

# Barclay Early Childhood Center

2015-2016

Parent Handbook



An Exceptional Place for Exceptional  
People

[www.cherryhill.k12.nj.us/barclay/barclay.htm](http://www.cherryhill.k12.nj.us/barclay/barclay.htm)

Cherry Hill Public Schools

Cherry Hill, New Jersey

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# WELCOME

Dear Parents and Friends of the Barclay School,

Welcome to the Barclay Early Childhood Center. It is our mission to provide your children with the best possible educational opportunities within a stimulating and nurturing environment. Our instructional program is based on the belief that young children, regardless of background and ability, can be nurtured and challenged in an atmosphere that encourages and respects individuals, while fostering curiosity, spontaneity, skill development, and the building of a positive self-image.

We are very proud to offer a broad continuum of services at the Barclay Early Childhood Center. Within both our preschool inclusion classes and self-contained classes, we strive to tailor our instructional programs to meet the needs of our students. We have a faculty and staff that are committed to providing every student the opportunity to reach his/her potential.

I strongly encourage you to become involved in our school community. We have a variety of committees and other parent based volunteer initiatives that encourage parents to play a visible role in our school community. Some of these opportunities include membership in our PTA, attending parent information sessions and assisting with a family and student activities.

The entire staff at Barclay is eager and enthusiastic about working with your child. If you have any questions or concerns, please do not hesitate to contact me at 429-7283 or [krockhill@chclc.org](mailto:krockhill@chclc.org). You may also get additional information about our school on the World Wide Web. Our address is <http://barclay.chclc.org>. Clear and consistent communication is in everyone's best interest.

Respectfully,

Karen Rockhill  
Principal

# STAFF DIRECTORY

## Principal

Karen Rockhill

## Secretary

Colleen Thompson

## School Nurse

Carolyn Gorman

## Child Study Team

Toni Tomei, School Psychologist  
Joanne Merriman-Miller, LDT/C  
Maureen Carrozza, Social Worker  
Toni Carter, Child Study Team Secretary

## Speech Therapists

Diane Dressler • Nicole Glazebrook  
Nicole Kramer • Jane Combs • Katie Mullee

## Occupational Therapists

Nicole Fornito  
Cyndi Jaffe  
Bernadette Hickey, COTA  
Tim Estilow

## Physical Therapist

Pam Moore

## Head Custodian

Dave Shade

## PRESCHOOL TEACHERS

Vanessa Bríttín  
Christína Constantíno (formerly Giannopoulos)  
Kristen Corkery  
Susan Donaldson  
Heather Foote  
Renee Gavio (formerly Mancini)  
Rachel Konchar  
Tracy Maíta (formerly Kennedy)  
Jean Mattia  
Lori Miller  
Tanya Myers  
Diana Polito  
Leslie Sacharow  
Jayne Schafer  
Sheri Turner

## KINDERGARTEN - SOCIAL SKILLS TEACHER

Kelli Prisk

## PE TEACHER

Melissa Liles

## LIBRARIAN

Lisa Clendaniel

## EDUCATIONAL ASSISTANTS

Despina Athineos  
Suzanne Bohus  
Sumita Banerjee  
Denise Blumberg  
Bette Brown  
Donna Christman  
Stephanie Coolahan  
Kathleen Coppola  
Gale Ellien  
Karalene Emery  
Kristen Finley  
Susan Gorman  
Danielle Graffeo  
Nadine Lamanna  
Nancy Lazarow

Joan Leonard  
Jeanne Markart  
Claudia Mason  
Saundra O'Donnell  
Kathleen Olsen  
Tracy Riehl  
Christine Sawyer  
Cheryl Shreeves  
Carol Solano  
Stephanie Stahl  
Kristine Tanjutco  
Rosemarie Thomas  
Jennifer Urban  
Fahmida Yeasmin  
Lisa Zimmerman

## PROGRAM PHILOSOPHY

The Barclay Early Childhood Center Curriculum is based on the belief that young children regardless of background and abilities can be nurtured and challenged in an atmosphere that encourages, respects and fosters curiosity, spontaneity, skill development, self-expression, responsibility and the development of a positive self-image. The curriculum embraces a dual focus on education goals and intervention goals in curriculum planning that addresses children first and disabilities second. All children will engage in typical childhood routines, activities and behaviors while accommodating individual variations and making adaptations when necessary.

