



East Orange Child Development Corporation



PARENT ORIENTATION HAND BOOKLET

2026-2027



EAST ORANGE CHILD DEVELOPMENT CORP.

682 PARK AVE • P.O.BOX 890 • EAST ORANGE, NEW JERSEY 07019

TEL: 973-676-1110 FAX: 973-676-8026



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KAREN H. JACKSON
Executive Director

VERONICA THOMAS
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ALTON JACKSON
Vice Chairperson

VALERIE BEST
Secretary

August 2026

Dear Parents and Guardians:

Welcome to East Orange Child Development Corporation. We are a private, nonprofit corporation organization to provide quality child care services to low income families in the city of East Orange. EOCD was established in 1965, and incorporated in 1970 within the City of East Orange, NJ.

EOCD is a comprehensive child and family development agency ensuring responsiveness to the children, families, and the community. The agency's goals are achieved through several major service areas including, but not limited to; Education, Health/Dental, Nutrition, Mental Health Services, Social Services, Parent Involvement, Administration, and services to children and families with special needs.

As the 2026– 2027 school year progresses we here at EOCD are available to assist you. Our goal is to see that every student, parent and guardian receives the best early education and intervention service we offer. We encourage you to speak to your social workers and teachers openly.

Attached is our handbook. It can answer some of your questions about the program. It is a valuable guide and resource of information that you may find useful.

Let us work together and strive for excellence in our children. Feel free to volunteer in our classroom; trips and other activities. Welcome again and we wish you a successful year.

Sincerely,

Karen H. Jackson

Executive Director

HEAD START GOVERNANCE & MANAGEMENT RESPONSIBILITIES

HEAD START PROGRAM PERFORMANCE PROGRAM STANDARDS

45CFR CHAPTER XIII – AUGUST 2024

1301.1 Purpose

An [agency](#), as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

1301.2 Governing body

(a) *Composition.* The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.

(b) *Duties and responsibilities.* (1) The governing body is responsible for activities specified at section 642(c)(1)(E) of the Act.

(2) The governing body must use ongoing monitoring results, data on [school readiness goals](#), other information described in [§1302.102](#), and information described at section 642(d)(2) of the Act to conduct its responsibilities.

(c) *Advisory committees.* (1) A governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.

(2) If a governing body establishes an advisory committee to oversee key responsibilities related to program governance, it must:

(i) Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,

(ii) Notify the [responsible HHS official](#) of its intent to establish such an advisory committee.

1301.3 Policy council and policy committee

(a) *Establishing policy councils and policy committees.* Each [agency](#) must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegate's operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.

(b) *Composition.* (1) A program must establish a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.

(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff. In the case of tribal grantees, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.

(c) *Duties and responsibilities.* (1) A policy council is responsible for activities specified at section 642(c)(2)(D) of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii) of the Act.

(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on [school readiness goals](#), other information described in [§1302.102](#), and information described in section 642(d)(2) of the Act to conduct its responsibilities.

(d) *Term.* (1) A member will serve for one year.

(2) If the member intends to serve for another year, s/he must stand for re-election.

HEAD START GOVERNANCE & MANAGEMENT RESPONSIBILITIES
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3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.

(4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.

(e) Reimbursement. *A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.*

1301.4 Parent committees.

(a) *Establishing parent committees.* A program must establish a parent committee comprised exclusively of [parents](#) of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local program level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.

(b) *Requirements of parent committees.* Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:

(1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;

(2) Have a process for communication with the policy council and policy committee; and

(3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.

1301.5 Training.

An [agency](#) must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

1301.6 Impasse procedures.

(a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each [agency's](#) governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must:

(1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;

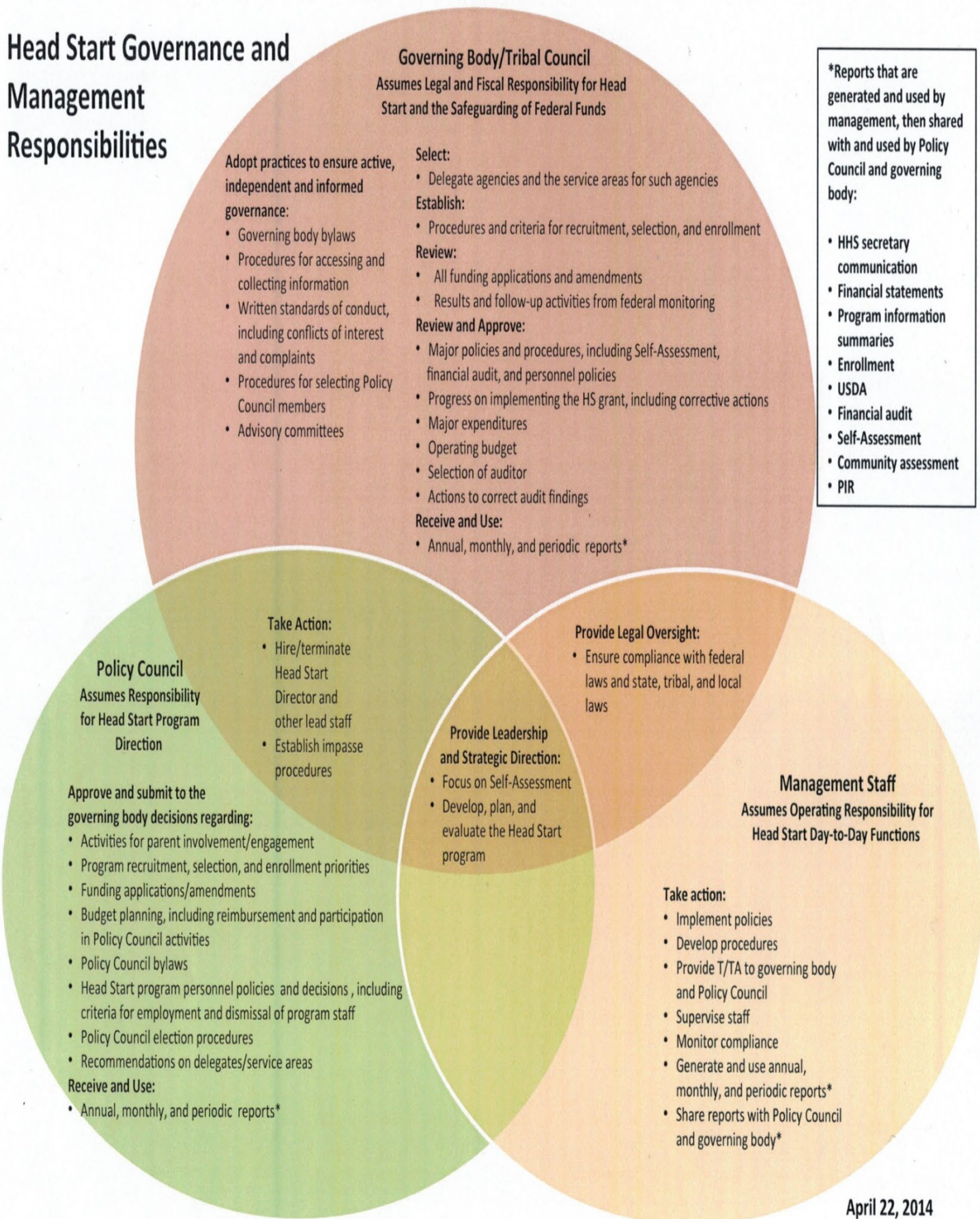
(2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,

(3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.

(b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

(c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

Head Start Governance and Management Responsibilities



Head Start Governance and Management Composition Requirements

Governing Body and Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

The governing body is composed of:

- At least one member with a background and expertise in accounting or fiscal management;
- At least one member with a background and expertise in early childhood education and development;
- At least one member who is a licensed attorney familiar with issues that come before the governing body; and
- Additional members who reflect the community to be served, including parents of currently or formerly enrolled children, and are selected for their expertise in education, business administration, or community affairs.

