



Olga Hugelmeyer
Superintendent of Schools

Gladys Castellanos
Principal

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at Dr. Martin Luther King, Jr. Early Childhood Center School No. 52, it is with great pleasure that we welcome all of our new families as well as our returning families to the 2019 – 2020 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students. The school year will be both inspiring and academically successful; as a result, together, we will supply every child with the necessary tools to become lifelong learners and outstanding citizens in the future. We share the responsibility for our children's success and we want you to know that we will work diligently to implement our mission – for we do believe it is very important that *every child achieves excellence*.

➤ **First Day of School / Arrival and Dismissal Procedures**

The 2019 – 2020 school year will begin on **Thursday, September 5th, 2019**. Classes will be in session between the hours of **8:20 a.m. until 3:00 p.m.** In order to help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

- Enclosed you will find a symbol that your child will need to wear during the first month of school.

Arrival Procedures:

- 3-year-old Children - Parent/Guardian and child will enter in the Main Entrance, proceed through the security check point, and continue to the classroom.

Beginning on Monday, September 16th – Parents/Guardians will drop off the child in the Multi-Purpose Room – door labeled with a “B”.

- 4-year-old Children - Parent/Guardian will drop off the child inside of the Multi-Purpose Room - door labeled with an “A”.

Dr. Martin Luther King, Jr. Early Childhood Center School No. 52



Dismissal Procedures:

- 3-year-old Children - Parent/Guardian will enter in the Main Entrance, proceed through the security check point, and continue to the classroom.

Beginning on Monday, September 16th – Parents/Guardians will enter in the Main Entrance, proceed through the security check point, and go to the Multi-Purpose Room to pick-up their child from the teacher.

- 4-year-old Children - Parent/Guardian will enter in the Main Entrance, proceed through the security check point, and go to the Multi-Purpose Room to pick-up their child from the teacher.

The Transportation Department will send home information to all parents who have requested bussing services.

➤ **Breakfast Program**

School breakfast is served daily in our schools. It is imperative that you accurately complete a breakfast/lunch application so that your child's payment status can be determined. Applications and nutrition information may be found by visiting our district website at www.epsnj.org.

➤ **Uniform Policy**

Dress Code Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for the reasonable comfort of all students.

Uniforms are expected to be worn on a daily basis. Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and should not be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child. If a student moves to another school that has a different school uniform, any purchase of a school uniform for the new school will also be the responsibility of the parent/guardian. **(EBOE Policy Code 5132, 5133)**

Dr. Martin Luther King, Jr. Early Childhood Center School No. 52



STUDENT UNIFORM LIST

BOYS	Grades Pre-K
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan
GIRLS	Grades Pre-K
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan

PHYSICAL EDUCATION

- White T-Shirt* or Blue Sweatshirt*
- Blue Mesh Shorts* or Blue Sweatpants*
- Sneakers (Black)

NOTE: Grade Pre-K students may wear their gym uniform to school on physical education days.

*All items marked with an asterisk must have the LEAP logo (neighborhood school emblem) or the school’s logo.

**Khaki shorts must be knee high and only worn between May 15th and October 1st.

Please note that this is a standard uniform list for most neighborhood schools. The uniform policy is the same districtwide but may vary in color depending on the school/academy.

Dr. Martin Luther King, Jr. Early Childhood Center School No. 52



➤ Suggested Supplies

In order to enhance your child's academic experiences, please ensure that your child arrives with the following items on the first day of school:

- Two Crib Sheets and Two Blankets (for rest time)
- Two Family Pictures to Display on our Family Trees in our Classrooms (this helps the child to feel "at home" in a new environment and allows him/her to take pride in the family and/or cultural traditions).
- Two Sets of Clothing – Pants, Shirt, Underwear, Socks (in case of accidents)
- Please be sure to write your child's name on any of his/her belongings.
- Toys from home are not permitted in school.

➤ Communication

It is extremely important that we have the most updated phone numbers and home address so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to notify both the teacher *and* the main office at any time throughout the course of the school year if there is a change in address and/or a phone number. Open communication between the home and the school is expected and is one of the most pertinent keys to academic success in school.

Each night we will send home a folder with any information or learning samples that we may have for you. Please be sure to remove the items and return the folder each day.

➤ District Forms

Please kindly review, sign, and return the packet of information with your child on the first day of school.

- Emergency Forms
- Student Survey
- Home Language Survey
- Preschool Contract
- Medical Form
- Catapult Form/Eligibility Application Form
- Student Information Form

Dr. Martin Luther King, Jr. Early Childhood Center School No. 52



➤ **District's Code of Student Conduct**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

For the full version of the Code of Student Conduct policy, please visit <https://www.epsnj.org>.

➤ **Attendance**

New Jersey statues require every parent / guardian or other persons having custody and control of a child between the ages of 6 and 16 years to cause such child regularly to attend the public schools of the district. A student must be in attendance for at least 171 of the 180-day school year (95%). In order to be considered to have successfully completed the instructional program requirements of the grade / course to which he/she is assigned, no more than a total of nine (9) absences is allowed. **(EBOE Policy Code 5113)**

Please refer to the Preschool Contract included within this packet.

➤ **Safety and Security**

Please note that the safety of our students is of the upmost importance to us. Therefore, please have the proper photo identification readily available for the security guards in order to receive a visitor's pass upon entering the building. An orderly school environment is essential to the success of our learning program.

More importantly, we will only permit students to be picked up from school by those individuals who are listed on the parent information / emergency forms.

➤ **Health Related Information**

By New Jersey state mandate, all Pre-K students must have the flue vaccination by January 1st in order to attend school. For any and all medical updates or concerns, please contact the school nurse.

Dr. Martin Luther King, Jr. Early Childhood Center School No. 52



➤ **Orientation Meeting**

Our Orientation Meeting will be held on Tuesday, August 13th, 2019 at 8:30 a.m.

During this orientation, you will receive essential information that will help with the smooth transition and easy adaptation of your child in school.

➤ **Back-to-School Night**

Our Back-to-School Night will be held on Thursday, September 26th, 2019 at 5:30 p.m.

During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

We thank you in advance for your support and cooperation and look forward to having a successful school year.

Sincerely,

Gladys Castellanos
Principal

Dr. Martin Luther King, Jr. Early Childhood Center School No. 52