

AUGUST
2023



ESTELLE V. MALBERG
EARLY CHILDHOOD CENTER

Follow us on Twitter

@MalbergECC

WELCOME PACKET

IMPORTANT DATES

Preschool Sneak & Peek Aug. 31st 3 pm

First Day of School Sept. 5th 9:30 am

Back to School Night Sept. 27th 6 pm

Winter Break Dec. 23th – Jan. 1st

Spring Break

Easter Mar. 29th – Apr. 1st

Passover Apr. 22nd – 24th

Last Day of School June 14th

Our 23–24 District Calendar can be
found on our district website.
<https://tinyurl.com/bde3cb62>



SCHOOL CONTACT INFORMATION

MAIN OFFICE

856-429-7283 EXT. 4010

FAX

856-795-4788

COLLEEN THOMPSON

SECRETARY

CTHOMPSON@CHCLC.ORG

ALESHA KNIGHT

CST SECRETARY

AKNIGHT@CHCLC.ORG



REPORTING ABSENCES

- To Report an absence, PRESS 1 to leave msg or email cthompson@chclc.org
- To Speak with the Child Study Team Secretary, Alesha Knight, PRESS 4 (x 4016)
- To Speak with our Nurse, Heidi Setchel, PRESS 2 (x 4012)
- To Speak with the Main Office, Colleen Thompson, PRESS 6 (x 4010)

TRANSPORTATION OFFICE (856-489-5851)

IF YOUR CHILD IS PROVIDED TRANSPORTATION and WILL BE ABSENT, PLEASE CONTACT THE MALBERG MAIN OFFICE AND TRANSPORTATION DIRECTLY!

For all other concerns, please call Transportation @ 856-489-5851



INCLEMENT WEATHER

Notice of school closure due to Inclement Weather will be immediately available on our district website (www.chclc.org).

Information is all posted on our district Twitter account.

Additionally, all registered Cherry Hill Public Schools' families will receive an email and automated phone call indicating any delays or closures.





DAILY SCHEDULE

9:30 - Large Group/Morning Circle
9:50 - Choice Time/Centers
10:50 - Snack/Bathroom
11:05 - Small Group/Centers
11:35 - Gross Motor (Indoor or Outdoor)
12:05 - Read Aloud
12:25 - Lunch
12:55 - Rest/Quiet Activities
1:45 - Read Aloud
2:05 - Gross Motor (Indoor or Outdoor)
2:35 - Small Group/Centers
3:05 - Large Group/Afternoon Circle

*****Teachers will share individual class schedules that include PE, Library, and Playground times.**

SCHOOL SUPPLIES

Students only need a backpack and lunchbox. All necessary instructional supplies are supplied by the school.



LUNCH & SNACK INFO

Parents may provide their child(ren) with lunch and/or snacks or purchase it through the school. **Please note the staff will not be able to reheat any items sent in with students.** Lunch and snack menus will be sent to parents monthly.

Parents will receive an email with instructions on how to order and make payments.



ARRIVAL & DISMISSAL

Dear Parent(s)/Guardian(s) of Malberg Early Childhood Center:

DROP OFF/PICK UP – PLEASE READ!

All students who are dropped off and picked up by their parent or designee will do so at Door 4. **NO STUDENTS WILL ENTER OR EXIT THROUGH THE MAIN ENTRANCE DURING ARRIVAL AND DISMISSAL.**

Doors will open for arrival drop-off at 9:30 am. Doors will open for dismissal pick up at 3:30 pm.

