



# **PISCATAWAY TOWNSHIP SCHOOLS**

## **Preschool Handbook 2024-2025**

### **Children's Corner Preschool**

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**1515 Stelton Road, Piscataway, NJ 08854**  
**(732) 572-2289**

**Central Administration**

Superintendent	Dr. Frank Ranelli
School Business Administrator	David Oliveira
Assistant Superintendent of Curriculum and Instruction	Dr. William Baskerville
Director of Administrative Services	Dr. Glenn Lottmann
Director of Human Resources	Colleen B. Pongratz
Director of Pupil Services	Theresa Edmondson
Director of Diversity, Equity and Inclusion	Dr. C. Alex Gray

**Key Phone Numbers**

Enrollment Center	732-572-2289 x2528
Food Services	732-981-0700 x2289
Transportation	732-572-2289 x2472

**Piscataway Township Board of Education**

**Shantell Cherry, President**

**Dr. Tom Connors, Vice President**

Nancy Corradino  
Courtney King  
Loretta Rivers  
Sarah Rashid  
Nancy Salgado-Cowan  
Inieka Stafford  
Brenda Smith

Children's Corner Preschool is a leader in providing preschool educational opportunities for three and four year olds. Our program offers a high-quality early childhood education, providing a variety of activities that encourage a sense of responsibility, self-control, self-confidence and help children to develop a positive self-image. Age-appropriate classroom and play-based learning combine to enable children to develop the intellectual, social, and readiness skills necessary to succeed.

Dear Families,

Welcome to the Piscataway School District. We hope that your experience with us is positive for you and productive for your child. We want to prepare your preschooler for all of the wonderful and exciting things that they will find in the future.

We hope that you will consider your child's schooling to be a partnership and cooperation between you and those of us who work in Piscataway. Together we can make great progress because we all have the welfare and educational success of all the children uppermost in our minds. There are things that we cannot do alone and there are things that you cannot do alone. But, as the saying goes, together we can move mountains!

Parents are the first teachers that children have. It is up to you to instill in them respect for themselves and for others. You must help them to develop a positive attitude toward learning and an excitement for all of the wonderful things in life. This is something that will last throughout their entire lives.

The following are some ways you can help your child learn at home:

- Read to your children on a regular basis.
- Encourage them to reach their dreams by recognizing their accomplishments and supporting them when they fall short of a goal.
- Teach them respect for others by placing a high value on their opinions.
- Visit the school and communicate regularly with the teachers.
- Show your children the importance of family by relating your own family history to them.

The purpose of this handbook is to inform you of preschool procedures that have been established in order to assure your child the greatest benefit from the preschool instructional program and to furnish you with accessible reference material that we hope will be helpful in the year to come.

Jen Sernotti  
**Principal**

## PROCEDURES

### **Accidents and Accident Reports**

Although every effort will be made to prevent accidents, they do occur on occasion with children. In these instances, an accident report is prepared by the school nurse for an injury that occurs while a child is on school property or under school supervision.

### **Bus Students**

In the interest of safety and proper conduct, good behavior is essential at all times at the bus stop and while riding on the bus. Continued poor behavior may result in suspension of bus privileges in accordance with the district's Code of Student Conduct and BOE Policy File Codes 5513 and 7610. The driver of the bus is in charge at all times and is responsible for maintaining order. Bus conduct reports may result in parent notification, possible school consequence, possible seat assignment, and possible removal from bus. Please note, students with multiple infractions may be removed from the bus indefinitely.

### **Breakfast & Lunch Program**

*New for the 2024-2025 school year – breakfast is free for all preschool students.*

Meal and snack times offer excellent opportunities for students to practice independence, socialization, healthy habits, such as hand washing and good manners. Times are allotted throughout the day for breakfast, lunch and snack. Students eat in their classrooms with their classmates, teacher and teaching assistant. If children choose to not eat the school lunch, you may send lunch from home. Menus are available monthly. Please provide a nutritious snack and water each day.

The district participates in the free and reduced rate phases of the national program. All parents and guardians must apply annually and meet current federal financial criteria for their child to participate in the program.

### **Cell Phones / Electronics / Toys**

Students at the Pre-K-5 level that bring cell phones to school must keep cell phones turned off and stored in backpacks during school hours. For Pre-K, we strongly discourage students bringing in any non-district issues electronics, toys and games. District schools are not responsible for any lost, stolen or damaged student devices or toys.

