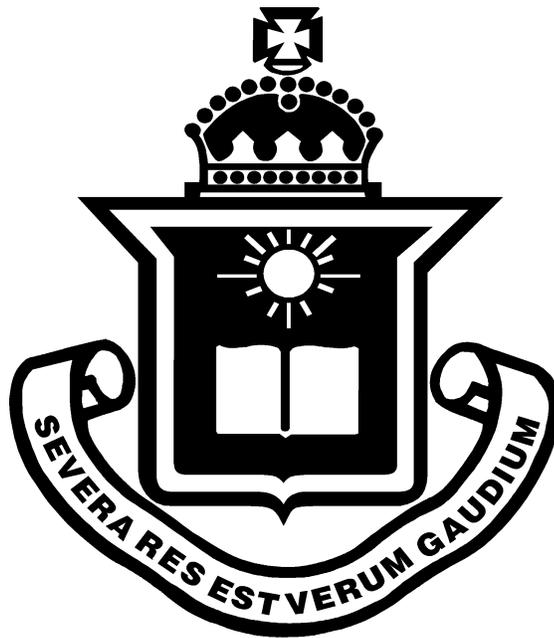


# ***RUTGERS PREPARATORY SCHOOL***

***1766***



**THE ABCs of RPS**

**LOWER SCHOOL**

**FAMILY INFORMATION**

**2017-2018**

## LOWER SCHOOL

Headmaster  
Principal  
Secretary  
School Nurse  
School Nurse  
Director of Technical Services  
Systems Administrator  
Librarian  
Librarian  
Library Assistant  
Library Assistant  
Guidance  
After School Program Director  
Gym Care Coordinator

Dr. Steven Loy  
Mrs. Kathie M. Rusyn  
Ms. Mary Beth Keane  
Mrs. Maureen Olsen  
Mrs. Maria Bowers  
Mr. Mark Nastus  
Mr. Michael Nardulli  
Ms. Paula D’Introno-Watts  
Mrs. Alicia Conroy  
Miss Christine Kazal  
Mrs. Sandra Kalista  
Dr. Wendy Winograd  
Ms. Marianna Stevenson  
Mrs. Vanessa Gustin

## TEACHERS

Fifth Grade  
Fourth Grade  
Third Grade  
Second Grade  
First Grade  
Kindergarten  
Kindergarten  
Junior Kindergarten  
Junior Kindergarten  
Pre-Kindergarten  
Pre-Kindergarten Assistant  
Computer/IDEAS  
Robotics/APP Creation  
Physical Education  
Physical Education  
Physical Education  
Spanish  
Art  
Music: Lower School Choir  
Music: Lower School Band  
Music: Lower School Orchestra  
Music: Pre Kindergarten through Grade 5  
STEAM

Mrs. Colleen Vinchur  
Mrs. Samantha Withum  
Mrs. Sandi Klinger  
Mrs. Kimberly Knox  
Mrs. Barbara Corbin  
Mrs. Wendy Jankowski  
Mrs. Amy Merges  
Mrs. Lanetta Putnal  
Mrs. Debra Fehl  
Mrs. Mary Kay Papa  
Mrs. Vanessa Gustin  
Mrs. Erin Varga  
Mrs. Alicia Conroy  
Mr. Michael Lamb  
Mr. Mark Tyree  
Miss Christy Giamella  
Mrs. Vivian Turk  
Mrs. Erin Varga  
Ms. Anna Espinoza  
Mrs. Lisa Peterson  
Mrs. Lyssandra Stevenson  
Ms. Anna Espinoza  
Mrs. Leslee Atiram  
Mrs. JoAnn Miller

## **OWER SCHOOL PHILOSOPHY (Working and Playing Together)**

**Lower School nurtures the social, emotional, and academic growth and development of each child’s potential by means of age-appropriate challenges in a supportive atmosphere. Students are encouraged to take risks and to share their ideas, thinking, and problem-solving strategies during whole-class lessons; in small group cooperative activities; and on individual projects.**

