials almost everyday: paint, glue, markers, chalk, etc. We encourage the children to participate and explore materials freely.
- We try to go outside at least briefly on all but the coldest or rainy days.
- We practice many gross motor skills that can be difficult without the proper shoes. Please save "DRESSY" shoes for PICTURE DAY ONLY!
- You will be asked to send in a change of clothing to be kept in the classroom. Please label all articles of clothing.

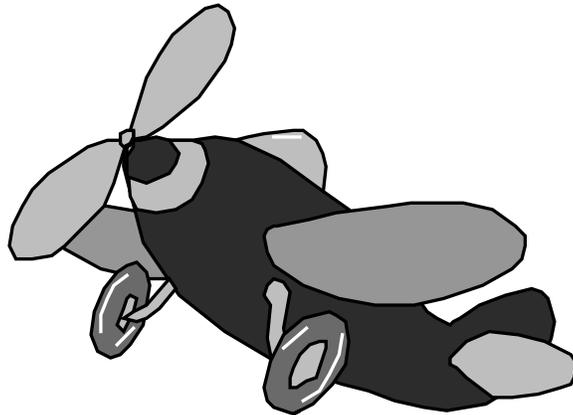
TOYS FROM HOME

It is recommended that all toys remain at home. It is very difficult for young children to share favorite possessions, and all toys at school must be shared.

Show & Tell or theme days may be requested by a child's teacher. Suggested Show & Tell items include: books, photographs, special treasures such as seashells, or theme related items.

Please keep in mind that toys should be big enough not to be a choking hazard.

Please ensure that all SHOW & TELL items are washed before sending in. Some children have severe allergic reactions based on touch or even smell.



AFFIRMATIVE ACTION

The Building Affirmative Action Officer is:

Jayne Schafer, Teacher

1220 Winston Way

Cherry Hill, NJ 08034 (856) 429-7283

The District Affirmative Action Officer is:

Lacoyya Weathington

Malberg Administration Building

45 Ranoldo Terrace

Cherry Hill, NJ 08034 (856) 429-5600

The District 504 Officer is:

Bonnie Mingin

Malberg Administration Building

45 Ranoldo Terrace

Cherry Hill, NJ 08034 (856) 429-5600

SCHOOL BOARD POLICIES

The following are policies of that are mandated to be included in parent handbooks. For a complete directory of Cherry Hill Board of Education policies, please visit the district's web site, www.cherryhill.k12.nj.us. If you do not have internet access, paper copies are available in the school office.

Policy link is <http://www.cherryhill.k12.nj.us/news/policies/index.cfm>.