Please note that the Head Start Act does allow for **exceptions** to these composition requirements in certain cases; for further information regarding exceptions and the use of consultants, refer to the Head Start Act [Sec. 642\(c\)\(1\)\(B\)\(v\) and \(vi\)](#).

Policy Council Assumes Responsibility for Head Start Program Direction

The Policy Council is elected by the parents of children who are currently enrolled in the Head Start program.

The Policy Council is composed of:

- Parents of children currently enrolled in the Head Start program (including any delegate agency), who constitute a **majority** of the members of the Policy Council; and
- Members at large of the community served by the Head Start program (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program.

Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

The management staff includes the grantee organization's executive director, chief financial officer, Head Start program director, and key Head Start managers. Because different agencies have different organizational structures, key management staff titles and responsibilities can vary.

Governing body and Tribal Council members should refer to their Head Start program's organizational structure or chart to identify key Head Start managers in their organization.



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VALERIE BEST
Secretary

Date: ____/____/____

I _____ have received the following materials in my orientation package:

- 1) 1304.50 Appendix A, Governance and Management Responsibility.
- 2) Brief Explanation of "Ready Rosie" Active Parent Engagement System
- 3) Information to Parents & Division of Child Protection and Permanency (DCPP) formally DYFS Letter
- 4) Policy on Child Abuse / Neglect
- 5) Procedures for Positive Discipline Policy
- 6) EOCDL Transition Policy HSPPS: 1302.70
- 7) Agency Policy on Release of Children
- 8) Parents/Community Persons Grievance Procedures
- 9) Family & Community Engagement Agreement
- 10) Parent Family and Community Engagement Assessment Tool
- 11) EOCDL Family and Child Confidentiality Policy
- 12) Male Involvement Information Brother to Brother
- 13) Positive Solutions for Families
- 14) Yearly Calendar
- 15) Parent Committee Meetings
- 16) Urgent LETTER
- 17) Custody or Protection from Abuse Orders
- 18) Children's Suspensions/Expulsions
- 19) Policy on late pick-ups fees/Overview of EOCDL Wrap-Around Program
- 20) Parent Receipt of Information/ Photo and Video Release Form
- 21) Parent and Family Engagement in Education Child Development Services
- 22) What to Bring to School
- 23) Safe Sleep Practices
- 24) EOCDL Zero to 3 years old Program Goals & Curriculum
- 25) EOCDL Program Options
- 26) EHS Infant Daily Report
- 27) Attendance Works
- 28) Emergency Procedures/Emergency Preparedness

Parents are asked to retain the booklets for future reference and parent meetings. Please, when you have some free time, read the material in the booklet. If you have questions, please feel free to ask any staff person for clarification.

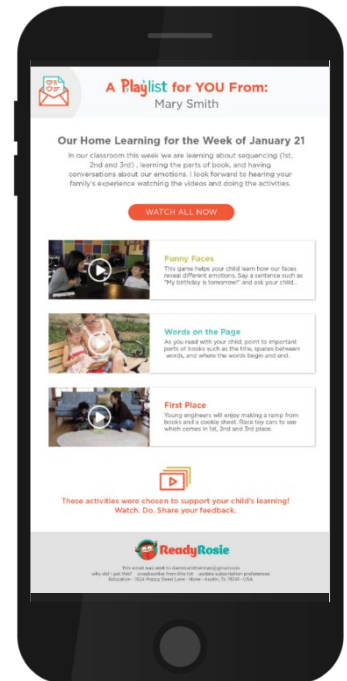
Parent/Guardian Signature

Child's Name

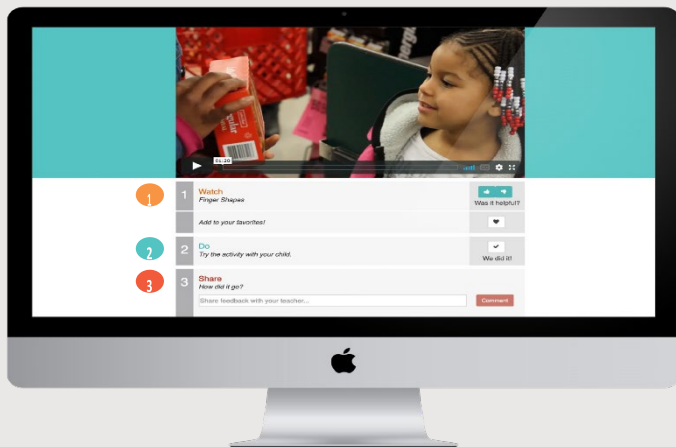
Center

Hi Families,

This is an exciting year! We will be partnering with the educational resource ReadyRosie to share powerful games and expert videos that support you and your child in his/her learning. Through our partnership with ReadyRosie you will have free access to their learning website and tools.



How It Works



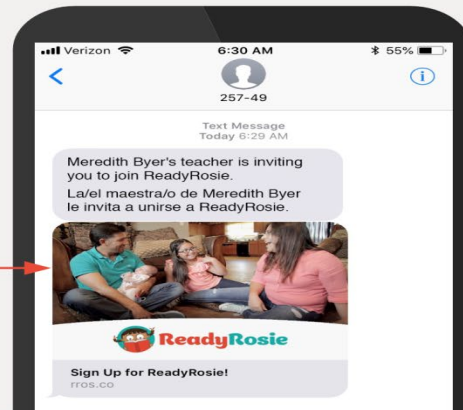
After you accept the invitation, each week you will:

- 1 Watch** videos modeling games and conversations that support what we are learning in school.
- 2 Do** the activities with your child and have fun learning together!
- 3 Share** your experiences and expertise with me as I partner with you in your child's learning journey!

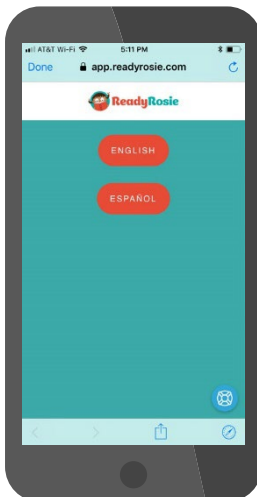
Keep an Eye Out!

You will receive a text or email that will say "[Your Child's] teacher is inviting you to join ReadyRosie."

Tap Here Twice

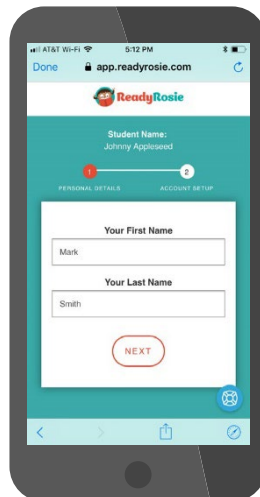


Registration Is Easy!



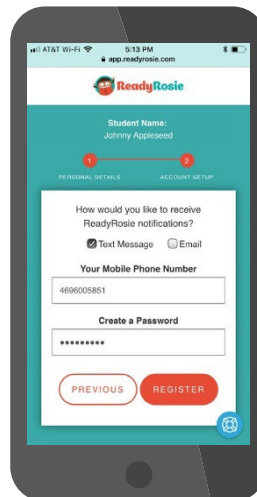
STEP ONE:

Choose Preferred Language



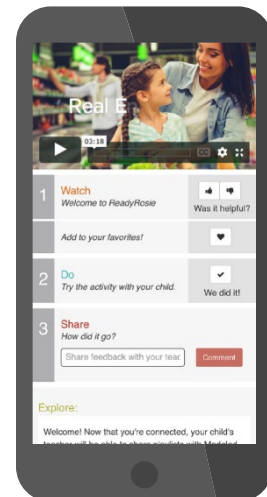
STEP TWO:

Enter Your First and Last Name



STEP THREE:

Choose How You Want to Receive Notifications:
Text / Email / Both a Password



STEP FOUR:

Your In! You Will Weekly Now Receive Messages with Activities Ideas!

