

NASD Preschool Family Guide



This is a quick guide to help parents and students navigate their first days of preschool. For detailed information about our policies and procedures, please refer to the [Elementary Student Handbook](#). We can't wait to see you all!

Drop-off & Pick-up Schedule/ Location

4-hour Sessions (9/7, 9/8,)- Students will report to their assigned buildings for half-day instruction, from **8:30 a.m. - 12:30 p.m.**
Beginning on 9/11-Students will report to their assigned buildings for full-day instruction, from **8:30 a.m. - 3:00 p.m.**

Drop-off Procedures:

Students should report to their assigned buildings before 8:25 a.m. and should be supervised by a parent or guardian. Parents should remain with students until they enter the school building with a designated school staff member. Please report to the addresses below, based on your child's placement.

Washington Elementary School

175 Albert Street

North Arlington, NJ 07031

Drop-off location: Blacktop

Pick-up location: Gymnasium Door #6

Sunshine Childcare Center

436 Ridge Road

North Arlington NJ, 07031

Drop-off location: Front Entrance

Pick-up location: Front Entrance

North Arlington High School (NAHS)

222 Ridge Road

North Arlington, NJ 07031

Drop-off location: Side Door at South Entrance (Adjacent to NAPD building)

Pick-up location: Side Door at South Entrance (Adjacent to NAPD building)

Susan B. Anthony

45 Beech St.

North Arlington, NJ 07031

Drop-off location: Front Entrance

Pick-up location: Front Entrance

Roosevelt Elementary School

50 Webster St.

North Arlington, NJ 07031

Drop-off location: Preschool wing (side door, closest to the blacktop)

Pick-up location: Preschool wing (side door, closest to the blacktop)



Pick-up Procedures:

A parent, guardian, or designee must report to their assigned school to pick up students by 12:30 p.m. on half-days and 3:00 p.m. on full-days.

EMERGENCY CLOSINGS

During inclement weather, you will be advised of unexpected school closings/delayed openings through the district's Blackboard Communication System. In addition, information regarding this information will be made available on the district website at www.navikings.org.

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL: Students should not arrive on school property before 8:25 a.m. and should be supervised by parent or guardian.

	Regular Day	4 Hour Session	Delayed Opening
Pre-K 4 (PEA) Full Day: All Locations	8:30 AM - 3:00 PM	8:30 AM - 12:30 PM	10:00 AM - 3:00 PM
Specialized Pre-K (Morning Session)	8:30 AM - 11:00 AM	8:30 AM - 10:00 AM	10:00 AM - 11:30 AM
Specialized Pre-K (Afternoon Session)	12:30 PM - 3:00 PM	11:00 AM - 12:30 PM	1:30 PM - 3:00 PM

ABSENCES: All pupils returning to school after any absence must present a note of explanation to their teacher. Parents are required to call school before 8:00 a.m. on the day of the absence to report reason for absence or the school will call the home to ascertain the reason for the child's absence, as required by the Board of Education Policy on Missing Children. Students who are absent from school on any given day may not participate in or attend an after-school activity. Any suspected communicable diseases such as the following: COVID-19, chicken pox, impetigo, conjunctivitis (pink eye), scarlet fever or any unidentifiable rash, requires a doctor's note to return to school.

****Parents of Sunshine Clubhouse students should call Roosevelt School Nurse to report absences.****

SICKNESS: Children who are sick should remain home. Students sent home from school with an elevated temperature must remain home for 24 hours after temperature returns to normal without medication. If a child vomits or has diarrhea in school, they will be sent home and it is recommended that they stay home the following day. Parents are expected to pick up ill children within one hour from when the call is placed. It is imperative that

parents list a local emergency contact.

Current Covid-19 Guidance

DISMISSAL: If a child is not picked up from school, the school principal or designee will monitor the child until the designated escort arrives, or if it is believed that no one is arriving, the North Arlington Police Department will be called to assist.

ATTENDANCE POLICY

Students and parents must realize that punctuality is an important life skill that will help students to reach their fullest potential and become productive citizens. All students are to arrive at school by 8:30 a.m. Students who arrive after 8:30 a.m.* must report to the main office to be marked tardy. Students will be given a pass by the office secretary or designee. It is important that students use their time efficiently and report to school on time.

*If a student arrives at school after 8:45 am, a parent/guardian must accompany the student to the main door of the school to assure that the student safely enters the school. Student(s) will then report to the office for a late pass.

Arriving late to school is a disruption in the daily routine of the individual student, the instruction of classes, and the responsibilities of the main office. For these reasons, any student with excessive tardiness may result in administrative consequences at the discretion of the principal.