**AFTER SCHOOL PROGRAM**

Any student in full day Pre Kindergarten through grade 5 may register to participate in ASP. The program holds daily sessions, Monday through Friday, from 3 to 6 pm. The ASP includes arts and crafts, outdoor play, and a supervised, quiet, homework period on Monday, Tuesday and Wednesday. Students staying in the ASP should bring a snack. The Pre Kindergarten and Junior Kindergarten school day ends at 2:40 pm. Children may be picked up in their classroom at that time. Students who are not picked up then will begin ASP in the Pre Kindergarten classroom with the After School Program Staff.

**ATTENDANCE**

The school believes that regular attendance is important to learning. **Please call the school office by 8:30 am if your child is ill or otherwise unable to attend school, followed by a note upon the child’s return to school.** It is the student’s responsibility to get homework; to facilitate this, a homework buddy should be decided early in the year. Mrs. Keane will call home if a parent fails to report an absence. Please sign students in at the office if you are dropping them off after 8:30 am. Children being picked up early must sign out with the secretary.

**BOOKS AND MATERIALS**

Students, in grades Kindergarten through grade 5, are expected to supply their own materials such as pencils and paper. Each teacher will explain special needs for each class. In most cases these materials can be purchased at the school store. The teacher will distribute books.

**2017– 2018 SCHOOL STORE INFORMATION SHEET**

The School Store is located opposite the Cafeteria in the Dining Commons Building. The School Store carries clothing and accessories in addition to school supplies for all Grades. The School Store is open every day. Please check the schedule listed below for dates and times.

<b><u>SCHOOL STORE HOURS AUGUST 21 - SEPTEMBER 8</u></b>	
-	<u>Monday - Thursday, August 21 - 24.....10:00 AM - 4:00 PM</u>
	<u>Friday, August 25.....12:00 PM - 6:00 PM</u>
	<u>Monday - Thursday, August 28 - August 31.....10:00 AM - 4:00 PM</u>
	<u>Friday, September 1*.....12:00 PM - 6:00 PM</u>
<b><u>CLOSED MONDAY, SEPTEMBER 4</u></b>	
	<u>Tuesday - Friday, September 5 - 8..... 8:30 AM - 3:30 PM</u>
 <b><u>*SEPTEMBER 1 - OPEN 9:30 AM - 12:00 PM</u></b>	
<b><u>FOR NEW PARENT/STUDENT ORIENTATION</u></b>	
-	Store hours beginning <b>Monday, September 11</b> will be:
	<u>Monday, Tuesday &amp; Thursday..... 10:30 AM - 3:30 PM</u>
	<u>Wednesday &amp; Friday..... 11:30 AM - 1:30 PM</u>
-	<b><u>THE SCHOOL STORE IS CLOSED ON WEEKENDS AND ALL SCHOOL HOLIDAYS</u></b>

**BUS**

Lower School students will sit near the front of the bus. All students must remain seated. Nothing is to be thrown on the bus or out any window. Older students are to help younger students. Voices are to be low and conversation respectful. **Students planning to go home with a friend must bring a note signed by a parent. In these situations, the friend must also bring a note.** Students are permitted to ride on the RPS commissioned bus to go home with a friend only occasionally.

## COUNSELING AND GUIDANCE

Counselors are available to meet with students and/or their parents about academic, social, or emotional issues. Students may initiate a meeting with the counselor, or it may be requested by a parent, teacher, or administrator. Students' privacy will be protected in accordance with the law and professional ethics. Anything shared with the counselor will be kept confidential unless the student gives permission that it be shared or when the student shares information that reveals a clear and present danger to self or others. When appropriate, the counselor may refer families to outside therapists.

## DAILY ROUTINE

The school day begins at 8:20 am and ends at 3:00 pm (grades K-5), 2:40 pm (grades PK & JK). Buses leave at 3:15 pm. ASP and Study Hub begin at 3:00 pm.