Having trouble getting registered?

Email: support@readyrosie.com, or ask your child's Teacher for help.

Hi Families,

This is an exciting year! I will be using a resource called ReadyRosie to communicate with you and to provide meaningful activities that you can do at home to support your child's learning.

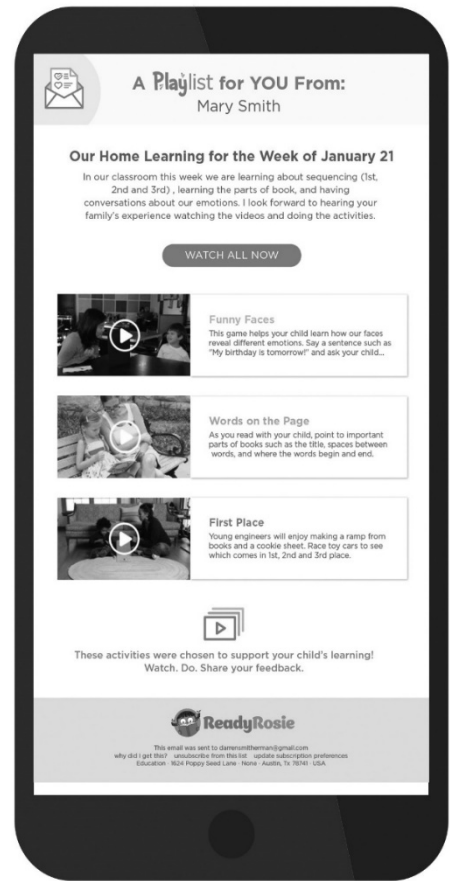
ReadyRosie is a simple tool for you to:

- Hear what we are doing in the classroom
- Discover activities and games you can play that relate to classroom learning
- Have more fun than ever with your child through meaningful interactions

The best part is that each activity/ game is modeled in a 2-minute video so you and your child can watch together and then play the game! You will receive these videos and communication via text message and/ or email.

I will need your email and/ or mobile phone to invite you to ReadyRosie. Please fill out the information below and return by tomorrow, so you can receive your invitation via text or email as soon as possible!

Thank you for partnering with me and for being active in your child's learning through ReadyRosie!



Click on the "CC" Button to access closed captioning and subtitles in Vietnamese and Arabic.



ReadyRosie

Sign me up for ReadyRosie please!

STUDENT NAME

YOUR NAME

YOUR MOBILE PHONE NUMBER

YOUR EMAIL ADDRESS



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Dear Parent (s):

In keeping with New Jersey's child care center-licensing requirements; we are obliged to provide you, as the parent of a child enrolled at our center, with this information statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline 1 (877) NJ ABUSE.

Please read this statement carefully and, if you have any questions, feel free to contact me at (973) 676-1110.

Sincerely,

Karen H. Jackson

Executive Director

INFORMATION TO PARENTS

(DCPP Letter)

2026– 2027
School Year

Please complete and return this portion to the center. (PLEASE PRINT)

Name of Child: _____ ***Center:*** _____

Name of Parent/Guardian (s) _____

I have read and received a copy of the information to parent's statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Children and Families.

Parent/Guardian Signature

Date: ____ / ____ / ____

Staff Signature

Date: ____ / ____ / ____

Department of Children and Families
Office of Licensing

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information, call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline*, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.



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Procedures for Reporting Suspected

Child Abuse/Neglect

1. Any Staff observing suspected child abuse/neglect must immediately call the Health Manager.
2. The Health Manager will immediately come to the classroom to observe the child.
3. The Health Manager will provide the Family and Community Engagement Manager with a Verbal report of their findings. This will be followed up with a written report to be shared with the Executive Director and all appropriate Managers.
4. The Family and Community Engagement Manager will report the incident to D.C.P.P. The FCE Manager will complete a contact sheet noting the name of the person contacted, date and time of call.
5. Assigned staff will report the incident to Division of Child Protection and Permanency (DCPP) formally DYFS (New Jersey DCCP Hotline 1-877-NJ-Abuse/1-877-652-2873). Staff will document action steps implemented, including DCCP representative names, date and time of call. These action steps will be shared with the Executive Director and designated Management/Supervisory staff.

This procedure must be strictly adhered to in all suspected child abuse/neglect cases in accordance with New Jersey State Law and Department of Child Care Licensing Requirements.



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PROCEDURES FOR POSITIVE DISCIPLINE POLICY

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

You can use positive discipline by planning ahead:

Anticipate and eliminate potential problems.

- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to each child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.



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EARLY HEAD START TRANSITION POLICY HSPPS: 1302.70

Transitions from Early Head Start

1. Early Head Start program implementation plan and strategies to support successful transitions for children and their families transitioning out of Early Head Start.

Timing for Transitions

2. To ensure the most appropriate placement and service following participation in Early Head Start, the program, at least six months prior to each child's third birthday, implements transition planning for each child and their family.
3. Take into account the child's developmental level and health and disability status, progress made by the child and family while in Early Head Start, current and changing family circumstances.
4. Enrollment requirements for Head Start, School District, and Early Childhood Program services in the community that meet the needs of the child and family.
5. Transitions into a Preschool program may occur during the school year after the child's third birthday based on the individual needs of each child.
6. Children may continue their participation in the Early Head Start program after their third birthday if necessary for the identification of an appropriate Preschool placement or School District enrollment requirement.

Family Collaborations

7. Collaboration meetings are scheduled with parents to implement strategies and activities that support successful transitions from Early Head Start such as in person parent conferences, virtual parent conferences, and other media.
8. Early Head Start Staff provides information about the child's progress during the program year and strategies for parents to continue their involvement in and advocacy for the education and development of their child.

Early Head Start and Head Start Collaborations

- 9. Early Head Start and Head Start program works together to maximize enrollment transitions from Early Head Start to Head Start according to the HSPPS 1302.10-1302.18 to promote successful transitions through collaboration and communication.**
- 10. Early Head Start and other Preschool programs collaborations are developed to identify strategies that support the individual needs of children and their families such as, School District, Charter School, Private School.**

Transition Services for Children with an Individual Family Service Plan

- 11. Additional transitioning strategies are implemented to support children with an Individual Family Service Plan according to the HSPPS 1302.60 – 1302.63.**

Education Strategies

- 12. Early Head Start program will implement individual learning activities and materials that promote school readiness skills according to HSPPS: 1302.31.**
- 13. Opportunities for parents and family members to become involved in their child's developmental progression of skills according to HSPPS:1302.34 and 1302.51.**

Dual Language Learners

The program supports dual language learners in managing and assessing their efforts to support full program participation for children and their families.

- 1. The program emphasizes the importance of communication in families' home languages. Collaborate with community agencies involved in DLL services.**
 - i)Collaborate with families to help them advocate for their children, and remain involved in their education through the transition and beyond.**
 - ii)Prepare families to identify and obtain services available to children who are dual language learners.**
 - iii)Prepare families to identify and obtain services available to children with disabilities**



EAST ORANGE CHILD DEVELOPMENT CORP.