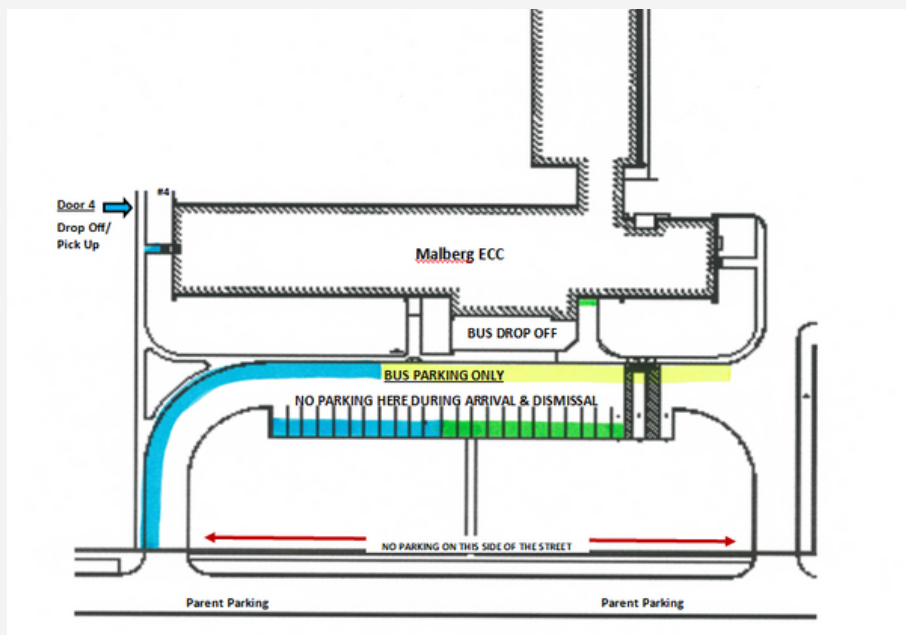
All parent(s) or designee(s) will be required to park on the street during arrival and dismissal. **NO CARS WILL BE PERMITTED TO ENTER THE PARKING LOT DURING ARRIVAL AND DISMISSAL.** Please be respectful of residents' driveway clearances when parking on the residential streets.

Please see the map below for door and parking locations.

Some safety considerations:

- Be very careful if walking behind parked cars. If the car is occupied, be certain that the driver sees you so as to not back up.
- Use the crosswalks and sidewalks.
- **DO NOT WALK IN BETWEEN BUSES.**
- Please hold your child's hand until handed over to our staff.

These procedures will begin on the first day of school. Please call if you should have any questions.



Malberg ECC Website
<https://www.chclc.org/Domain/8>



PARENT PORTAL (GENESIS)

Genesis is our district's Parent Portal where you will have access to your child's information. Below is the outline of forthcoming information and forms. As in years passed, once the forms are complete, you will have access to your student's teacher.

On or about August 24

Parent Portal (Genesis)

The following information can be found in Genesis:

- Bus assignments
- Teacher/Class Assignment
- Parent/Emergency Contact information (you are able to update throughout the school year)

Important school forms that need to be completed on Genesis:

- Malberg ECC Volunteer Acknowledgement Form
- Student Code of Conduct/AUP
- School Nurse Health Record Update
- Acetaminophen/Ibuprofen Authorization Form
- Military Affiliation
- Media Release
- Free/Reduced Lunch Application Process Awareness Form
- Technology Survey
- Technology - Chromebook Loaner Agreement
- Malberg Permission Slip for Neighborhood Walk
- Documents Review Verification Form including:
 - Social Media Info (including Student computer & Genesis log-in information)
 - Family Educational Rights and Privacy Act Information Act (FERPA)
 - Integrated Pest Management Information (IPM)
 - Asbestos Hazard Emergency Response Act (AHERA)



OUR CURRICULUM

We use Teaching Strategies' *Creative Curriculum for Preschool* in all our preschool classrooms. The best way to learn about our curriculum and stay up-to-date with your child's progress is by using the Teaching Strategies Family App. Please use the QR Code below to download the app.




Introducing Teaching Strategies Family

Family involvement in learning is key to your child's success. We want to help you stay connected and support learning at home. The free **Teaching Strategies Family** app will help you support your child's learning. This tool offers two-way communication between school and home; rich, interactive playlists filled with family-friendly activities you can do with your child; and a digital children's library with over 200 titles.

Get **Teaching Strategies Family** for Free Today






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FLU SHOT INFORMATION

Attention Parents:

IMPORTANT FLU SHOT INFORMATION!

The State of New Jersey Department of Health and Senior Services has mandated that all preschool students under the age of 5 receive a flu vaccine between September 1, 2023 and December 31, 2023. Please schedule an appointment with your doctor early so that they will still have the vaccine.