STORMY DAY OR EMERGENCY SIGNALS: If school is to be closed because of a storm or any other emergency we will inform you via our Blackboard Communication System and our district website. To be sure you receive all communications, it is important to update any change in your phone number and email address with your school. We ask that you do not call the North Arlington Police Department for this information.

Requests for early dismissal should be in written form, giving the reason for the request. Child must be picked up by an adult. Photo identification may be requested.

All visitors must sign in at the main office upon entering the building and sign out upon leaving. All visitors will be buzzed in by the school office and will report directly to the office. Please DO NOT allow anyone to enter the building as you enter or exit and close the door as you enter or exit.

Daily attendance is a requirement for every grade. High absenteeism is one of the greatest causes of unsatisfactory schoolwork and poor academic progress. Cooperation between families and school in this matter is not only encouraged, but compelled by law (NJ 6A:16-7.8).

Parents/legal guardians are to notify the school of a student's absence by 8:00 a.m. on the morning of the absence at:

(201) 991-6800

****Parents of Sunshine Clubhouse students should call Roosevelt School to report absences.****

ATTENDANCE POLICY Cont'd

As per NABOE policy (5200M), a student must be in attendance for 164 or more school days (meaning 16 or fewer absences) in order to be considered to have successfully completed the instructional requirements of the grade/course to which he/she is assigned. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

As per Regulation (5200 M), "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

- The student's illness, supported by compliance with Regulation 5200
- College visits for 11th & 12th Graders (maximum of three)
- Take Our Children to Work Day
- Absences caused by student's suspension
- The student's required attendance in court
- Family illness or death
 - o supported by a written letter from the parent upon the student's return to school
 - o supported by notification to the school by the student's parent
- Examination for a driver's license
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day

Readmission to School After an Absence:

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than FIVE (5) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

4. Absences incurred due to vacation/travel will NOT be excused and can result in your child being disenrolled from school resulting in re-registration upon return, being assigned to a different elementary school and/or possible retention.

HEALTH RECORDS/IMMUNIZATION/PHYSICAL REQUIREMENTS

Parents/guardians are legally responsible for thoroughly and accurately completing the Emergency Information Form.

HEALTH RECORDS/ SCREENINGS: Health records are maintained on all students. Screenings will be conducted annually, according to NJ State Guidelines. Parents/guardians will be alerted to any concerns identified in the annual screenings. If you have any questions, please contact the school nurse.

IMMUNIZATIONS: The State of New Jersey requires certain immunizations for all students. Please provide documentation when your child receives an immunization which includes the month, date, and year that the immunization was given.

PHYSICAL EXAMINATIONS: ALL new students are required to have a physical examination within 30 days of enrollment. (This includes Pre-K, kindergarten and transfer students.) This examination should be conducted by your family health care provider and documentation must be submitted to your child's school nurse. It is also strongly recommended that physical exams be repeated in grades 3, 6 and 9.

A dental exam is HIGHLY recommended as well.

Documentation of these examinations must be submitted to your child's school nurse on the North Arlington Public School form:

Physical Examination Form: Registration / Physicians Report (Form 5)

Dental Examination Form: Registration / Dentist Report (Form 7)

IMMUNIZATION REQUIREMENTS

All students entering school are required to have the following immunizations:

DTP/DTap:

- PreK - Minimum of 4 doses

Polio:

- PreK - Minimum of 3 doses

MMR (Measles, Mumps, Rubella):

- PreK - Minimum of 1 dose

Varicella:

- PreK through 12th grade - 1 dose on or after the 1st birthday.
- Laboratory evidence or physician statement of disease is acceptable as an alternative

Hib (Haemophilus influenzae B):

- PreK - Minimum of 1 dose on or after the 1st birthday

Pneumococcal:

- PreK - Minimum of 1 dose on or after the 1st birthday

Influenza:

- 1 dose each year for ages 6-59 months
- Not required after age 5 years

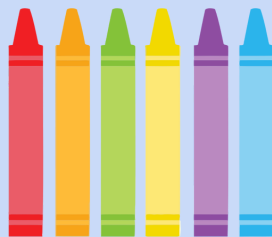
ALL IMMUNIZATION TRANSCRIPTS MUST BE SIGNED AND STAMPED BY THE PHYSICIAN.