682 PARK AVE • P.O.BOX 890 • EAST ORANGE, NEW JERSEY 07019

TEL: 973-676-1110 FAX: 973-676-8026



QUILLA TALMADGE
Chairperson

KAREN H. JACKSON
Executive Director

VERONICA THOMAS
Treasurer

ALTON JACKSON
Vice Chairperson

VALERIE BEST
Secretary

1302.71 Head Start Preschool to Kindergarten Transition Plan

East Orange Child Development Corporation (EOCDC) maintains procedures and coordinated activities to support successful transitions for children and families moving from Head Start Preschool to kindergarten. EOCDC works with families, the East Orange Board of Education (EOBOE), the East Orange Community Charter School (EOCCS), receiving schools, and other service providers to promote continuity of learning and services.

Transition Activities

Registration and Family Support

EOCDC assists families with kindergarten registration and provides current information about:

- Registration deadlines and required documents
- Immunization requirements
- Transportation and bus procedures
- School schedules and expectations
- Open houses and orientation activities
- Changes in services that may occur in kindergarten

EOCDC staff incorporates current EOBOE and EOCCS registration procedures into program practices and supports families throughout the registration process.

Records and Information Transfer

EOCDC coordinates with receiving schools and the Local Education Agency to support the timely transfer of appropriate child information. Activities include:

- Identifying each child's receiving school
- Completing a transition checklist
- Forwarding developmental records, reports, and portfolios with required authorization
- Sharing relevant information with kindergarten teachers
- Coordinating with Early Intervention, special education, or related service providers when applicable

Child and Family Preparation

EOCDC prepares children and families for the transition through:

- Parent workshops and transition meetings
- Take-home transition packets and learning materials
- Stories and classroom activities about starting kindergarten
- School visits, classroom tours, and field trips
- Kindergarten registration and open-house activities
- Opportunities for children to practice routines, independence, and school-readiness skills
- Introductions to other families and future classmates when possible

School and Teacher Collaboration

EOCDC maintains ongoing communication with preschool and kindergarten staff through:

- Teacher meetings and transition conferences
- Joint planning of workshops, registration events, and school visits
- Classroom observations and visits
- Discussion of school expectations, child development, and instructional practices
- Review of child portfolios and transition needs
- Coordination of summer transition activities or kindergarten camps when available

Monitoring and Follow-Up

EOCDC staff documents transition activities, follows up with families regarding incomplete registration requirements, and assists families in connecting with receiving schools and support services. Transition procedures are reviewed annually using feedback from families, staff, and school partners to identify needed improvements.

Through these coordinated efforts, EOCDC supports children and families in entering kindergarten with increased confidence, preparation, and continuity of services.

EAST ORANGE CHILD DEVELOPMENT CORPORATION

P.O. BOX 890 - EAST ORANGE, NEW JERSEY 07019

10:122-6. 10:122-6.5 Policy on the release of children
May be distributed to parents and staff members

POLICY ON RELEASE OF CHILDREN

Each child may be released only to the child's parent (s) authorized by the parent (s) to take the child from the center and to assume responsibility for the child in an emergency if the parent (s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy file, and comply with the terms of the order.

If the parent (s) or person (s) authorized by the parent (s) fail to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent (s) or person (s) authorized by the parent (s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent (s) or person (s) authorized by the parent (s), have failed and the staff member (s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent (s) or person (s) authorized by the child's parent (s) is able to pick-up the child.

IF THE PARENT(S) OR PERSON(S) AUTHORIZED BY THE PARENT(S) APPEAR TO BE PHYSICALLY AND/OR EMOTIONALLY IMPAIRED TO THE EXTENT THAT, IN THE JUDGEMENT OF THE DIRECTOR AND/OR STAFF MEMBER, THE CHILD WOULD BE PLACED AT RISK OF HARM IF RELEASED TO SUCH AN INDIVIDUAL, THE CENTER SHALL ENSURE THAT:

- 1) THE CHILD MAY NOT BE RELEASED TO SUCH AN IMPAIRED INDIVIDUAL;**
- 2) STAFF MEMBERS ATTEMPT TO CONTACT THE CHILD'S OTHER PARENT OR AN ALTERNATIVE PERSON(S) AUTHORIZED BY THE PARENT(S); AND**
- 3) IF THE CENTER IS UNABLE TO MAKE ALTERNATIVE ARRANGEMENTS, A STAFF MEMBER SHALL CALL THE 24-HOUR STATE REGISTRY HOTLINE 1-877-NJ-ABUSE (1-877-652-2873) TO SEEK ASSISTANCE IN CARING FOR THE CHILD.**

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s)

Policyreleaseofchildren



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**QUILLA
TALMADGE**

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Vice Chairperson

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Executive Director

VERONICA THOMAS
Treasurer

VALERIE BEST
Secretary

PARENT/COMMUNITY PERSONS

GRIEVANCE PROCEDURES

1. Any parent/community person who is dissatisfied with or has questions regarding program operation and related matters, must make the initial request for communication on an informal basis with the immediate supervisor in the area of concern. The issue would not be considered a grievance at this point unless the person receives an unsatisfactory response.
2. In the event a satisfactory settlement is not reached on an informal basis between the person and the immediate supervisor, an impasse can be considered to exist. The person may then submit his/her grievance in writing to the manager of the area of concern. A decision on the grievance will be made by the manager within three working days and the person will be so informed.
3. If a satisfactory settlement still has not been reached, the grievance will be referred to the Executive Director within three working days. A decision on the grievance will be made by the Executive Director in with three working days and the person will be so informed.
4. If the grievance has still not been satisfactorily settled, and the person desires to pursue it further, he/she must notify the agency of this fact no later than three working days after receipt of the decision from the Executive Director. The grievance shall then be referred to the policy council for review and settlement. A decision will be rendered by the policy council thirty-calendar days of receipt of the grievance.

NOTE: A GRIEVANCE FORM IS AVAILABLE UPON REQUEST FROM THE
FOLLOWING LOCATION:

**682 Park Avenue
East Orange, New Jersey 07017**



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FAMILY AND COMMUNITY ENGAGEMENT AGREEMENT BY PARENT OR GUARDIAN

DATE ____/____/____

I, _____ the undersigned, do

hereby authorize (EOCDC) to provide services for my child

_____. I also agree to notify the center or social worker if my

child is going to be absent or tardy.

I agree to follow the centers regulations and procedures as mentioned in the
parent manual.

Any change in home or work address or telephone number, must be reported
to the center or social worker immediately.

I understand that only the persons listed on the application will be allowed to
pick-up my child.

SIGNATURE PARENT OR GUARDIAN

Ehsfamilyand comm..partnerbyparent

**EAST ORANGE CHILD DEVELOPMENT CORPORATION
EAST ORANGE, NEW JERSEY 07017**

NAME: _____ CENTER: _____

CHILD'S NAME: _____ DATE: ____/____/____

PARENT, FAMILY AND COMMUNITY ENGAGEMENT FRAMEWORK ASSESSMENT TOOL

Please take a few minutes and fill out the Family Assessment form. The purpose of this tool is to find out what you would like more information on.