It is recommended that the goals of this developmentally appropriate curriculum be met through a variety of child-centered activities based on integrated study units that enhance learning and support the NJ Preschool Expectations. Curricular goals provide a framework for planning and instruction around the emerging interest of the children. Instruction should be responsive to their interest in a dynamic way.

The real life experiences of young children along with literature connections should provide the basis for dramatic play, literacy activities, exploration of the arts, science, social studies, and motor activities that assist children in linking previous learning experiences with new goals and objectives. Mathematics will be an integral part of the experiences.

The curriculum provides a rich environment of learning centers that promote children's active exploration. Emphasis on learning opportunities that are based in play will support the belief that through play young children learn new concepts and understandings. The arrangement of the room, choice of materials, and classroom management provide ongoing opportunities for children to make choices. The learning environment will promote not only play, child initiated activity and active exploration but also opportunity for problem solving and creativity which focuses on process not product. The curriculum will foster children's independence, social interactions, problem solving skills in a caring classroom community.

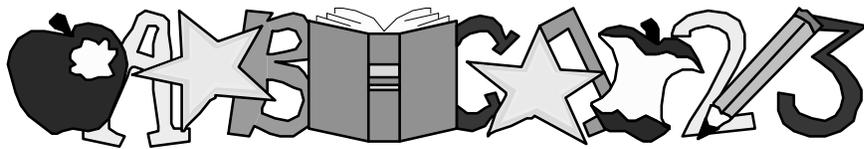
Learning activities will reflect goals and objectives that are both age appropriate and individually appropriate. The curriculum content

includes types of study and activities which support the NJ Department of Education Preschool Expectations. Content areas include:

Social/Emotional Development  
Health, Safety & Physical Education  
Mathematics  
Social Studies

Creative Arts  
Literacy  
Science

Planned activities will value all that children have in common and support children's progress toward positive outcomes. Teachers will collect information about the children and use that information for planning meaningful instruction for all children.



## DISTRICT MISSION

The mission of the Cherry Hill Public Schools is to provide a quality education program that insures that all students are proficient in the New Jersey Core Curriculum Content Standards. This program will be delivered in a positive environment preparing our students to be knowledgeable, responsible, caring, and confident citizens in an ever-changing world.

## Goals 2015-2016

- Continue to improve student achievement at all grade levels and close achievement gaps where they exist.
- Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.
- Enhance communication with and outreach to internal and external stakeholders.
- Enhance relationships with internal stakeholders (students and staff).

## Cherry Hill Board of Education Vision Statement

The Cherry Hill Board of Education commits itself to all children by creating an internationally benchmarked school district in which all students receive a preeminent education.

To achieve this, the Board of Education will focus on:

- Setting standards, benchmarks, and assessments for staff and students that articulate with New Jersey Core Curriculum Content Standards.
- Creating a budget that provides the necessary funding, and
- Ensuring a safe and orderly environment.

Because our success as a school district depends on the decisions we make and the policies we establish, the Board further commits to:

- Communicating openly and frequently with one another and with the community.
- Acting as civil models of decorum, with the recognition that a school system serves as a social core of the community, and
- Working as a unified body on behalf of all the children of Cherry Hill, always asking what is best for the children.

# PROGRAM OVERVIEW

The Barclay Early Childhood Program in Cherry Hill is a preschool that services both typically developing and special needs children, ranging in ages from three to five years old. The program services about 350 children, approximately 35% of whom are children with special needs. The teachers at the Barclay Early Childhood Center are NJ State Certified. The majority of our classroom teachers hold both regular and special education certifications. The goal of our program is to provide our students with an exceptional early childhood learning experience. Our standards based curriculum, along with remedial and compensatory training, is designed to help children reach their potential.

Early Childhood education classes at Barclay offer a variety of programs that are designed to meet the specific needs of each child. Our highly trained teaching staff involves the children in numerous activities that focus on developing the following areas: sensory integration, fine and gross motor skills, social skills, cognitive abilities as well as language skills. Teachers and specialists utilize a multi-sensory approach when teaching concepts and skills.