Supplies Needed For the First Week of School

- **One pocket folder for notes and work to be sent home.**
- **Backpack:**
 - Big enough to fit a regular size folder (not mini sized).
 - For safety reasons - no wheels on the backpack.
- **Breakfast:**
 - Breakfast will be a part of your child's schedule each day. Your child will have the option of bringing breakfast from home or choosing the school-provided option. A [menu](#) will be distributed monthly and you will be asked to complete a weekly breakfast/lunch form to let us know which days your child will be eating meals provided by the district.
 - Families may choose for their child to eat breakfast at home prior to coming to school.
- **Snack Time (4-hour sessions only):**
 - Lunch will NOT be served on 4-hour session days.
 - Please send your child to school with a healthy snack. At snack time, your child can have one drink and one snack. Snacks should be healthy (ex. fruit, yogurt, dry cereal).
 - If your child's snack requires a spoon, please send the spoon with the snack.
 - No glass bottles or cans.
- **Morning Recess:**
 - Please be sure to pack a full water bottle with your child's name on it. After recess, it is important for the children to hydrate with water (please avoid packing sugary drinks).
- **Nap Time:**
 - Students will have naptime in the early afternoon. Please send your child to school with a bag that contains the following items:
 - A small sheet (Cribs sheets at about 52"x28" are a good reference for size.)
 - A small flat sheet
 - Please **do not** pack extra items such as pillows, stuffed animals, toys, or additional bedding (beyond those listed above) including sleeping bags with attached pillow.
- **Extra Clothing:**
 - Please pack one full change of clothes for your child. This will remain in your child's cubby until needed.
 - If you have any concerns regarding potty training, please reach out to your child's teacher in order to collaborate and discuss an appropriate classroom plan. You will be notified in the event of an accident.



- Teachers will notify parents of any special projects that require additional materials.



PLEASE READ – IMPORTANT INFORMATION

The North Arlington School District has placed important documents and forms on the *Parent Portal*, which can be accessed at www.navikings.org. Below is some of the information that can be accessed on the parent portal, which **requires** your electronic signature.

- 📄 Contact Information
- 📄 Military Connection
- 📄 Medical Concerns
- 📄 Medications
- 📄 Elementary Schools Handbook
- 📄 Technology Policies and Chromebook Usage
- 📄 Media Consent
- 📄 Yearbook Consent
- 📄 School Safety List
- 📄 Organizations

These documents are time-sensitive and some need to be returned to school, most importantly, medical documentation and contact information. Please note that once you complete these forms using your electronic signature, you will then be able to access all other components of the *Parent Portal*.

The following documents can be found on the district website and are offered to those parents/guardians that choose to apply:

- New Jersey Voluntary Student Accident Insurance - Premier and Economy Plans - This is found under the document section of the parent portal.
- Application for Free and Reduced Price School Meals --- For a convenient way to fill out the meal application, visit: www.navikings.org and go to “**Our Schools**”, from the scroll down menu select your School, choose “**Parents and Students**”, click on “**Meal Program**”, and select “**PaySchools Central**”, followed by “**Register**” to complete the Free and Reduced online application. A paper version is available under the tab: Lunch Application in English and Spanish. If you do not have computer access, a paper application is available at each school.

If you need any assistance or cannot locate your parent portal password, please email or call the main office of your child(ren)’s school(s).

Anthony Elementary School: (201) 991-6800, Ext. 2200, scunningham@navikings.org

Jefferson Elementary School: (201) 991-6800, Ext. 2400, kawerner@navikings.org

Roosevelt Elementary School: (201) 991-6800, Ext. 2600, asheedy@navikings.org

Washington Elementary School: (201) 991-6800, Ext. 2800, jtuero@navikings.org

North Arlington High School: (201) 991-6800, Ext. 2065, mcutrali@navikings.org

Sunshine Clubhouse: (201) 991-6800, Ext. 2065, mcutrali@navikings.org

Thank you for your anticipated cooperation!

Student Dress Code

For more detailed information about the student dress code, please refer to the [Student Handbook](#).

Elementary Schools Uniform Guidelines:

- Navy Blue polo shirt (long and short sleeve options). Viking logo embroidered with “North Arlington” on top and “Vikings” below (purchase directly from [vendor](#)).
- Khaki and navy pants; Capri and cargo pants will be acceptable. The administration has the right to restrict certain navy blue or Khaki pants if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight.
- Khaki and navy shorts (Bermuda style or cargo shorts are acceptable); The administration has the right to restrict certain shorts if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight. **All shorts must be knee length.**
- Navy or khaki skorts; The administration has the right to restrict certain skorts if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight. **All skorts must be knee length.**
- Navy blue sweatpants. (plain-no logo)
- All specified pants and shorts should be of a **solid color** (which are outlined above) and should be comprised of cotton twill material (except for outlined sweatpants in the middle and elementary schools)
- Pants and shorts should be sized to fit- neither skin tight, nor over-sized to the point of sagging and dragging on the ground
- Navy Blue “Dri-Fit” tee shirt with monogrammed print “North Arlington” on top and “Vikings” below may be worn on days when the child has physical education.
- Navy Blue “Dri-Fit” Polo with monogrammed print “North Arlington” on top and “Vikings” below.
- Any long sleeve tee shirt worn underneath a short sleeve polo shirt must be one solid color (white, blue, grey or black) and must not have any print
- Polo dress option, navy blue with the same embroidery as polo shirts (purchase directly from vendor). Dress cannot be worn as a shirt. **optional**
- Charcoal grey fleece zip up with “North Arlington” rounded on top and “Vikings” rounded below. **optional**
- Sweater, navy blue (same embroidery as the polo shirts) (purchase directly from vendor) **optional**
- Zip up hooded sweatshirt, navy blue (same embroidery as the polo shirts) (purchase directly from vendor) **optional**
- Rubber soled shoe which must have a back or strap around the heel or rubber soled shoe that is fully closed. No open toe shoes.
- There may be an individual day or a very few days through the school year (pep rally, etc.), when the uniform requirement may be relaxed for a specific reason which will be communicated through the principal with permission of the Superintendent.