### **Communication via the Genesis Parent Module**

The Parent Module for Genesis, the online student information system, is available to all school families. Use of this module will enable you to access your child's report card/grades, attendance, and other important information from any computer with internet connection. To register:

1. Send an e-mail to [piscatawaydata@pway.org](mailto:piscatawaydata@pway.org).
2. In the subject line, type in Parent Module Registration.
3. In the body of the e-mail, you will need to enter the following information: Parent/Guardian first and last name, first and last name of student(s), grade(s) of student(s), and school of student.
4. You will receive an e-mail with login information for your individual secure account.

## **Conferences and Progress Reports**

Progress reports are issued twice per year at the end of the second and fourth marking periods. Dates for distribution are on the district calendar. Parents are asked to review the information and are encouraged to communicate with their child's teacher if they have comments or questions. All progress reports are posted in the Genesis Student Information System.

Formal conferences are scheduled in November. Parents may request a conference at other times during the school year by notifying the teacher. Please note that the district-wide Parent/Teacher Conferences that are held in November are scheduled electronically. This process will be completed through our Genesis Student Information System.

## **Code of Conduct**

The Piscataway Board of Education, in accordance with state law, has adopted a Student Code of Conduct. This document provides clear standards for behavior and fair consequences should infractions occur. The Student Code of Conduct is revised regularly and updated annually. Consequences for infractions are developmentally appropriate for the age and grade placement of all students. The Code of Conduct is available on-line at [www.piscatawayschools.org](http://www.piscatawayschools.org).

## **Delayed School Opening/School Closing**

In some emergency situations or when the road conditions are hazardous, it may be necessary to close schools or delay the opening of school by two hours. Notifications of closings or delayed openings will be made through the district website at [www.piscatawayschools.org](http://www.piscatawayschools.org).

In the event of a two hour delayed opening, schools will be dismissed at the regular time and lunch will be served. The delay gives both the school staff and the township road department time to clear the roads, walkways, and parking lots. Students normally transported by bus should be at their designated stop two hours later than their usual departure time.

### ***Delayed Opening Schedule...***

Preschool

10:45 A.M. to 3:00 P.M.

## **Emergency School Closing**

During the year, schools may have to be closed in an emergency situation. Students will be dismissed as the condition demands. Families will receive a phone call regarding dismissal details and these details will be posted on the district website.

The administration will activate an emergency phone chain to notify parents of the decision to close. We strongly urge parents to discuss this procedure with their children and keep the school up to date on phone numbers.

## Early Release of Students

Should it be necessary to take your child out of school for a valid reason before dismissal time, please adhere to the following procedure:

- Send a note in to the teacher a day or two prior to the dismissal date.
- Come to the main office door and notify the safety officer that you are picking up your child.
- Parents must wait in the office and leave with their child. No child will be released to the parking lot or out of the building unsupervised.
- Anyone picking up must have a state issued identification card (i.e. drivers license) and be on the student's emergency contact list.

Should it be necessary to have your child picked up by someone other than yourself, please send a note stating the person's name and giving permission. Please advise the other person to present him/herself to the office and show identification.

## Attendance Procedures

Regular attendance by students is necessary if they are to be successful in their studies. Every student shall be in attendance in every class or activity unless the absence is the result of death in the family, illness, religious holiday or other reason with prior permission from the principal. All absences are recorded, even excused absences.

**If your child is absent for three consecutive days due to illness, you must provide a note from the healthcare provider before your child returns to school.**

If a pattern of unexcused absences arises, and ten (10) or more absences are accumulated for the school year, a student's enrollment eligibility will be reviewed. **Removal from the preschool program may result from persistent absences.**

1. Parents must report absences by calling the school attendance line. If a student is absent due to illness for three or more days, a doctor's note is required and is due the day the student returns to school. Parent notes for student illness are accepted for no more than two consecutive days, twice per marking period. Parent/guardian follow-up may take place if no note is submitted. All absences are reported on the district student management system.
2. Students arriving after the start of the day must be signed in by a parent or guardian.
3. Pupils leaving early must be signed out by a parent/guardian through the main office. The principal will follow-up for excessive use of early dismissal.
4. Parents should notify the school by 9:00am if their child is to be absent.
5. Board of Education policy has been established to notify parents/guardians, in writing, when children have been late or absent from school more than 3 days. Excessive absences will be addressed in accordance with **BOE Policy File Code 5200**.
6. To be counted as a full school day, students must be in attendance for four hours of school.
7. All students should be picked up promptly at their scheduled dismissal time.