Children receive additional interventions specific to their individual educational needs. These may include speech and language therapy, as well as physical and occupational therapies. These therapies are delivered by state certified personnel, who are housed full time at the Barclay Early Childhood Center include five speech/language therapists, one physical therapist, and two occupational therapists. Services are rendered in a variety of delivery models including integrated therapy sessions, individual and group sessions.

The Barclay Early Childhood Center staffs a full time Child Study Team. The CST includes a social worker, a learning disabilities consultant, and a psychologist. The teaching staff and specialists, along with the Child Study Team, work as a cohesive team, to best meet the needs of our children.

## **Program Offerings**

Children may be recommended for placement in one of our programs depending on their specific educational needs. The Barclay Early Childhood program provides a continuum of services for our special education population. These include:

### **Preschool**

(in order from least restrictive to most restrictive)

#### **Half-Day, Preschool Inclusion**

These classes meet for 2.5 hours per day, five days per week. One certified teacher, two educational assistants, and one-on-one aides, as needed, according to Individualized Education Plans, instruct each class. These multi-age (3 and 4 year olds) classes are capped at 20 children. The ratio of typically developing children to children with special is generally 2:1.

### **Co-Teaching**

We are excited to introduce a co-teaching classroom which will be added to our classroom program offerings during the 2015-16 school year. This is a model that has been available to students in the elementary setting for many years. One of the many benefits of a co-teaching inclusion program is that it decreases the student:teacher ratio while allowing additional resources for students who may benefit from the added teacher.

### **Half-Day, Self-Contained Special Education Preschool**

These classes meet for 2.5 hours a day, five days per week. One certified teacher and three educational assistants instruct each class. These multi-age (3 and 4 year olds) classes are capped at 12 children.

### **Full-Day, Self-Contained Special Education Preschool for Students with Autism/PDD-NOS**

These classes meet for 5.5 hours per day, five days per week. One certified teacher and three educational assistants instruct each class. Teachers in this program utilize eclectic instructional strategies (To meet the needs of their students), including: Applied Behavior Analysis, Verbal Manding, Play Therapy, Discrete Trial, and Sensory Therapy. These multi-age (3, 4 and 5 year olds) classes are capped at 12 children.

### **Kindergarten**

#### **Half-Day, Self-Contained Special Education Kindergarten**

In this model students attend a local elementary school for half-day kindergarten as well as a program at Barclay for supplemental social skills instruction in a self-contained setting.

### **Special Classes**

#### **Music Therapy**

Each class receives Music Therapy, instructed by certified therapists, once per week.

#### **Library**

Each class receives Library instruction once per week (full day classes 2X per week).

*In addition to these classes, full day classes also include:*

#### **Physical Education**

Each class receives Physical Education, by certified P.E. teacher, once per week.

#### **Barclay's Population of Typically Developing Children**

Barclay's population of typically developing children is determined through an application process in February of each year. If the number of applicants exceeds the number of available seats, a lottery is held to determine enrollment. **Currently, there is a \$150.00/month tuition fee for typically developing children to attend Barclay.**

### Community Initiatives

The Barclay Early Childhood Center has an active Parent Teacher Association. The Barclay PTA meets monthly to plan school-wide activities such as assembly programs, Game Night with Dad, Barclay's Carnival, award-winning parent education activities and other community building events.

*Other Community Initiatives include:*

### Technology

Computers are utilized in every classroom at the Barclay Early Childhood Center. Students have daily access to software that reinforces classroom instruction. Barclay School also utilizes Distance Learning Technology to assist long-term homebound children.

## VISITATIONS

To provide maximum safe guards for our students, **all VISITORS**, regardless of their purpose in school, must report to the MAIN OFFICE. **No one is permitted in the halls or classrooms without authorization from the office.** All doors in the building remain locked during the school day. We encourage classroom visitations; however, we urge you to schedule your visit in advance, with the classroom teacher. **At the time of the visit, please come to the office and sign in.**

## DROP-OFF/PICK-UP

- Drop-off and pick-up for the 2015-2016 school year will be at the classroom door.
- Parents are asked to enter and exit the building through the main entrance. In the event that you arrive at Barclay earlier than 5 minutes prior to pick-up or drop-off we ask that you wait in the lobby until five of the hour.
- Once in the building, but not longer than 5 minutes prior to drop-off or pick-up, parents and children should cue outside of the child's classroom in the area assigned by the classroom teacher.
- Please be conscious that arrival time is 9am and 1pm, and dismissal from the inclusion and half day programs is 11:30am and 3:30pm. In order to allow all students the full educational opportunity of this program, we ask that parents adhere to the drop-off and pick-up times.
- Parents are to **REMAIN with and supervise their children** until the children have been signed in at the classroom door.

