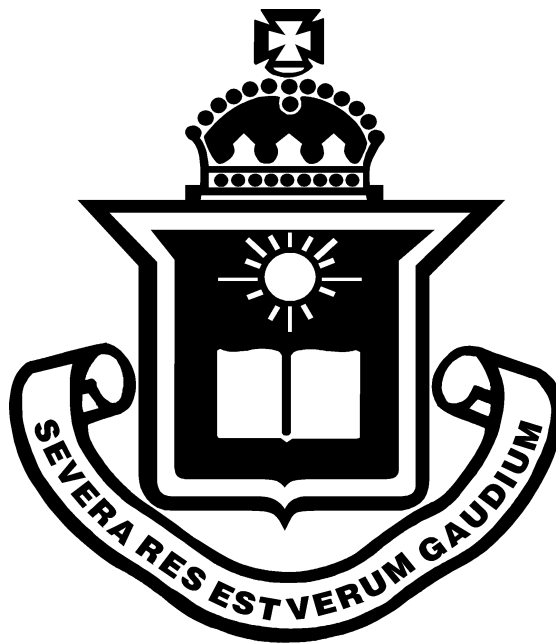


RUTGERS PREPARATORY SCHOOL

1766



THE ABCs of RPS

LOWER SCHOOL

FAMILY INFORMATION

2020-2021

LOWER SCHOOL

Headmaster
Principal
Secretary
School Nurse
School Nurse
Director of Technical Services
Systems Administrator
Librarian
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
Mrs. Alicia Conroy
Ms. Maria Printon
Dr. Wendy Winograd
Ms. Mary Beth Keane
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
World Cultures
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. Jennifer Perone
Mrs. Barbara Corbin & Mr. Kyle Lewis
Mrs. Wendy Jankowski
Mrs. Amy Merges
Mrs. Lanetta Putnal
Mrs. Katherine Lauder
Mrs. Mary Kay Papa
Mrs. Vanessa Gustin
Mrs. Erin Varga
Mrs. Alicia Conroy
Mr. Michael Lamb, Mr. Epps
Mr. Mark Tyree, Mrs. Applebaum
Miss Christy Giamella
Mrs. Vivian Turk
Mrs. Erin Varga
Ms. Anna Espinoza
Mrs. Lisa Peterson
Mrs. Lyssandra Stephenson
Ms. Anna Espinoza
Mrs. JoAnn Miller

LOWER 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, Wednesday and Thursday. 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.

DUE TO THE COVID-19 PANDEMIC AND THE NEED TO SOCIALLY DISTANCE, THE AFTER SCHOOL PROGRAM IS CURRENTLY NOT TAKING PLACE.

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. Children being picked up early must call the office and pick-up instructions, including location, will be given.

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.

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.

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 7:45 am and ends at 2:30 pm (grades 1-5), 2:20 pm (grades PK, JK & K).

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)
- World Cultures
- 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.

Due to COVID-19, LS Dress Code has been relaxed this year. Children in all grades should wear comfortable clothing and sneakers may be worn and are required for gym. **NO BLUE JEANS may be worn and not ripped clothing or articles of clothing with inappropriate slogans may be worn. NO spaghetti straps may be worn.**

- 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.

“EARLY BIRDS”

DUE TO THE COVID-19 PANDEMIC AND THE NEED TO SOCIALLY DISTANCE, THE EARLY BIRDS PROGRAM IS CURRENTLY NOT TAKING PLACE.

FOOD HEALTH POLICY STATEMENT

As an educational institution, we advocate daily for food choices for our students. A child’s nutritional education is equally as important. We have to instill this value in our children so that they will make good food choices throughout their lives. We encourage you to consider food choices and the lunches and snacks provided for your child including portions of foods, particularly food with added sugars.

DUE TO THE COVID-19 PANDEMIC, WE ARE ASKING THAT NO SNACKS BE SENT IN TO CELEBRATE HOLIDAYS OR BIRTHDAYS. CLASSROOM TEACHERS WILL SUPPLY TREATS TO CELEBRATE SPECIAL DAYS.

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.

DUE TO THE COVID-19 PANDEMIC AND THE NEED TO SOCIALLY DISTANCE, GYM CARE IS CURRENTLY NOT BEING OFFERED.

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 will eat in their classrooms with meals delivered by the Dining Commons.

SAFETY

Parents are requested to help by **NOT** driving beyond the designated parking areas. Also, **DUE TO COVID 19, WE ARE ASKING THAT PARENTS NOT COME INTO THE LOWER SCHOOL BUILDINGS. THANK YOU FOR HELPING TO 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 7:30 am and 3:15pm.
- Pre Kindergarten and Junior Kindergarten students are “hand delivered” to their building entrance where temperatures will be taken.
- Children in PK, JK and Kindergarten should be picked up at 2:20 PM, by a designated adult, outside the ECEC door closest to the Music Building.
- Children in grades 1 through grade 5 will be released to a parent in their designated pick-up area at 2:30 PM. Please be sure to be on time for pick up as there is currently no ASP available.
- 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 they are in a car at any time on the school campus.
- 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.
- Bid farewell to the teacher at dismissal.

Rules – Students are expected to:

- Go directly to the classroom upon arrival at school at 7:45 am..
- Meet parents in designated class space for dismissal.
- 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!)

DUE TO COVID 19, these activities and assemblies are on hold.

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. **Due to COVID 19, Guest Speakers will not be brought onto campus.**

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

WE WILL ASSESS THE SAFETY OF THESE ACTIVITIES AND MODIFY AS NEEDED BASED ON THE CURRENT CONDITIONS WITH COVID 19.

- **BIRTHDAYS:** **Due to COVID 19, we are asking that no treats be brought into classrooms to celebrate birthdays. Classroom teachers will find a way to make the day special for the children on their special day!**
- **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.
- **WORLD CULTURE 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.
- **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. **Due to COVID 19, this writing exchange is temporarily on hold.**

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, or physical education) 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 Building Entrance Door beginning at 7:45 am and picked up at the Building Exit door at 2:20 pm.

Birthdays

- **Due to COVID 19, we are asking that no treats be brought into classrooms to celebrate birthdays. Classroom teachers will find a way to make the day special for the children on their special day!**

****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. 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. Sneakers 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. Snacks are provided in the morning.

Parent Involvement **Due to COVID 19, parents will not be entering the LS Buildings.)**

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.