Family Well Being

	Strength	Adequate	In Need	N/A
<i>Housing</i>				
1. Special emergency needs such as; No Utilities; Homelessness; Inappropriate clothing for children, please specify.				
<i>Safety</i>				
1. Child abuse/adult abuse (physical/verbal).				
2. Safety in the home, accident prevention, poisoning				
<i>Health</i>				
1. Emergency first-aid, and home first-aid supplies;				
2. Sexually transmitted diseases/safe sex (contraceptives)				
3. Asthma in adult/children				
4. AIDS awareness				
5. Information on Health Maintenance Organizations (HMO)				
6. Women's health issues (breast exam, breast cancer, etc.)				
7. Reading food labels.				
8. Preparing different foods (healthy snacks) holiday recipe sharing				
9. Food Budgeting/planning menus.				
10. What to expect of children and their eating habits.				
11. Diets and food choices				
12. Weight control for every family member (over weight/underweight)				
13. Diets for various diseases i.e. Diabetes/Anemia etc.				
14. Diets for children who have specific health problems				
15. How to recognize and treat communicable/childhood disease. (Chicken Pox, Scarlet Fever, Ring Worm, Impetigo and Eczema				

familyneedsassessment 2018

EAST ORANGE CHILD DEVELOPMENT CORPORATION

Family Well Being

	Strength	Adequate	In Need	N/A
<i>Mental Health/Substance Abuse</i>				
1. Coping with Stress				
2. Personal Counseling				
3. Coping with Illness				
4. Managing Anger in yourself and others				
5. Coping with Death/Dying				
6. Drug abuse and alcoholism & effects on children/adults				
7. Domestic Violence				
<i>Financial Security</i>				
1. Budgeting, shopping for lowest prices (managing dollars-weekly/monthly)				
2. How to apply for financial aid				
3. Job Search				
4. Financial Literacy/Planning				
5. Information on Child Support and Paternity				
6. How to apply for a job interviewing skills/filling out an application/Dress for success				
7. Programs for Parents (Child Care Subsidy)+				
8. Employment				
Families as Learners				
<i>Education, Training and Life Goals</i>				
1. Groups for people in transition (recently divorced, separated, moved, etc.)				
2. Single Parent Support Group				
3. What local colleges are offering				
4. What training programs are available				
5. Computer Training/Navigating the internet				
6. Obtaining G.E.D./ Continuing Education				
7. Information on citizenship				
<i>Volunteering</i>				
1. Early Head Start and Head Start Program				
Families Engagement in Transitions				
<i>Transitions</i>				
1. Is family aware of the transition process				
2. The family understand their child's learning and development in the transition process				
3. Is the family actively engaged in transition				

EAST ORANGE CHILD DEVELOPMENT CORPORATION

	Strength	Adequate	In Need	N/A
Family Connections to Peers and Community				
<i>Families and Communities</i>				
1. Social Group for parents, such as bowling teams, plays, book club etc.				
Families as Advocates and Leaders				
<i>Leadership and Advocacy</i>				
1. Program Policy Makers Group/Board of Directors (Policy Council)				
Positive Parent Child Relationships				
<i>Nurturing Relationships</i>				
1. Coping with children with special needs				
2. Healthy marriages and relationships				
3. Techniques on how to handle an overactive/withdrawn or child under stress				
4. Parenting skills				
<i>Child Development</i>				
1. Discipline of children				
2. Language/reading activities				
3. Math/Science and Technology Activities				
4. Social /emotional development				
5. At home activities (_____age of child)				
Family as Life Long Educators				
<i>Family Education at Home</i>				
1. What local colleges are offering				
2. What training programs are available				
3. Computer Training/Planning				
<i>School Readiness</i>				
1. Child Assessment Data (Ages & Stages & Curriculum Activities and Teaching Strategies)				
<i>Promoting Primary Language</i>				
1. English Language Learners				
2. English for speakers of other languages classes (EOL)				

Partnering to Achieve Goals:

Please tell us about goals we can partner with you to support achievement : Short Term: _____

Long Term Goals: _____

FAMILY & COMMUNITY PARTNERSHIPS
FAMILY AND CHILD CONFIDENTIALITY POLICY

In accordance with the policies of East Orange Child Development Corporation and the New Jersey State Law regarding the confidentiality of information, the following guidelines must be adhered to:

- 1. All personal information secured about a child or the enrollee's family is considered confidential information.**
- 2. This information shall be accessible to the Parents upon request.**
- 3. Every East Orange Child Development Corporation enrolled family must be advised of records kept and that in a federally and state supported program, certain records of information are mandated.**
- 4. No information, verbal or written will be shared for any purpose to anyone without the written consent of the parent or guardian. The exception to this is Child Abuse.**
- 5. All pertinent information considered confidential must be secured in a locked file in the Center and/or Central Office.**

THE PROCEDURES ARE:

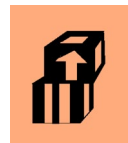
- 1. The Family and Community Partnerships Coordinator is responsible for maintaining the security of all records and must provide the necessary precautions for this security.**
- 2. All staff will be permitted access to the child's records only for specific purposes that will benefit the child and the family. Staff will sign for records upon removal or return to the file. A sign out/in book shall be kept in the file for signatures.**
- 3. No information requested by an agency may be released without the written consent of the parent or guardian.**
- 4. If records of a family are subpoenaed, the Family and Community Partnerships Coordinator must advise the family of this and will review records prior to sending them to the designated agency.**
- 5. Records of children will not be routinely transferred to receiving schools. Parents must be advised of their responsibility to deliver records or if unable, will give written consent for records to be sent by East Orange Child Development Corporation.**



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Brother to Brother

Male Involvement Program

***The Brother to Brother Program's primary purpose is to encourage men to take an active part in the academic and social part of their children's lives. Statistics have proven over and over again that children who have consistent and productive interaction with their fathers have a much better chance of succeeding at all academic levels as well as in the careers they choose. This in its self is enough reason to support the Brother to Brother Program.**

***The Brother to Brother Program also serves as a social and academic networking group. Many groups of people over the past 100 years or so have utilized the technique of networking to educate and further their personal, social, and economic standing. We have been trying to nurture this concept over the past several years here in the city of East Orange.**

I hope that more Dads, Grandfathers, Uncles or whoever is the significant male in a child's life will come on board and join our Male Involvement Program **meetings TBA.*

***Finally, I would like to take the time to welcome all prospective members. All functions and activities and trips are open to everyone's family and relatives. Any questions or concerns, please do not hesitate to call me, Mr. Reggie Miller at (973) 477-8431.**

Thank You in advance for your participation.



“ANYONE can be a **FATHER**, but it takes **SOMEONE SPECIAL** to be a **DAD...**” Wade Boggs

Brother to Brother Group/Mr. Reggie Miller, Facilitator

Get Support to:

RMMotivation@gmail.com

- Enhance Communication between Father and Children
- Co-Parent effectively and with confidence
- Handle stressful situations
- Dealing with Child Support
- Continue Education

**MY FATHER
DIDN'T TELL ME
HOW TO LIVE;
HE LIVED,
AND LET ME
WATCH HIM DO IT.**

Clarence B. Kelland

Name: _____ Child's Name _____

Center: _____ Phone #: _____

Email: _____

_____ Yes, I am interested

_____ No, I am not interested

EAST ORANGE CHILD DEVELOPMENT CORPORATION
P.O. BOX 890 - EAST ORANGE, NJ 07019 - (973) 266-5380



POSITIVE SOLUTIONS FOR FAMILIES PARENTING SUPPORT GROUP EAST ORANGE CHILD DEVELOPMENT CORP.

Positive Solutions for Families, is being offered to all **PARENTS/GUARDIANS** who are interested in learning how to promote their child's social and emotional skills, understand challenging behaviors, and use positive approaches to help children learn appropriate behavior. The sessions will begin, **(date and time to be announced)** Please indicate below if you are interested in attending. You may contact any Family and Community Engagement staff.