## LATE ARRIVALS/EARLY PICK-UP

Our **SECURITY SYSTEM** is now in place. Our doors are **LOCKED AT ALL TIMES**. If your child is **LATE**, you will need to be buzzed in and you are to report directly to the Main Office. If you need to pick up your child early, the same process applies.

The teacher will be called to indicate a late arrival or early pick-up and an aide from the class will escort your child to class or to the main office.

**DO NOT GO TO THE CLASSROOM DIRECTLY FOR YOUR CHILD IF YOU ARE LATE DROPPING OFF, OR EARLY PICKING UP!**

## PARKING

Parking at BARCLAY is limited!

Parents are asked to park either in the front school lot or on Barclay neighborhood streets. The BACK SCHOOL LOT is reserved for TEACHERS and STAFF. Please do NOT block residential driveways OR use the handicapped spaces without proper decals. CARPOOLING will reduce the number of cars arrived at Barclay and is a great way to share driving responsibilities. INFORMATION about CARPOOLING is available in the main office. Please hold your child's hand as you walk them from the car to the classroom. **PLEASE USE THE CROSSWALKS PROVIDED FOR YOUR SAFETY! PLEASE DO NOT PARK ALONG THE YELLOW CURBS IN FRONT OF OUR BUILDING. THESE AREAS INDICATE FIRE ZONES.**

## PLAYING AT DISMISSAL

Dismissal at Barclay is a busy time with a lot of children, parents, and assistants in the hallways and sidewalks. For safety, please hold your child's hand as you walk them to and from the classroom each day.

In past years some parents have gathered in front of the school after pick-up and permitted their children to run and play on the lawn directly in front of the school. As a safety measure, parents are asked not to allow their children to run and play in the front of the school, rather to move to side of the school. There is a large open field on the left side (facing the school) of the school away from the driveway. As always, the playground is open to the community during daylight hours, when school is not in session.

# IMPORTANT SCHOOL FORMS

Some of the forms you will be asked to complete on the first day of school include the following:

1. 2 Yellow Emergency Cards
2. Emergency contact forms, including five (5) emergency contacts.
3. Health record update and medical form for physical exam and Immunizations, if applicable
4. Optional student insurance
5. Parent's authorization for pupil to engage in neighborhood walk(s)
6. Permission to release address and phone number
7. E-mail addresses

It is important that we have current information on each child in case of emergency. **If you change the persons listed to pick up your child, please send the information in writing to your child's teacher.** If you are putting down a friend or neighbor as the emergency number, please notify them as to what procedure they should follow if we call. **REMINDER: Picture ID is required for anyone picking up your child other than the parent.**

IF YOUR ADDRESS or PHONE NUMBERS CHANGE AT ANY TIME, YOU MUST CONTACT BARCLAY'S MAIN OFFICE **AND** CENTRAL REGISTRATION @ 429-5600. YOU WILL NEED TO PROVIDE NEW PROOFS OF RESIDENCE.



## YOUR CHILD'S HEALTH

For the protection of your child and his/her classmates, your child should be **KEPT AT HOME** if he/she shows **ANY of these symptoms**:

- **HAVE VISIBLE NASAL SECRETIONS OR COUGH**
- **COMPLAINTS OF SORE THROAT, EAR ACHE, STOMACH ACHE, HEADACHE AND/OR CHILLS**
- **DID NOT EAT DINNER, BREAKFAST OR SLEEP AS USUAL**
- **HAS HAD BOWEL MOVEMENTS DIFFERENT THAN USUAL**
- **RASH**
- **FEVER REQUIRING MEDICINE YESTERDAY or LAST NIGHT**
- **EYELIDS STUCK TOGETHER WHEN WOKEN UP**
- **NOT THEMSELVES BECAUSE THEY ARE OVER-TIRED OR GETTING SICK**