Students have a homeroom teacher as well as other teachers of special subjects. Students will see a teacher other than the homeroom teacher in the following areas:

- Art
- Band (a choice beginning in grade 4)
- Choir (beginning in grade 3)
- Orchestra (a choice beginning in grade 4)
- IDEAS/Computer/APPS (beginning in Kindergarten)
- Guidance
- Leadership (grade 5)
- Spanish
- Library
- Music
- Physical Education

## DRESS CODE

All clothing is expected to be appropriate, clean, neat, not distracting to others, and in good repair. The cooperation of the entire school community is expected in encouraging all Lower School students to adhere to the spirit of our dress code.

From Pre Kindergarten through grade 5, children wear the same clothing for both class and gym. It must, therefore, be sturdy enough for play but also appropriate for the classroom. **No blue jeans, tights, (except under skirts or dresses), exercise leggings (except with a long, knee length top/sweater), spaghetti straps, tank tops or flip-flops are allowed.** The Pre Kindergarten through grade 2 children may wear sweatpants in good repair and tee shirts **without** slogans on them. In grades 3, 4 & 5 boys are required to wear tucked in shirts and dress pants or shorts. **If RPS polo/golf (collared) shirts are worn, they DO NOT have to be tucked in.** During cold weather, RPS sweatshirts may be worn. **Colored tee type shirts without slogans or pictures on them are fine, but must be tucked in.** Girls are required to wear dresses or skirts, pants, or shorts with blouses. Again, no exercise-type leggings are permitted. **Blouses and colored tops without slogans or pictures on them are fine.** Skirts must be the **appropriate length**. Sneakers may be worn and are required for gym.

- Dress clothing may be required for special school trips, class programs and special assemblies such as the Closing Day Assembly.
- In rainy weather or when snow has fallen, students should wear removable boots or overshoes.
- A long-sleeved smock for Art is needed for Kindergarten through grade 5.

## “EARLY BIRDS”

Early Birds is held in the Barn, from 7:30 am through 8:10 am. All students, who arrive before 8:10 am, are to go directly to the Barn where Mrs. Keane will be present to monitor those who arrive early. Early Bird students need to have a book to read or a small, quiet game in their backpack at all times so they can pass the time quietly and have fun.

## **GYM CARE**

When school is not in session for other than religious or national holidays, a Gym Care Program offers special all day sessions, 8 am – 5 pm.

## **HEALTH**

- **Medication**: All medications (prescription and over-the-counter) will be administered only by the School Nurse. Parents must complete a Request for Administration of Medication Form. These forms may be obtained from the School Nurse's office, filled out by the licensed prescriber with written signature from the parent, and returned to the School Nurse. The parent or other designated adult is responsible for the transportation for the medication to and from the Nurse's office in its *original* labeled container.
- **Nurse**: If a student should become ill or hurt during the school day, they should notify the teacher in charge to be seen by the School Nurse. A classmate (or teacher) will be selected to accompany the student to the Nurse's Office. Children cannot remain in school with a fever of 100 degrees or higher, undiagnosed rash, potential undiagnosed contagious disease, vomiting, diarrhea, red, inflamed or discharging eyes.

## **LOST AND FOUND**

Lost and found articles should be reported to the Lower School Office. To prevent loss, **please label all possessions.**

## **LUNCH**

Everyone in Pre Kindergarten, Junior Kindergarten and Kindergarten brings their lunch. Each student needs to have his/her name on their lunch box or bag. First through Fifth graders eat in the Dining Commons, Monday through Friday.