AFTER YOUR CHILD RECEIVES THE IMMUNIZATION, PLEASE SEND IN A DOCTOR'S NOTE WITH THE DATE YOUR CHILD RECEIVED THE FLU SHOT

-OR-

IF YOU NEED INFORMATION ABOUT:

A request for a religion exemption or a note from your child's physician indicating that your child is medically exempt from receiving a vaccine...

PLEASE CALL, our school nurse, Heidi Setchel, 856-429-7283 x. 4012

**STUDENTS WHO DO NOT HAVE AN IMMUNIZATION CANNOT COME TO SCHOOL
BEGINNING
JANUARY 2, 2024.**

The Department of Health will not grant extensions.
Please schedule an appointment early to avoid having your child excluded from school.

PLEASE EMAIL YOUR CHILD'S NAME AND APPOINTMENT DATE TO OUR SCHOOL NURSE, Heidi Setchel (hsetchel@chclc.org).

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PTA INFORMATION

The Malberg Early Childhood Center has an active Parent Teacher Association. The Malberg PTA meets monthly to plan school-wide activities and other family events. Our 2023-2024 PTA President is Betsy Stewart and her email address is betsymalbergpta@gmail.com.

PTA MEMBERSHIP INFORMATION



Dear Parents and Staff,

Welcome to the 2023-2024 school year. Our PTA Executive Board has been hard at work this summer to bring you the best school year possible and in order for it to be successful we need YOU! By going to <https://malbergeccpta.memberhub.com/store>, scanning the QR code or returning the slip below in an envelope marked PTA membership with cash or check, you can become a member of PTA. With a paid membership you can volunteer for all the fun and exciting things we have planned.

Don't have the time to volunteer but still want to support our cause? You can simply make a one time donation to the PTA by selecting the donation tab in our store or simply check the box below with the amount you wish to donate.

We look forward to meeting all of you and your families !

Sincerely,
Malberg ECC PTA Executive Board



PARENT HANDBOOK

Our Parent Handbook, which includes all other necessary information for the school year can be found [here](https://www.chclc.org/Domain/8).

Malberg ECC Website
<https://www.chclc.org/Domain/8>

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TUITION STUDENTS

Dear Malberg Families:

Congratulations on your child's acceptance into our program! We look forward to working with you and your child throughout the upcoming school year and welcome you into the Estelle V. Malberg Early Childhood Center.

This letter is intended to provide information on tuition and how tuition is collected during the school year. The tuition for the 2023-2024 school year at Malberg is \$2,500.00 and the tuition is payable either in full or in monthly installments. The original deposit of \$30.00 that was collected upon acceptance into the program has been taken off the August payment. Your child is registered and you have been issued a Student ID Number. You can use your child's Student ID Number to set up your PAYSCHOOLS account to make your payments online. IF you chose not to set up a PAYSCHOOLS account, your payment should be mailed (with your child's name on the "notes" section) to the Arthur Lewis Administration building, address below. Monthly payments of \$250.00 are due each month on the 15th of the month September through May 15, 2024. There is a \$15.00 late fee.

If you are applying for financial aid, you will do so ONLINE. by completing the Free and Reduced Lunch Application. You will then be notified by the business office, directly, if you qualify for Free or Reduced Lunch. Your tuition would be Free or Reduced (\$1,250); based on that letter.

NOTE FOR MALBERG PARENTS: When you enter the PAYSCHOOLS portal, you will see the assigned fees. Click on the MALBERG fee and place it into the cart to make the payment. When making the payment, you can either choose ACH or credit card for payment method. There is a fee associated with online payments. ***This fee is determined and charged by the 3rd party, not the Cherry Hill Public Schools.*** Visit the following URL for details to access PAYSCHOOLS: <https://tinyurl.com/v9f7frxr>

If you prefer to write a check or send a money order, please make payable to Cherry Hill Board of Education and mail/drop off to: Cherry Hill Public School District, Finance Office, 45 Ranoldo Terrace, Cherry Hill, NJ 08034, Attn: Mindy Kegel.

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