Positive Solutions For Families 2026 – 2027

PARENT /GUARDIANS NAME: _____

CHILD'S NAME: _____

CENTER/CLASS: _____

ADDRESS: _____

TELEPHONE NO: _____

EMAIL: _____

YES, I AM INTERESTED: _____

NO, I AM NOT INTERESTED: _____



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EOCDC Parent Committee Meetings 2026-2027

VIA ZOOM

Every Second Tuesday of the Month

Time: 4:00pm

DATES:

October 12, 2026

November 10, 2026

December 8, 2026

January 12, 2027

February 9, 2027

March 9, 2027

April 13, 2027

May 11, 2027

June 15, 2027



**EAST ORANGE
CHILD DEVELOPMENT CORPORATION**

P.O. Box 890 – 682 Park Avenue
East Orange, New Jersey 07019
Tel: (973) 676-1110 Fax: (973) 676-8026



2026-2027 ANNUAL SCHOOL YEAR CALENDAR		
# Days School in Session	DATES TO REMEMBER	REASON
	AUG. 24, 2026	Teaching Staff Return Home Visits, Staff / Parent Orientations
19	SEPTEMBER 3, 2026	First Day of School and ½ day for Students
	SEPTEMBER 4, 2026	½ DAY FOR STUDENTS
	SEPTEMBER 7, 2026	LABOR DAY – SCHOOLS & OFFICES CLOSED
	SEPTEMBER 23, 2026	12:00 P.M. – EARLY DISMISSAL - ½ Day for students Staff In-Service
20	OCTOBER 12, 2026	Columbus Day - SCHOOLS & OFFICES CLOSED
	OCTOBER 28, 2026	SCHOOLS CLOSED TO CHILDREN Staff Meeting In-Service
16	NOVEMBER 5 & 6, 2026	NJEA Convention - SCHOOLS & OFFICES CLOSED
	NOVEMBER 11, 2026	VETERAN'S DAY SCHOOL CLOSED
	NOVEMBER 25, 2026	12:00 P.M. – EARLY DISMISSAL - ½ DAY
	NOVEMBER 26 & 27, 2026	THANKSGIVING HOLIDAY SCHOOLS & OFFICES CLOSED
17	DECEMBER 23, 2026	12:00 P.M. – EARLY DISMISSAL - ½ Day
	DEC. 24, 2026 – JAN. 1, 2027	WINTER RECESS - SCHOOLS & OFFICES CLOSED
2027		
18	JANUARY 4, 2027	SCHOOLS AND OFFICES RE-OPEN Students & Staff Return
	JANUARY 15, 2027	ADMINISTRATIVE DAY SCHOOLS & OFFICES CLOSED
	JANUARY 18, 2027	Dr. MLK, Jr. Holiday -SCHOOLS & OFFICES CLOSED
	JANUARY 27, 2027	12:00 P.M. – EARLY DISMISSAL - ½ Day for students Staff In-Service
17	FEBRUARY 12, 2027	ADMINISTRATIVE DAY SCHOOLS & OFFICES CLOSED
	FEBRUARY 15, 2027	PRESIDENT'S DAY- SCHOOLS & OFFICES CLOSED
	FEBRUARY 24, 2027	SCHOOL CLOSED TO STUDENTS - In-Service Training
18	MARCH 5, 2027	12:00 P.M. – EARLY DISMISSAL - ½ Day - CRISPUS ATTUCKS DAY
	MARCH 11, 2027	ADMINISTRATIVE DAY SCHOOLS & OFFICES CLOSED
	MARCH 26, 2027	ADMINISTRATIVE DAY SCHOOLS & OFFICES CLOSED
	MARCH 29, 2027	ADMINISTRATIVE DAY SCHOOLS & OFFICES CLOSED
20	MARCH 30, 2027 – APRIL 2, 2027	SPRING RECESS - SCHOOLS & OFFICES CLOSED
20	MAY 12, 2027	12:00 P.M. – EARLY DISMISSAL - ½ Day for students Staff In-Service
	MAY 31, 2027	MEMORIAL DAY SCHOOLS & OFFICES CLOSED
16	JUNE 18, 2027	JUNETEENTH HOLIDAY SCHOOL & OFFICES CLOSED
	JUNE 21, 2027	12:00 P.M. – EARLY DISMISSAL FOR STUDENTS
	JUNE 22, 2027	12:00 P.M. – EARLY DISMISSAL FOR STUDENTS
	JUNE 23, 2027	LAST DAY OF SCHOOL FOR STUDENTS ½
Total 181	JULY 21, 2027	LAST DAY FOR EHS CHILDREN
181 Days = Student Days / 186 Days = Staff Days		
JULY 5, 2027 – AUGUST 6, 2027		HS Summer Program
JULY 26, 2027 - AUGUST 6, 2027		EHS Summer Program
*NOTE: There is one (1) emergency day built into the calendar; if additional days are needed beyond the one (1) built into the calendar, they will be made up at the discretion on EOCD's Governing Body and the East Orange School District.		
Notification System "ONE CALL NOW"		

NOTE: Emergency Closings will be posted on our website www.eocdc.org or our Facebook page @EastOrangeHeadStart

URGENT

Dear Parents:

We are experiencing a problem in our centers with children who are not arriving and/or being picked up on time. Please remember, the procedures of this agency are as follows:

1. Late **two-three** times – Parents must see their Family Advocate/ Social Worker.
2. **However**, if a child is picked up **late thirty minutes or more** one time the parent/guardian along with the Family and Community Engagement Manager.
3. All parents/guardians must record the children's time of arrival and departure on the sign-in/pick-up sheet in the child's classroom daily!
4. All parents/guardian must record the child(ren) time of arrival and departure on the sign-in/pick-up sheet in the child's classroom daily!

In addition, we have found that many parents do not have working telephones or have had their numbers changed. Also, many of the alternates are not aware they are to be called for late pick-ups or emergencies.

PLEASE NOTE

1. **School regular hours are from 8:00 a.m. and ends at 3:00 p.m. at all sites.**
2. **Extended hours are available at 682 Park Ave Site, 50 Washington Street Site and APREA SITE from 7:30 a.m. to 8:00 a.m. and from 3:00 p.m. to 6:00 p.m.**
3. **Parents/Guardians who are not using extended hours must notify the classrooms by 8:15 a.m. of any expected late arrivals.**
4. **Parents who are using extended hours must call the classrooms by 5:30 p.m. for any late pick-ups.**
5. **Continuing to pick up your child late from school is considered child neglect.**
6. **Not having a working phone number and a responsible alternate is also child neglect.**
7. **On Half Days 12:00 noon no after care. Pick up late a fee of \$10.00 and anything after 12:15pm is a \$20.00 late fee in money order only.**

It is our duty by law to report such situations to Division of Child Protection and Permanency(DCPP) formally DYFS. Let's work together so this will not be Necessary.



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As you enroll your child in the East Orange Child Development Corporation, please
Be aware of the following legal considerations regarding **Custody or Protection**
from Abuse Orders for your child:

If there is a Custody Order or a Protection Form Abuse Order (PFA) concerning your child, you must
provide a copy of that order at the time of enrollment. This will be forwarded to the appropriate
service area where it will be place in your child's files. We strive to honor the rights of all parties
involved and will enforce any court issued orders.

If any changes occur in a Custody Order or PFA order issued by a court while child is enrolled in our
East Orange Child Development Corporation program. We (EOCDC) will not permit other individuals
to make educational decisions or receive educational record, unless permitted by an order of the
court.

If you have any questions about these requirements, please do not hesitate to call the East Orange
Child Development Corporation and ask to speak to the Social Worker.

Thank you,
East Orange Child Development Corporation

Signature of Parent

_____/_____/_____
Date

Name of Student

Classroom

By Signing above, I am stating that at time of enrollment there:

() Are

() Not any

Court Order Custody or Protection from Abuse orders for the above named students



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Children Suspension / Expulsion Policy

Dear Parents:

In keeping with New Jersey's Child Care Center licensing regulations; we are required to provide you as the parents/guardian of a child enrolled at our center, with this information statement.

Under state regulations, NJ.S.A:18A:37-2a, "Preschool students in a general education program or special education program shall not be suspended, long-term or short-term, and shall not be expelled".

Families, administrators and teachers will address challenging behaviors exhibited by a child/ren and strategies will be used to encourage positive behavior.

Please read this statement carefully and, if you have any questions, feel free to contact me at 973-676-1110.