## **SAFETY**

Parents are requested to help by **NOT** driving beyond the designated parking areas. **HELP KEEP US SAFE.**

## **IMPORTANT SAFETY PROCEDURES**

At Rutgers Preparatory School, we all feel that the safety of our children and all in our community is of paramount importance. Therefore, we would like to summarize the procedures we have in place to assure safety for all and ask your assistance in implementing them:

- We have no traffic on campus with the exception of parking lots and access driveways between 8:10am and 3:15pm.
- Pre Kindergarten and Junior Kindergarten students are “hand delivered” to the appropriate teachers and unless in ASP, are picked up from the classroom.
- Children in Kindergarten should be picked up at 3 PM, by a designated adult, outside the ECEC door closest to the Music Building.
- Children in grades 1 through grade 5 will not be released to a parent sitting in a vehicle; parents with children in grades 1 through grade 5 are to park their cars in a designated slot and walk to the top of the hill to meet their children.
- The principal must be advised when it is necessary for a parent to drive down to the Lower School building during school hours.
- Vehicles enter the parking lot through the proper entrances which are clearly marked; exits are for exiting only.
- An adult must accompany children, when in a car at any time on the school campus.
- Children assembling for the After School Program are escorted (Kindergarten and grade 1) or dismissed (grades 2 through 5) to the Barn.
- A parent must notify the school by **8:30 am** when a child is going to be late or absent; if the school does not receive a call, the secretary will call home.

- The safety of our children is everyone's responsibility. We ask all parents to intervene if you see a child in jeopardy; inform the person in charge or address the situation directly if it appears that no one is nearby.
- We ask all parents to accept the responsibility to address any parent who might be in violation of these safety procedures and to inform the administration at the time of the violation.
- **IF WE ALL WORK TOGETHER, WE WILL ASSURE THE WELL-BEING OF OUR CHILDREN AND ALL MEMBERS OF OUR RUTGERS PREPARATORY SCHOOL FAMILY.**

### **SAFETY TEAM**

Fourth and Fifth graders who have demonstrated responsibility are chosen to be members of the Lower School Safety Team to assist and remind the younger students concerning safety issues.

### **SOCIAL ORIENTATION**

**Attitudes** – Students are expected to develop:

- Respect for their neighbors' good qualities, patience with their faults.
- Intellectual curiosity.
- Admiration for excellence in people and things.
- Striving for excellence in oneself and one's performance.
- Discriminating judgment based on fact and reason.

**Habits** – Students are expected to:

- Greet teachers upon entering the classroom in the morning and greet adults encountered in corridors.
- Wait at the head or foot of the stairs if an adult or another class is using them.
- Defer to the smaller and younger by opening and holding doors, permitting them to precede in the hallways, when boarding buses and on other appropriate occasions.
- Speak quietly and correctly without slang, profanity, or derogatory terms.
- Wait one's turn to speak in a group; not interrupt others.
- Dispose of litter after lunch.
- Have clean hands and combed hair.
- Shake hands with the teacher at dismissal.

**Rules** – Students are expected to:

- Go to the **BARN** until it is time to go the classroom if they arrive before 8:10 a.m. in the morning.
- Walk to and from the buses on the designated paths. Students going home by car should use the designated paths to get to waiting parents.
- Walk quietly in the halls and on stairways
- Keep lunches, books, clothing and other equipment neatly in the space assigned.
- Exit in silence during fire drills.
- Protect school property and help maintain our environment in good order.
- Play non-contact games during recess period. (Gym class provides ample opportunity for organized Sports.)
- Remember that chewing gum on campus, on buses or off-campus when the activity is sponsored by the School is not allowed

## **SPECIAL ACTIVITIES**

**(Look forward to these special happenings!)**

**ASSEMBLIES** During the year we have several assemblies such as:

- Bus Safety & Fire Safety
- Crime Prevention
- Music
- Classes sharing plays, puppets, etc.
- Ethnic Pride
- Writing Day/Science Fair/Math Carnival (alternating schedule)

### **BOOK FAIR**

Students have an opportunity to purchase books for friends, families, and themselves.

### **BUDDIES**

The Fifth Graders and Kindergartners are ‘buddies’; they share many activities throughout the year.