Young children have immature immune systems. Sending a child to school when he/she is not themselves may delay his/her recovery, spread infection to other children, and necessitate a trip to school by the parent to take the child home. **Before returning to school, it is necessary to be symptom & fever free (without medication) for 24 hours.**

## IMMUNIZATIONS

### **IMPORTANT NOTE: FLU SHOT MANDATED!**

The State of New Jersey has mandated that all preschool students under **59 months** receive a **Flu Shot** prior to **December 31, 2015**. Students that are not in compliance with this mandate **are to be excluded** from school beginning on January 4, 2016. Please schedule an appointment for a flu shot with your pediatrician early to be assured that there is adequate supply for your child.

## POLICY ON MEDICATION

A Board of Education regulation requires that whenever it is necessary, in exceptional cases, for a child to take medication during school hours, the medication, even over-the-counter, must be prescribed by a physician and arrangements must be made through the office of the school nurse to complete a form for administration of medicine.

The school must be informed of any special health problems that a child may have (allergies, asthma, diabetes, rheumatic heart, etc.), so that proper steps can be taken to assure adequate care in emergency situations.

School personnel may not provide pupils with Tylenol or any medication whatsoever, except as stated above. Pupils may not bring aspirins, vitamins, or any medications (whether un-prescribed or prescribed for short-term illnesses) to school.\*

- \* **Parent/Guardian must bring medicine to the Nurse for safe administration. DO NOT SEND MEDICINE ON THE BUS IN A CUP OR IN BACKPACKS.**

## HEALTH ALERT

Please practice these self-care skills with your preschooler:

- Washing hands – back, front and in-between fingers; sing Happy Birthday twice to ensure long enough time (apprx. 30 seconds)
- Recognizing a cough, sneeze or runny nose
- Blowing nose and disposing of tissue in trash
- Covering mouth for cough or sneeze and washing hands

## HEAD LICE

On the rare occasion that a child comes to school with head lice, the parents of the children in the classes exposed will be notified by the Nurse.



## *The Barclay Early Childhood Center*

*1220 Winston Way · Cherry Hill NJ · 08034 · (p) 856-429-7283 · (f) 856-795-4788  
www.cherryhill.k12.nj.us/barclay/barclay.htm*

*Karen Rockhill, Principal*

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**Thanks for remembering  
this is a**



### **Peanut/Nut Aware School**

Dear Parents/Guardians:

We are asking your cooperation in helping us create a safe environment for children who have severe peanut allergies. When sending in snacks and birthday treats to the classroom, we request that **you do not send any products that say “CONTAIN” OR “MAY CONTAIN” peanuts and/or tree nuts.** We must keep the classrooms “peanut/nut free”. Close proximity to peanuts can cause a severe life-threatening problem for some of these students.

Thank you for your consideration for the health and well-being of the children.  
Sincerely,

Karen Rockhill  
Principal

Carolyn Gorman, R.N.  
Nurse

## BIRTHDAY PARTY INVITATIONS

Please do not ask classroom teachers or assistants to distribute birthday party invitations to students unless the entire class is invited. If you would like to have a party for your child and invite only a few friends, please contact the parents outside of school. If you are having a party and would like to include all of the children in your child's class we will gladly distribute the invitations by placing them into the children's book bags.

## B.A.B.E.S.

## SUBSTANCE AWARENESS/CHARACTER EDUCATION PROGRAM

As a supplement to our curriculum, we use **B.A.B.E.S.** (Beginning Alcohol and Addictions Based Education Studies) with our preschool students, ages 3-5. The basis for the program is character education.

Pennsylvania, New Jersey and Delaware Alcohol and Addictions Council have certified Barclay teachers who use seven puppet characters to narrate stories of personal life encounters in a clear and age appropriate manner. These stories explore skill development with identifying feelings, maintaining a positive self-image, making good choices, asking for help, and developing coping skills. Puppets, coloring sheets, songs and videos keep each lesson animated and fun for the learners.