Sincerely,

Karen H. Jackson

Karen H. Jackson
Executive Director

CHILDREN SUSPENSION/EXPULSION POLICY

Dear Parents/Guardians.

In keeping with New Jersey's Child Care Center Licensing regulations; we are required to provide you as the parents/guardians of a child enrolled at our center, with this information statement.

Under state regulation, NJ.S. A:18A:37-2a, "Preschool students in a general education program or special education program shall not be suspended, long-term or short-term, and shall not be expelled".

EOCDC incorporates the following pro-active actions to prevent expulsions:

- Families, administrators and teachers will address challenging behaviors exhibited by children and strategies will be used to encourage positive behavior.
- Staff will try to redirect children from negative behavior.
- Staff will reassess classroom environment and the appropriateness of activities.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors
- Children will be given time to regain control.
- Children's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parents/guardian will be given written copies of the disruptive behaviors and a team meeting will be scheduled.
- The supervisor, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- If necessary recommendation of evaluation by professional consultation on premises.
- If necessary recommendation of evaluation by local school district child study team.

Children will not be suspended and/or expelled:

If a child's parent(s):

- ❖ Made a complaint to the Office of Licensing regarding a center's alleged violations of licensing requirements.
- ❖ Reported abuse or neglect occurring at the center.
- ❖ Questioned the center regarding policies and procedures.

Please read this statement carefully and, if you have any questions, feel free to contact me at 973-676-1110.

Sincerely,

Karen H. Jackson

Karen H. Jackson
Executive Director

Child Name

Parent Signature

____/____/____
Date

EAST ORANGE CHILD DEVELOPMENT CORPORATION

STANDARD PHOTO/VIDEO RELEASE

I, _____ **hereby give EOCD**C, the absolute right and permission to copyright and/or publish, or otherwise use photographic and/or video images of me or my child(ren), in which may be included in whole or in part, or composite of distorted in character or form, in conjunction with my own or a fictitious name, or reproductions thereof in color or otherwise, made through any media, for art advertising, trade or any other legal purpose whatsoever through other collaborating agencies.

I hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in conjunction therewith, or the use to which it may be applied.

I hereby release, discharge and agree to save **EOCD**C from liability by virtue of any blurring, distortion; alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture/video, or in any processing, tending towards the completion of the finished product.

I understand and agree that I am not entitled to, and I will not receive, any payment or compensation for the use of my portrait or children's portrait.

I, _____ **hereby do not give EOCD**C, the absolute right and permission to copyright and/or publish, or otherwise use photographic and/or video images of me or my child(ren), in which may be included in whole or in part, or composite of distorted in character or form, in conjunction with my own or a fictitious name, or reproductions thereof in color or otherwise, made through any media, for art advertising, trade or any other legal purpose whatsoever through other collaborating agencies.

Print Name of Parent

Print Name of Child

Address:

City:

State:

Zip:

Phone:

E-Mail:

Parent Signature:

Date:

(For Office Use Only)

Name of EOCD Staff (Print)

Date:

Site: _____ **Classroom:** _____



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Chairperson

KAREN H. JACKSON
Executive Director

VERONICA THOMAS
Treasurer

ALTON JACKSON
Vice Chairperson

VALERIE BEST
Secretary

PARENT RECEIPT OF INFORMATION:

- ☐ Information to Parents Documents
- ☐ Policy on the Release of Children
- ☐ Positive Guidance and Discipline Policy
- ☐ Policy on Methods of Parental Notification
- ☐ Policy on Communicable Disease Management
- ☐ Expulsion Policy
- ☐ Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name

Parent/Guardian's Name

Signature

Date

Overview of the Wrap-Around Program

East Orange Child Development Corporation Program is federally funded for seven hours daily between the hours of 8:00am to 3:00pm. These hours are provided free of any cost all enrolled children. However, East Orange Child Development Corporation provides extended hours so that children may attend from 7:30am to 6:00pm for a fee at certain locations sites.

Extended hours are provided in two parts, Before-Care 7:30am – 8:00am and After-Care 3:00pm to 6:00pm.

Wrap-Around services will not be available on in-service training days, which are half-days. Children are to be picked up by 12:00pm. Wrap-Around services will not be available on half-days that precede vacations, (Thanksgiving, Christmas, etc.)

East Orange Child Development Corporation Daily Wrap-Around Schedule

Before- Care

7:30am – 8:00am Children's Arrival/Free Play/Health Inspections.

After-Care

3:00pm – 4:00pm Diapering/Toilet training/Hand Washing/Snack and
Free Play/Small Group Activities.

4:30pm – 5:00pm Outdoor Play/Large Motor Activities.

5:00pm – 5:30pm Diapering/Toileting/Hand Washing/Snack.

5:30pm – 6:00pm Free-Play/Dismissal

PARENT AND FAMILY ENGAGEMENT IN EDUCATION AND CHILD DEVELOPMENT SERVICES (Head Start Program Performance Standards 1302.34 and 1302.51).



EOCDC shared responsibility with parents for children’s early learning and development by implementing family engagement strategies that are designed to foster parental knowledge and skills. These strategies include:

- ✓ **Engaging parents and family members with opportunities to become involved in their child’s educational services i.e. volunteering during classroom activities.**
- ✓ **On- going communication with parents to ensure information about their child’s routines, activities and behavior are shared daily.**
- ✓ **Planning jointly with parents about their child’s individual needs through-out the program year i.e. scheduling home visits and parent conferences.**
- ✓ **Informing parents about their child’s screenings and assessments result and developing school readiness strategies to be implemented in the home and school i.e. Head Start Early Learning Outcomes Framework and Creative Curriculum.**
- ✓ **Promoting individualized child care services that are necessary to accommodate and to support the full participation of children i.e. children with disabilities, children as dual language learners.**

WHAT TO BRING TO SCHOOL

CHILDREN 12 MONTHS AND YOUNGER

- *Fitted Crib Sheets and Sleeper for naptime must be labeled.
- *Bottles and training cup must be labeled.
- *Complete sets of clothing items including pants, shirts, socks, bibs, etc. must be labeled.
- *Wipes and Ointment must be labeled.
- *Diapers provided for your child must be labeled.

To ensure that all washable items are disinfected after used:

Bottles, Training cups and Bibs are sent home Daily. Sheets must be taken home each Friday and returned on Monday.

CHILDREN 13 MONTHS AND OLDER

- *Sheets to cover rest mat must be labeled.
- *Bottles and/or training cup must be labeled.
- *Complete sets of clothing items including pants, shirts, socks, bibs, etc. must be labeled.
- *Wipes and Ointment must be labeled.
- *Diapers provided for your child must be labeled.
- *Pull-ups for toilet training must be provided for your child and labeled.

CHILDREN 3 – 5 YEAR OLDS

- *Fitted Sheets and blanket to cover rest mat must be labeled.
- * Complete sets of clothing items including pants, shirts, socks, Book bags for storage of items
- *Pull-ups/wipes for toilet training must be provided for your child and labeled.

To ensure that all washable items are disinfected after used:

Bottles, Training cups and Bibs are sent home Daily. Sheets must be taken home each Friday and returned on Monday.

ITEMS SUPPLIED BY THE PROGRAM FOR YOUR CHILD

- **Crib or Cot for naptime**
- **Breakfast, Lunch and Snack**
- ** Age Appropriate Equipment and Materials**
- ** Developmental Activities**
- **Agency Diapers**

"We must practice safety first", in order to keep all young children safe".