### **CLASS PROGRAMS**

Most classes, individually or in combination with the other class at the grade level, present an annual program to which parents are invited.

### **COMMUNITY SERVICE**

The Lower School collects food, holiday gifts, and clothing for those in need. In classrooms we do jobs that will make learning together easier and more fun. Beginning in grade 3, classes take on certain responsibilities, which help all students in the Lower School.

- Raising and Lowering the flag
- Safety Team
- Lower School Leadership Team

### **DRAMA**

Everyone has opportunities to be involved in performing within the classroom, as part of assembly presentations. Some of these productions are even taken “On the Road”.

### **FIELD TRIPS**

Each class takes several field trips each year. Trips are coordinated with many subject areas and may include museums, nature centers, the theatre, farms, historical places, the circus, the local post office and a dentist’s office. Parents often accompany classes on their field trips. Field trips are considered part of the curriculum. Students are expected to attend.

### **GUEST SPEAKERS**

Parents and other community members are invited in to share their expertise with classes.

### **MUSIC**

A special third, fourth and fifth grade choir, and a fourth and fifth grade orchestra and band present an annual concert. Additional music concerts showcasing various instruments are held throughout the year .

### **READ-ALoud PROGRAM**

Members of the Rutgers Preparatory School family are invited to read to the classes in the Lower School.

### **YEARBOOK**

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### **SPECIAL DAYS**

- **BIRTHDAYS:** On your child’s birthday, through pre-arrangement with the teacher, a student may bring a snack size treat for classmates. \*\*If your child is having a party at home, invitations can be distributed at school **ONLY** if the whole class is invited.
- **CLOSING DAY:** Closing exercises for Kindergarten through Grade 5 students, equivalent to an assembly, are held on the last day of school followed by a reception for students, parents and faculty. Students dress up for this special assembly.
- **CLUBS:** In grades 1 through 5, during January and February, parents and teachers offer their talents to students by way of clubs. Students choose the club they wish to join.

- **ETHNIC PRIDE FESTIVAL:** Each fourth grade student studies the culture of one of his ancestral countries in depth. These studies culminate in an Ethnic Pride Festival. All classes celebrate cultures of the world throughout the year.
- **FAMILY DAY:** In May the Lower School invites parents, grandparents, and friends to see an art show, a music show, a physical education show, a computer show, a World Language presentation, and a picnic. (There are surprises, too!) It is a day of fun.
- **FIELD DAY:** Shortly before the closing of school, special events and games are scheduled as a cumulative activity of the Physical Education Department. These are scheduled as two separate Field Days, one for Kindergarten through grade 2 and one for grades 3 -5.
- **SPANISH LANGUAGE CELEBRATIONS:** Pre Kindergarten through fifth grade students celebrate customs around the world as they explore language around the world.
- **HALLOWEEN:** All Lower School students wear costumes and parade through the school buildings. Parents are welcome to attend the parade.
- **HOLIDAYS:** National holidays are part of our studies and celebrations. We also learn about the special days, which a classmate may celebrate.
- **PIONEER DAY:** Third Graders celebrate a day in colonial times with food, dress, dance and games of the period.
- **PLANTING DAY:** During a day set aside in October each student brings in bulbs or hardy winter flowers and plants them with their classmates to enhance the beauty of our campus.
- **SCIENCE FAIR:** Students in grades K-5 participate in the Science Fair which occurs every three years.
- **VALENTINE'S DAY:** Classes often plan Valentine Parties. These usually include refreshments arranged by class parents or student committees, and the opening of the "mail box".

### **WRITING EXCHANGES**

- **PEN PALS:** Many classes participate in pen pal exchanges in the United States and abroad.
- **UPPER SCHOOL/LOWER SCHOOL/MIDDLE SCHOOL:** Students in Upper School and Lower School have writing exchanges, and other teaching/learning experiences. Middle School students share their writing with Lower School students.