The puppets and scripts will be available for your review in the nurse's office on Back-To-School-Night.

If you have any questions or concerns, please do not hesitate to contact our Nurse at 429-7283.

## HOURS FOR BARCLAY EARLY CHILDHOOD CENTER

Classes are held Monday through Friday. Your child will be assigned a morning or afternoon class in the Early Childhood Pre-School Program. Hours are as follows:

Preschool Inclusion	A.M. 9:00-11:30
	P.M. 1:00-3:30
PSD-Full day program	9:00 -2:30
Kindergarten	A.M. 9:30 -12:30

## EMERGENCY SCHOOL CLOSING

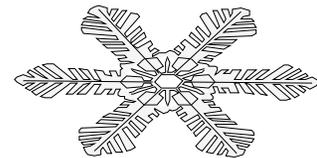
When weather conditions exist which affect the safety of the students because of road conditions or other hazards, the superintendent will close all public schools. The announcement will be made over the area's radio and television stations. Cherry Hill School code number is "551" Cherry Hill cable channel 19. Parents are also encouraged to check the district's web site at <http://www.cherryhill.k12.nj.us>. **When schools are closed, ALL ACTIVITIES ARE CANCELLED FOR THE DAY.**

### Snow day make-up days for 2016-2016:

February 12<sup>th</sup>, February 15<sup>th</sup>, March 4<sup>th</sup>, June 17<sup>th</sup>

## DELAYED OPENING SCHEDULE

AM Preschool:	Cancelled
PM Preschool:	In Session
Full Day Preschool:	11:00 AM
Self-Contained Kindergarten:	11:30 AM



Note: A delayed opening CANCELS all activities, including parent conferences and child study team meetings, scheduled for times prior to the new opening time.

## HALF-DAY & EARLY DISMISSALS

AM Preschool:	In Session
PM Preschool:	Cancelled
Full Day Preschool:	Dismissed @ 12:00 PM
Kindergarten:	9:30 AM - 10:15 AM

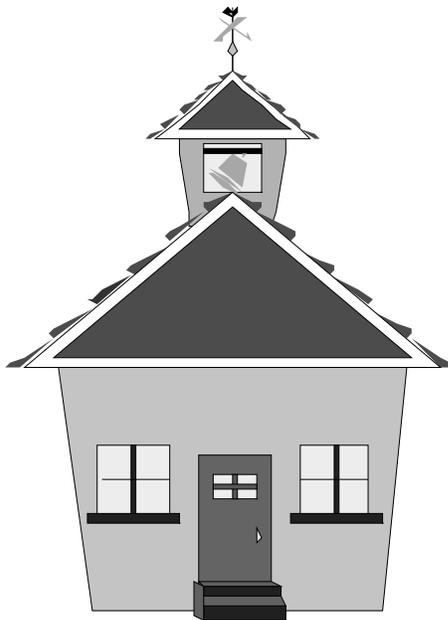
# ATTENDANCE

When your child is absent from school, please call the Barclay Early Childhood Center in the morning to let us know not to expect your child. The NUMBER to call is: **(856) 429-7283 and PRESS 1.**

**Also, if your child is transported by bus, please notify transportation @ (856) 489-5851 that your child does not need to be picked up. This will save the driver from making a needless trip to your house.**

Pupils who have been absent from school must return with a note of explanation, signed by a parent or guardian.

When pupils are absent because of a communicable or infectious disease, a note of re-admission from a physician should accompany the pupil.



## PARENT-TEACHER CONFERENCES

Frequent communication between home and school is integral to an effective program for the children. Conferencing gives us opportunity to share information about your child at school and in the home.

You may set up a meeting with your child's teacher at any time by calling 429-7283.

