



Jacquelyn Blanton, Ed.D.
Executive Director of Early Learning

Orange Township Public Schools

Emily Shaltuper, M.Ed., Assistant Principal
Orange Early Childhood Center



Gerald Fitzhugh, II, Ed.D.
Superintendent of Schools

Aug 14, 2023

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2023-2024 school year at Orange Early Childhood Center (OECC)! We are partners, jointly dedicated to helping your child grow socially, emotionally, and intellectually. Please be reminded that students report for the first day of school on Thursday, September 7, 2023 at 8:30 AM. This school year will be filled with continued opportunities to stretch your child's practice. It is going to be a great school year for not only the school level staff but for each of you as well.

Please see the information below regarding school procedures:

Morning Routine For Students

- Caretakers will bring students into the school building and walk them to their individual classrooms.
- Caretakers must sign students using the sign in sheet located outside of each classroom. The parent/guardian/authorized person must sign their full name and must provide a working phone number in case of an emergency.
- Teachers will receive the students after they have been signed in.
- Students will place their belongings in their assigned cubby space and must wash their hands for breakfast. Breakfast will take place in the classroom (provided by the school).
- All students must be present for the start of the instructional day, which begins promptly at 8:30 am. Attendance is vital to instructional support for our students. We need our students on time and present each day.

Dismissal

- All students are dismissed no later than 3:00 p.m. Please arrive promptly to pick up your child.
- Each day the parent/guardian/authorized pick-up person must print their full name and the time of pick up on the sign-out sheet.
- Only authorized persons (those who are listed on the emergency form) may sign a student out. In the event that you are unable to pick up your child on a certain day, please provide prompt, written notification to the main office. Please include the name of the person who will serve in your capacity; however, **that person must be an authorized person on the emergency pick up list.** **There are no exceptions to this rule, it is for the safety of our students.**

Student Attire

Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with paint, clay and other fun materials, they should wear clothes that can be laundered easily.

- For the safety of all of our students, we ask that children wear sneakers or other rubber soled shoes. Flip-flops, sandals and dress shoes are dangerous for running, jumping and climbing.
- A complete change of clothes is essential, the extra set of clothing will be stored at school.
 - o Please label all clothing with your child's name. All clothing must be labeled.
 - o We ask that each student have a small container (i.e. shoe box) filled with a complete change of weather appropriate clothing (shirt, pants/skirt, T-shirt, underwear, socks). Please check your child's extra clothing box periodically to be sure that the contents still fit and are seasonally appropriate.
 - o It is not unusual for preschoolers to occasionally soil their clothing due to illness or accident.
 - o If your child is not yet toilet trained, you must always provide at least three clean complete changes of clothing. You must also provide the diapers and wipes needed.
- One of the most important skills preschoolers learn is to manage their own clothing. Please try to dress your child in clothing they can manage on their own. Kindly label your child's jackets and coats with their first and last name. Sometimes items look very similar, and it is difficult for a child to distinguish their coat from that of a classmate.



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The following items of clothing are inappropriate and are not to be worn:

- Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini-skirts, clinging or form fitting spandex leggings (*without the appropriate length skorts, shorts, skirt, or dress*), pants/jeans worn below the waist, and pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.). All flannel-type pants and sleepwear are not permitted.
- Appropriate and safe footwear must be worn at all times. Specifically, no flip-flops, crocs or "sliders" are to be worn due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

School Year Arrival and Departure Times for Staff and Students SY 2023-2024

School Level	Arrival Time for Students	Arrival Time for Staff	End Time for Students	End Time for Staff
Elementary Level (Including Pre-Kindergarten)	8:30 AM	8:20 AM	3:00 PM	3:10 PM

Classroom Assignments/Teachers

Letters were mailed out with your child's teachers and classroom numbers. If you did not receive, please email me at shaltuem@orange.k12.nj.us and I will certainly forward your child's schedule upon receipt.

Classroom Supplies

For information regarding classroom supplies, please visit our website www.orange.k12.nj.us/domain/528.

Student Absences

Parents/Guardians are responsible for reporting daily absences to the school at 973-677-4000 ext. 52700. The district policy indicates that a student must be in attendance for 163 or more school days. The Preschool Social Worker and Preschool Nurse along with the Attendance Committee will monitor attendance throughout the school year.

Forms

Students will receive the emergency contact form on the first day of school (**this is mandatory to be completed and submitted by September 7, 2023 before dropping off your child by a parent/legal guardian**). Please review and complete all corresponding forms by September 14, 2023. It is important that these forms are returned so we can have active communication with you throughout SY 23-24.

Before And Aftercare

Norjenes Day Care Center offers before and aftercare services for in-district preschoolers. Before and aftercare hours are 7:30 a.m. to 8:30 a.m. and 3:00 p.m. to 5:30 p.m. and childcare vouchers are accepted.

Contact Information:

- Norma Adams, Executive Director
95 South Essex Avenue, Orange, NJ 07050
973-677-4299

Communication

- All teachers and staff will be connected to our students and families using "Class Dojo." Please ensure you have connected with your child's classroom teacher on this platform and check the "school story" daily for any announcements.
- E-mail & phone blasts will also be used to communicate with families. Please ensure you have updated your contact information in Genesis. It is imperative that all school personnel have the most updated information for your household. If your phone number changes, kindly alert the Main Office to make necessary changes.



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- Parent Portal will be the means of accessing all your student's important information. If you have not done so, please ensure that you sign up for the Genesis Parent Portal.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance.
- If you have not signed up for the Orange App, you can download on your Android or Apple iPhone.
- The School District's social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. You can also follow our school on the following social media platform below:
 - **OECC Twitter:** <https://twitter.com/EarlyCenter>
 - **District Twitter:** https://twitter.com/ops_district
 - **District Facebook:** Orange Public School District

District Calendar

As you plan your days and weeks, the following link <https://www.orange.k12.nj.us/Page/32723> will allow you to view the district calendar. The calendar can assist you by knowing all days in session and off session. Should you have any questions, you are encouraged to email reopeningofschools@orange.k12.nj.us for accurate information.

OECC School Vision And Mission Statement

Vision Statement: It is the vision of the Orange Early Childhood Center to develop a diverse, inclusive, and respectful school community, honoring our diverse backgrounds. Our goal is to maximize the development of the whole child while using a comprehensive research-based curriculum aligned with the NJ Preschool Teaching and Learning Standards. We are committed to social justice and developing children's advocacy and activism skills to be leaders of a more just and equitable world.

Mission Statement: The Orange Early Childhood Center is committed to providing opportunities for growth and development by using a holistic approach that embraces and honors all cultural values and beliefs in a diverse learning environment. Our mission is to prepare all students for lifelong learning and responsible citizenship by emphasizing equity and access for all students, families, staff, and the community.

District Goals and the Strategic Plan Reminders

The district goals and strategic plan are the guiding force in the development of the Orange Public School District. You are encouraged to review each plan and ask questions related to development of the whole child as well as the district's partnership with families.

The following link is for the District Goals: <https://www.orange.k12.nj.us/Page/30018>.

The following link is for the Strategic Plan: <https://www.orange.k12.nj.us/domain/3344>.

The following link is for the Office of Early Childhood Learning: <https://www.orange.k12.nj.us/domain/3352>.

Looking forward to a happy, healthy, and productive school year!

Educationally yours,

Emily Shaltuper

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Assistant Principal