



Ignacio Cruz Early Childhood Center  
601 Cortlandt Street  
Perth Amboy, NJ 08861  
732-376-6250  
Pamela Spindel, Principal



## General Guidelines 2024-2025

### Student ID Cards:

Student ID Cards must be attached to each student's bookbag. This is how we identify students each day. If your ID tag is lost, contact your child's teacher for a new one.

### Parking:

When accessing the parking lot in front of the school, please adhere to the following:

- Handicap spaces are for permit holders only.
- Please do not park in assigned spaces at any time.
- Park only in designated parking spaces.
- Please do not block the parking lot entrance or exit.
- For everyone's safety, **double parking is prohibited in the parking lot or Cortlandt Street.**
- Please drop off or pick up your child and immediately return to your car to keep traffic moving for the rest of our families.
- If you bring your child to school, we strongly recommend arriving by 7:55 AM due to heavy traffic.

**\*Keep in mind that traffic is usually more congested the first few days of school.\***

### School Arrival:

For students who are walking or dropped off by car, please adhere to the following:

- Students brought to school should be ready to enter when doors open at 7:55 AM.
- Please do not bring children in late (8:15 am OR LATER) as it disrupts the morning routine.
- Upon arrival, all staff and students entering the building must pass through our metal detectors. All visitors must pass through the weapon detection system and sign in with security.

For students taking the bus, please adhere to the following:

- Bussing: It is recommended that if your child is a bus student, they should ride the bus starting on the first days of school.
- ID tags must be visible on children. No child will be picked up without a tag.
- Please be at your assigned bus stop at 7:15 AM and 2:15 PM. Bussing is for our special education students only. Courtesy transportation has been discontinued at the district-level.
- Parents must walk child to the bus and go to the bus to pick up the child. The bus aide is not allowed to exit the bus.
- Only adults 18 and over **who are listed on emergency cards and transportation forms will receive a child off the bus. Please have ID available everyday.**
- Bus will not blow horn. They will wait three minutes before they drive to their next stop.
- At dismissal, if no designated person is waiting for the bus, the child will be brought back to the school and can only be picked up by a parent or designated person on the emergency card.
- Bus students will go home on the bus, unless a note is sent in, emailed, or via Class DOJO provided to the teacher.

- Please make every effort to consistently have your child take the bus to and from school. When students' routines change, especially in the morning they become very upset.

### **Dismissal:**

- It is recommended that if your child is a bus student, they should ride the bus starting on the first days of school.
- Children being picked up at school will be dismissed in the front of the building at the classroom designated cone.
- For the safety of our children, only designated adults from the emergency cards are authorized to pick-up children, unless a note has been written by the parent or guardian. All authorized adults must bring proper identification to release the student to their care. **\*\*\*Children will not be released to anyone under 18.\*\*\***
- Please keep in mind that dismissal is at 2:30. Please inform the person picking up your child of the dismissal time. It is imperative that all authorized adults arrive **on time** for pick-up.
- You may also decide to place your child in an AM/PM program with a provider such as YMCA, VIDA, or iXCEL.
- Bus students are dropped off directly after dismissal. There is no specific drop off time. These children will only be released at the assigned bus stop to an authorized adult with proper identification according to the emergency card, unless a note has been written by the parent or guardian. **\*\*\*Children will not be released to anyone under 18.\*\*\***

### **Early Pick up:**

Children will not be released early without prior notification in writing or by notifying the teacher before 1:45 PM. Verbal messages to the bus driver or paraprofessional will not be accepted. Children cannot be released between 1:45 PM and 2:30 PM due to disruption of the dismissal process. Please limit early pick-ups to emergencies and doctor's appointments only.

### **Teacher Contact:**

Appointments with classroom teachers can be made through written notes, emails, voicemail messages or Class DOJO. Classrooms will not be disrupted during the school day. If you call during instructional hours, you will be transferred to leave a message on the teacher's voicemail.

### **Clothing:**

Sneakers should be worn every day. Children wearing open toe shoes will not be permitted on playground equipment. Extra clothing should be weather appropriate and replaced as needed. Please label all clothing. Pacifiers are not permitted in school.

### **Potty Training:**

While it is not mandatory for your child to be potty trained prior to starting school, it is recommended that students begin this process. Classroom staff will support your child during this transition. Please communicate with your classroom teacher when you are ready to begin potty training your child. If they are not potty trained, please supply the classroom with extra pull ups and wipes.

### **Bedding:**

As stated in your orientation letter, your child will need a fitted crib sheet and a small sheet/blanket for covering. These sheets will be returned every Friday for washing. Please return clean sheets on Mondays.

**Health Issues:**

It is very common for students in preschool to get sick or have head lice. Please keep your child home if he/she exhibits the following symptoms: fever, diarrhea, vomiting, pink eye, head lice. Any student with these symptoms will be sent home and cannot return to school for 24 hours or if they have a doctor's note. If your child's hair is long, we strongly recommend you tie it up to avoid any chances of getting head lice. Please refer to the Parent Handbook. As per state requirements, every child needs an influenza (flu) vaccine by 12/21/2024. **Your child will be excluded from preschool after that date until vaccinated.** We highly recommend not to wait to the last minute in the event your child has a cold during that time or vaccinations run out at the doctor's office. If your child visits the nurse during the school day, you will receive a notification from the nurses' office to communicate if your child is sick or injured. If your child sustains an injury at home, please send in a note to the child's teacher/nurse to communicate regarding this injury.

**Snacks:**

The school provides a daily snack for your child. If you choose to send in snacks, please avoid foods that are high in calories, fat, salt, or sugar. Please indicate on the emergency card any food allergies. In addition, please do not send in drinks that are in bottles or sippy cups.

**Birthday Parties/Study Celebrations:**

Birthday parties will not be celebrated during school hours. If your child's teacher is holding a study celebration, please keep in mind that all food items donated must be pre-packaged and on the approved allergy list.

**Change of Address or Phone Numbers:** Inform the main office of any changes of address or phone numbers. It is required that we have emergency contact information updated at all times. It is important to have a working phone number should we need to contact you.

**Book bags:**

Please check and empty your child's book bag on a daily basis. Important notices and most importantly, your child's artwork may be in the book bag. Please make sure the book bags are of standard size for folders and sheets. Each day, your child's teachers will check the book bags for notes from home.

**Screen Time and Toys:**

Toys, jewelry (especially rings and necklaces), electronic devices (such as tablets and cell phones), candy, money, and sharp objects must not be brought to school. It is highly recommended that you limit the amount of screentime for your child. If they are going to be using a tablet or phone, please limit the use and ensure the sites are preschool appropriate.