## **PRE KINDERGARTEN AND JUNIOR KINDERGARTEN PROGRAMS**

The Pre Kindergarten and Junior Kindergarten Program at Rutgers Preparatory School help the young child to adapt to the new world of formal education and to develop the skills and the self-confidence needed to function productively and happily. Opportunities for experimentation and discovery exists in a warm, child-centered atmosphere under the direction of experienced teachers who respond with insight at critical stages of the physical, social, emotional, and intellectual growth of each child.

Children have opportunities each day to direct their own activities, as well as to work in more structured ways under the direction of the teachers. For self-directed activities, materials designed to expose the student to such areas as language, math and reading readiness, science, and art are available. Working with manipulatives enables the child to explore his or her immediate world, to develop creativity, and to promote independence. In "structured play" situations, children learn from each other and further develop social skills and school orientation.

Activities directed either by the Pre Kindergarten and Junior Kindergarten teachers or by one of Rutgers Preparatory School's special subject teachers (art, guidance, music, library, physical education or Spanish) develop into longer periods as a child's attention increases. A child's self-esteem grows, as well as his/her understanding of others and his/her ability to share. Each child is given the opportunity to grow at his/her individual rate experiencing tasks that maximize development in an atmosphere of fun and excitement while developing a positive school attitude and an eagerness for learning.

## **PROGRAM INFORMATION**

### **Attendance**

Children are expected in school daily. If a child is ill, home is the best place for him. If a child will be absent, a parent must call the Lower School office before 8:30 am. The number is **732-545-5600**.

### **Arrival and Dismissal Procedures**

Children are to be delivered directly to the classroom by 8:20 am and picked up at the classroom at 12 noon for half-day session or 2:40 pm for full day. Early arrivals between 7:30 and 8:00 am are to be delivered directly to the **Barn** where Mrs. Keane will monitor the children until the assistant teacher comes to take the children to their classrooms. Children may be picked up in their classroom at 2:40 pm. Students not picked up will begin ASP at 3:00 pm in the Pre-Kindergarten classroom. Students staying in the ASP should bring a snack. Children remaining in the ASP may be picked up there between 3:15 and 6 pm. There is no charge for Pre Kindergarten and Junior Kindergarten children attending ASP. Children will be dismissed only to those persons designated in writing by a parent.

### **Birthdays**

A special snack sized treat for a child's classmates for a birthday celebration needs to be pre-arranged with the teacher.

\*\*If your child is having a party at home, invitations can be distributed at school **ONLY** if the whole class is invited.

### **Clothing**

Children should wear sturdy, comfortable clothing as they will be involved daily in recess and/or Physical Education. An extra set of clothing (socks, underwear, pants, and shirt) needs to be kept in the classroom in a shoebox labeled with the child's name. This clothing needs to be changed with seasons and growth. A rain poncho should be left in the backpack. We ask that **no blue jeans** be worn to school; this follows the general school policy. Sneakers are needed for physical education classes and may be worn to school.

### **Communication**

Teachers will send newsletters and special parent information home on a regular basis. In addition, there are bulletin boards in the Junior Kindergarten corridor and outside the Pre Kindergarten classroom, where announcements will be posted. Parents often see the teachers upon arrival and dismissal. Parents are encouraged to call the school and leave a message if they wish to speak to a teacher. Teachers will return a parent call as soon as they are able.

### **Conferences**

There are formal conferences in November, at the end of the year, and as needed throughout the year.

### **General Needs**

Pre Kindergarten and Junior Kindergarten students will need a backpack large enough to carry projects and a lunchbox (full day students), and sneakers that are needed every day (wear or change into).

### **Lunch**

A nutritious lunch and a drink are needed for the noon meal for Pre Kindergarten and Junior Kindergarten children staying all day. Snacks are provided in the morning.

### **Parent Involvement**

Class parents help with celebrations. In coordination with the classroom teacher, parents may be guests, lunch visitors, or chaperones for field trips, and they are most welcome guests at special student performances.