## Illness

If you have any questions concerning if your child is well enough to attend school, please call the school nurse. If your child will be absent for any reason listed below, please call the main office.

If your child is absent for three or more consecutive days, you must provide a note from the healthcare provider before your child returns to school.

For the protection of everyone at Children's Corner Preschool, your child may not attend school if they display any of the following:

- Fever of 100.4 degrees or higher: Your child must be 24 hours fever free WITHOUT administering fever reducing medication.
- Two loose or abnormal bowel movements: Your child must be 24 hours diarrhea free before attending school. Any persistent diarrhea, even if a reaction to a food or antibiotics, is not allowed at school.
- Vomit: Your child must be 24 hours vomit free before attending school.
- Excessively runny nose and/or a persistent cough: Your child should stay home until symptoms have lessened.
- Unexplained or unidentified rashes: Any rash, sore, or weeping skin area must be consulted by a doctor. Your child will need a note stating that they are not contagious upon returning to school.
- Unexplained Red eyes and/or discharge: If your child has unexplained redness / discharge in or around the eye area, the child must be seen by a physician. A clearance note is necessary upon return.
- Injury: If your child is injured, you must provide clearance for your child to be in school. If you are unsure about what documentation is needed or necessary, contact the school nurse before sending your child to school.

In the event that your child displays any of the above conditions, you will be notified by the school nurse or main office. If it is necessary for your child to go home, your child must be picked up within 30 minutes of the notification from the school nurse or main office.

**New Jersey State law (N.J.A.C. 8:54-4, 2008) mandates that all children 6-59 months of age who attend preschool MUST receive the current seasonal influenza vaccine by December 31, 2024.**

Students who have not received the flu vaccine by December 31 must be excluded (not allowed to attend child care/preschool) for the duration of influenza season, until they receive at least one dose of the influenza vaccine or until they turn 60 months of age.

Documentation that your child received the current seasonal flu vaccine must be provided in order so that your child may remain in school.

## **E-mail / SeeSaw**

Email is a quick, efficient means of communication. To email a teacher, please use the first initial of the first name, last name @pway.org. (For example: [jdoe@pway.org](mailto:jdoe@pway.org))

The preschool uses a parent communication app called SeeSaw. This allows for direct messaging between teachers and parents. Please speak with your child's teacher to obtain your login information.

## **Fire / Evacuation / Emergency Drills**

Fire and emergency event drills are conducted each month to teach the children procedures for emergencies including bomb threats, active shooters, or medical/chemical/biological events. Bus evacuation drills are also scheduled throughout the year. Occasionally township emergency personnel, such as police or fire departments, participate in the drills. Drills are generally unannounced to staff and students.

## **Early Dismissal Sessions**

During the course of the year, it may be necessary to conduct half-day sessions due to parent/teacher conferences, teacher in-service days, etc. On these days, school is in session from:

Preschool

8:45 A.M. to 1:00 P.M.

## **Handicapped Student / Parent Rights**

The Piscataway Township Public School District does not discriminate in admission or access to, or employment in, its programs and activities on the basis of handicap in violation of Section 504 and its implementing regulations. The District official responsible for coordinating compliance with Section 504 and its implementing regulations is Theresa Edmonson who may be reached at the following address and telephone number:

Piscataway Township Schools  
Administration Building  
1515 Stelton Road  
Piscataway, New Jersey 08854  
732-572-2289 Ext. 2554



## **Student / Teacher Assistance and Response**

The Preschool Intervention and Referral Team (P.I.R.T.) is a school-based problem-solving group that assists teachers by designing and implementing strategies for children who are experiencing learning, behavior, health, or other problems that are interfering with a student's academic progress.

Your child's teacher will notify you that your child will be referred to P.I.R.T. You will be requested to provide information to assist the team. An action plan will be developed with strategies for the teacher to implement and this will be shared with you in addition to home interventions to assist you and your child.