The following dates have been designated for parent-teacher conferences during the **2015-2016** school year:

**September 1**--Full Day Parent-Teacher Orientation Meetings--No PRESCHOOL Classes  
**September 2**--Full Day Parent-Teacher Orientation Meetings--No PRESCHOOL Classes

### **November 18, 2015—Evening Conferences**

**November 19, 2015**--Full Day Parent-Teacher Conferences--No Classes

**November 20, 2015**--Full Day Parent-Teacher Conferences--No Classes

### **February 24, 2016—Evening Conferences**

**February 25, 2016**--Full Day Parent-Teacher Conferences--No Classes

**February 26, 2016**--Full Day Parent-Teacher Conferences--No Classes

## 2015-2016 Scheduled Teachers' Inservice

In an effort to continue to further the professional development of our faculty, the Barclay Early Childhood Center will be **CLOSED** on these dates:

**February 12<sup>th</sup>, March 4<sup>th</sup>**

## 2015-2016 Half-Day Schedule for:

**November 25<sup>th</sup>, December 23<sup>rd</sup>**

**June 14<sup>th</sup>, June 15<sup>th</sup>, June 16<sup>th</sup>**

AM Preschool: In Session

PM Preschool: Cancelled

Full Day Preschool: 12:00 Dismissal

AM Kindergarten Social Skills: 9:30-10:15 @ Barclay

## Delayed Opening Schedule:

AM Preschool: **CANCELLED**

PM Preschool: In Session

Full Day Preschool (9-2:30): **11-2:30**

AM Kindergarten Social Skills: **11:30-12:30** @ Barclay

# CLOTHING

Just a few notes about clothing:



Barclay is a **"SNEAKER COUNTRY."**



- Be sure that your child's clothing is comfortable, washable, and allows for self-dressing. **SNEAKERS OR CLOSED-TOE RUBBER SOLED SHOES ARE BEST! PLEASE, NO "CROCS".**
- The children are learning to be independent with their clothing. Please use clothing which is "kid-user" friendly.
- We also work with messy materials almost everyday: paint, glue, markers, chalk, etc. We encourage the children to participate and explore materials freely.
- We try to go outside at least briefly on all but the coldest or rainy days.
- We practice many gross motor skills that can be difficult without the proper shoes. Please save "DRESSY" shoes for PICTURE DAY ONLY!
- You will be asked to send in a change of clothing to be kept in the classroom. Please label all articles of clothing.

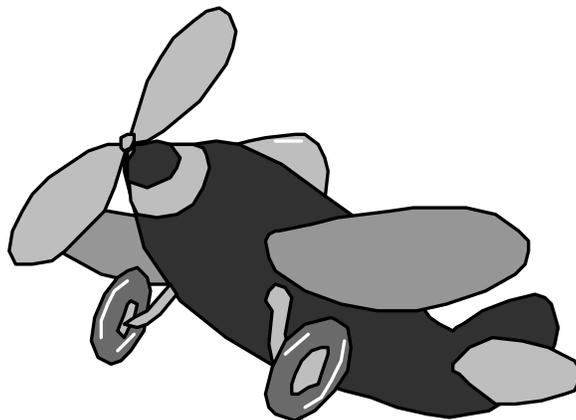
## TOYS FROM HOME

It is recommended that all toys remain at home. It is very difficult for young children to share favorite possessions, and all toys at school must be shared.

Show & Tell or theme days may be requested by a child's teacher. Suggested Show & Tell items include: books, photographs, special treasures such as seashells, or theme related items.

Please keep in mind that toys should be big enough not to be a choking hazard.

**Please ensure that all SHOW & TELL items are washed before sending in. Some children have severe allergic reactions based on touch or even smell.**



## AFFIRMATIVE ACTION

The Building Affirmative Action Officer is:

**Jayne Schafer, Teacher**

1220 Winston Way

Cherry Hill, NJ 08034 (856) 429-7283

The District Affirmative Action Officer is:

**Lacoyya Weathington**

Malberg Administration Building

45 Ranoldo Terrace

Cherry Hill, NJ 08034 (856) 429-5600

The District 504 Officer is:

**Rebecca Metzger, Supervisor of Special Education**

Malberg Administration Building

45 Ranoldo Terrace

Cherry Hill, NJ 08034 (856) 429-5600

## SCHOOL BOARD POLICIES

The following are policies of that are mandated to be included in parent handbooks. For a complete directory of Cherry Hill Board of Education policies, please visit the district's web site, [www.cherryhill.k12.nj.us](http://www.cherryhill.k12.nj.us). If you do not have internet access, paper copies are available in the school office.

Policy link is <http://www.cherryhill.k12.nj.us/news/policies/index.cfm>.