The following articles of clothing will NOT be permitted:

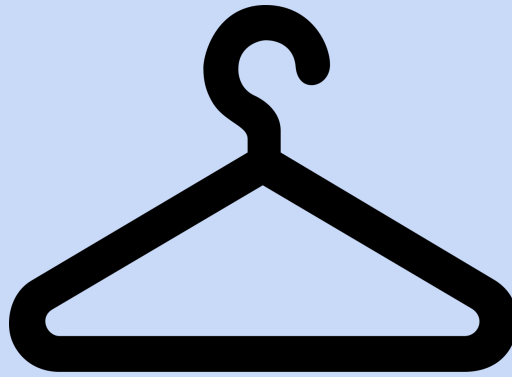
- Spandex
- Leggings
- Jeggings
- Stretchy Pants
- Yoga Pants
- Jeans
- Skinny Jeans
- Skirts
- Shorts or skorts above the knee
- Visible undergarments
- Hats/bandanas
- Torn clothing or clothing with manufactured holes, slits or tears
- Outerwear (coats, jackets, etc.)
- Uniform items altered in any way (cut, tied up, rolled up, etc.)
- Athletic shorts/pants (only on scheduled PE days)
- “Crocs” or similar footwear

To purchase school uniforms or for more information please see the vendor information below:

www.MDPCPROMO.com
MDPC Promotional Products
515 Valley Brook Avenue
Lyndhurst, NJ 07071
(201) 933-2782

Please note, the vendor offers uniforms for many school districts. It is important that parents are aware of the North Arlington School District's uniform policy to ensure compliance with the elementary uniform guidelines.

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Contact List

Here is a list of primary contacts, if you have questions or concerns:

Title/ Location	Contact Name	Email Address
Director of Curriculum & Instruction	Samantha Rodriguez-Torrento	srodriguez@navikings.org
Supervisor of Early Childhood Education PK-5	Maria Palermo	mpalermo@navikings.org
Director of Special Services	Michael Burke	mburke@navikings.org
Supervisor of Guidance (PK-12)	Lauren Buckley	lbuckley@navikings.org
Guidance Office	Carol Tallarida	ctallarida@navikings.org
Early Childhood Advisory Council/Community Parent Involvement Specialist	Carolyn Kropp	ckropp@navikings.org
Preschool Instructional Coach/PIRT Specialist	Brittany Ruane	bruane@navikings.org
Sunshine Clubhouse Director	Angelica Martinez	sunshineclubhouse436@gmail.com
Sunshine Clubhouse Assistant Director	Jeline Regal	jregal@navikings.org

Sunshine Nurse	Maria Fernandez	mafernandez@navikings.org
Susan B. Anthony Principal	Jennifer Rodriguez	jrodriguez@navikings.org
Susan B. Anthony Main Office	Susan Cunningham	scunningham@navikings.org
Susan B. Anthony Nurse	Jackie Gilker	jgilker@navikings.org
NAHS Principal	Patrick Bott	pbott@navikings.org
NAHS Assistant Principal	Dennis Kenny	dkenny@navikings.org
NAHS Main Office	Audrey Davey	adavey@navikings.org
NAHS Nurse	Christina Bancroft	bancroft@navikings.org
Roosevelt Principal	Alicia Giammanco	agiammanco@navikings.org
Roosevelt Main Office	Allison Sheedy	asheedy@navikings.org
Roosevelt Nurse	Maria Fernandez	mafernandez@navikings.org
Washington Principal	Melissa Cutrali	mcutrali@navikings.org
Washington Main Office	Janice Tuero	jturo@navikings.org
Washington Nurse	Diane De Venio	ddevenio@navikings.org