In addition, P.I.R.T. provides resources to families ranging from academics and behavioral support to accessing resources within the community such as food, clothing and rental assistance. Please call the main office at any time to request assistance from the P.I.R.T., or ask to speak with our Parent Community Involvement Specialist: Harry Vanderburg – [hvanderburg@pway.org](mailto:hvanderburg@pway.org)

## **Lost and Found**

A lost and found box for general items such as gloves, hats, jackets, etc. is located in each school. Should your child lose an item, please have him/her check the lost and found box. Many items are never claimed. The box is emptied from time to time and unclaimed items will be donated to charity. Valuable items, such as glasses, jewelry, or money, will be kept in the office. Please do not send your child to school with large amounts of money. All personal belongings brought to school, including lunch boxes and jackets, should be labeled with the student's name.

## **Medication**

Diagnosis and treatment of illness, including the prescription of medicine, is not the responsibility of the school. However, in the best interest of the student, the school nurses may administer medication in accordance with the following regulations:

1. A form must be obtained from the school nurse and completed by your physician. The form identifies the child's name, the name of the prescription, dosage, purpose, and possible side effects. This form is also available on the district website, [www.piscatawayschools.org](http://www.piscatawayschools.org). Select "Parent Center," then "Health and Wellness." Click on "Health Forms and Letters" on the left side of the page.
2. The completed form, **signed by the parent or guardian**, must be sent to the nurse along with the medication in the original prescription bottle.
3. Nurses may not administer over the counter medication without a note from the doctor.

## **Nap / Rest Time**

It is a statewide requirement that all preschool students be given an hour nap / rest time. Students each have their own cot. Please send in a crib size sheet, light weight blanket and special snuggle toy with your child. These items will go home weekly to be washed and should be returned on the next school day. Students who do not nap will be provided with quiet activities to do during rest time.

**Title IX/Notice of Non-Discrimination**  
**NOTICE OF NON-DISCRIMINATION**

The Piscataway Township Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other basis protected by state or federal law in its programs and activities.

The following persons have been designated to handle inquiries regarding the Board of Education's non-discrimination policies:

Dr. C. Alex Gray, Director of Diversity, Equity and Inclusion/District Affirmative Action Officer,  
1515 Stelton Road, Piscataway, NJ 08854, 732-572-2289 x2513

David B. Rubin, Esq., General Counsel/District HIB Coordinator/District Title IX Coordinator, 1515  
Stelton Road, Piscataway, NJ 08854, 721-572-2289, x2524

Complaints can also be filed with:  
U.S. Department of Education Office for Civil Rights  
32 Old Slip, 25th Floor  
New York, NY 10005-2500  
646-428-3800 (T) 646-428-3843 (F)  
ocr.newyork@ed.gov

The district's Title IX non-discrimination policy, regulations addressing the district's Title IX grievance procedure and a Title IX formal complaint form may be accessed on the homepage of the district's website under "Title IX Information."

**Parent / Teacher Organizations**

Children's Corner is very proud of its Parent/Teacher Organizations. They have been a tremendous source of assistance and support in accomplishing many worthwhile goals. We encourage all parents to participate. Information will be distributed at Back to School Night Open House.

**Parents and Visitors to the Building**

For the safety of the students and staff, **all parents and visitors are required to show a photo ID and sign in upon entering the building.** Parents and visitors ring the doorbell and wait to be buzzed into the school. You must secure a visitor's pass from the safety officer.

**Parking**

The area in front of each school is designated as a "no parking zone" for bus pick-up and drop-off. Please follow signs and specific directions at each school.

## **Permission Slips**

Parental permission slips are required for various activities during the school year such as field trips, physical examinations, or participation in special programs. A student will not be permitted to participate in these activities without a completed permission slip on file.

## **Playground**

Students have gross motor time each day. We try to go outside every day for gross motor time, except during active precipitation or heat / cold advisories. It is very important to send your child in with seasonally appropriate weather, including hats, gloves and winter coats during the winter.

## **Student Transfers / Withdrawals**

Please notify the main office at least two days prior to withdrawal from school. All learning materials and any account balances must be returned or paid before transfer papers can be processed. Please notify the office in June if you will be moving during the summer so that documents can be prepared before June 30 (Secretaries do not work on a regular school schedule during the summer months.)

## **Student Photography and Videotaping**

Photography and videotaping of student activities and events are for personal and family use only. Families are advised not to post to social networking sites that are public, including, but not limited to, *Facebook, Instagram and TikTok*. Such postings may invade the privacy rights of other students and may pose a security risk for some students.

August 2024