*Please for your child's **safety**, we discourage wearing hanging jewelry (**bracelets, necklaces, earrings, beads and barrettes**). These small items can be pulled off by very young children and swallowed or cause a choking hazard.*



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VALERIE BEST
Secretary

Safe Sleep Practices

Safe sleep practices help reduce the risk of Sudden Unexpected Infant Deaths (SUIDS)

All staff, parent/guardians, volunteers, and others who care for infants in the child care setting should follow these required safe sleep practices as recommended by American of Pediatrics (AAP)

- Infants up to twelve months of age should be placed for sleep in a supine position (wholly on their back) for every nap or sleep time unless an infant's primary health care provider has completed a signed waiver indicating that the child requires an alternative sleep position.
- Infants should be placed for sleep in safe sleep environments; which include a firm crib mattress covered by a tight-fitting sheet in a safely-approved crib (the crib should meet standards and guidelines reviewed/approved by the U.S. Consumer Product Safety Commission [CPSC] (3) and ASTM International [ASTM]). No monitors or positioning devices should be used unless required by the child's primary health care provider, and no other items should be in a crib occupied by an infant except for a pacifier.
- Infants should not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play pen or play yard, highchair, chair, futon, sofa/couch, or any other type of furniture/equipment that is not safety-approved crib (that is in compliance with the CPSC and ASTM safety standards).
- If an infant arrives at the facility asleep in a car safety seat, the parent/guardian or caregiver/teacher should immediately remove the sleeping infant from this seat and place them in the supine position in a safe sleep environment (i.e. the infant's assigned crib).
- If an infant falls asleep in any place that is not a safe sleep environment, staff should immediately move the infant the infant and place them in the supine position in their crib.
- Only one infant should be placed in each crib (stackable cribs are not recommended).

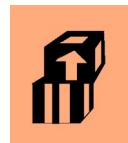
(a)



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Safe Sleep Practices

- Soft or loose bedding should be kept away from sleeping infants and out of safe sleep environments. These include, but are not limited to: bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diapers, bibs, etc. Also blankets/items should not be hung on the sides of cribs. Loose or ill-fitting sheets have caused infants to be strangled or suffocated (2).
- Swaddling infants when they are in a crib is not necessary or recommended, but rather one-piece sleepers should be used (see Standard 3.1.4.2 for more details on swaddling) (2).
- Toys, including mobiles and other types of play equipment that are designed to be attached to any part of the crib should be kept away from sleeping infants and out of safe sleep environments.
- When caregivers/teachers place infants in their crib for sleep, they should check to ensure that the temperature in the room is comfortable for a lightly clothed adult, check the infants to ensure that they are comfortably clothed (not overheated or sweaty), and that bibs, necklaces, and garments with ties or hoods are removed. (Safe clothing sacks or other clothing designed for safe sleep can be used in lieu of blankets)
- Infants should be directly observed by sight and sound at all times, including when they are going to sleep, are sleeping, or are in the process of waking up.
- Bedding should be changed between children, and if mats are used, they should be cleaned between uses.

(b)

School Readiness Overview

East Orange Child Development Corporation provides high-quality early education and child development services, including for children with disabilities, that promote children's cognitive, social, and emotional growth for later success in school. EOCDL embeds responsive and effective teacher-child interactions. We also implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the [*Head Start Early Learning Outcomes Framework: Ages Birth to Five*](#) and support family engagement in children's learning and development. EOCDL delivers developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts.

To deliver such high-quality early education and child development services, we utilize Creative Curriculum for Infants, Toddlers & Twos, Creative Curriculum for Pre-K, and Partners for Healthy Baby.

East Orange Child Development Corporation Program Options

The Early Head Start program provides high quality comprehensive early care and family support services.

Program options include:

- **Pregnant Women Services:** Enrolled pregnant women, fathers and partners and other family members are provided information on prenatal and postpartum information. Services provided include identifying medical and dental providers, fetal development education, nutrition assessment, information on risk of alcohol, drugs, and smoking, labor and delivery information, infant care education, safe sleep practices information. And information on benefits of breastfeeding.
- **Center Based Services:** Children in the center setting receive individualized child care from an assigned teacher. Support for families' engagement in child's learning and development is provided by parent conferences, home visits and daily feedback about the child's progress and development are documented.

Education and Childhood Development services include:

Individualized services for children with Individual Family Service Plan.

- Ongoing screening tool (Ages and Stages Questionnaires) to ensure early detection of children skills.
- Ongoing assessment tool (Teaching Strategies GOLD On-Line) to track children progress and to meet the individual needs of each child.
- Age appropriate curriculum (Creative Curriculum for Infants, Toddlers and Twos, Partners for a Healthy Baby and New Jersey Birth to Three Early Learning Standards) to promote healthy child growth and development.
- Support services provided by i.e. Disabilities/Mental Health, Health/Nutrition to meet the needs of the child and family.

EOCDC provides opportunities for building partnerships with each child's family. This process includes:

Family and Community Engagement

- Supporting family well-being and promoting children's learning and development.
- Providing parents with opportunities to participate in program activities.
- Collaborating with families by developing family partnership plan with goals, services and resources.

EAST ORANGE CHILD DEVELOPMENT CORPORATION

EARLY HEAD START

INFANT DAILY REPORT

Child's Name: _____

Date: ____/____/____

Staff: _____

FEEDING

FOOD	AMOUNT	TIME	COMMENTS

DIAPER CHANGE				SLEEP	
URINATE		BOWEL MOVEMENT		FROM	TO

COMMENTS:

Help Your Child Succeed in Preschool and Kindergarten Build the Habit of Good Attendance



Did you know?

Showing up on time, every day possible, is important to your child's learning and well-being from preschool forward.

Missing 10% of school (2 days each month) can make it harder to:

- Gain early reading and math skills.
- Build **relationships**.
- Develop good attendance habits.

Preschool and kindergarten have many benefits!

- The routines your child develops will continue throughout school.
- Regular attendance helps your child **gain confidence, delight in learning** and make **new friends**.



What you can do

Work with your child and their teacher to develop your child's strong attendance.

Talk about it – sing about it – make it an adventure!

- Set a **regular** bedtime and morning **routine**.
- Lay out clothes and pack backpacks **the night before**.
- Share ideas with **other parents** for getting to school on time.

Before the school year starts

- Find out what **day school starts** and begin a countdown!
- Make sure your child has the **required immunizations**.
- Attend orientation with your child to **meet teachers** and **classmates** and find out about health and safety procedures.

Ready, Set, GO!

- If you are concerned your child may have a contagious illness, **call** your school or health-care provider **for advice**. Ask for resources to continue learning at home.
- Ask family members or neighbors for assistance **if you need help**.
- Try to schedule **non-urgent medical appointments** and extended trips when school is not in session.
- **If** your child seems **anxious** about going to school, **talk to the** teacher, program director, your doctor or other parents **for advice**. Make sure the program is a good fit for your child.



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VALERIE BEST
Secretary

EMERGENCY PROCEDURES

The teachers will immediately assess the emergency and adhere to the following Procedures:

- Administer first aid when necessary.
- If medical attention is needed call EMS for assistance.
- EO CDC staff will accompany the child to the nearest hospital.
- One staff person shall remain with the injured child at all times while the other staff person contacts EMS.
- Contact the Health Service Staff or Family and Community Engagement staff at 50 Washington Street or 682 Park Avenue. The Health Service Staff and /or Family and Community Engagement Staff will contact the parents or legal guardian.
- The child's health record must accompany the child to the hospital and the Office of licensing must be notified within 25 hours.
- The teachers will fill out an Accident/Injury Report Form and give the original to Health Service staff. Copies will be placed in the child's health folder and copies of Accident/Injury Reports that require professional medical care must be submitted to the Human Resource Manager. Parents will receive a copy of an Accident/Injury Report Form regarding their child's accident and or injury.



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EMERGENCY PREPAREDNESS

FIRE/ EMERGENCY: EVACUATION DRILLS

East Orange Child development Corporation conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/ emergency situation, parents cannot sign children into or out of the program. Parents must wait until the drill is complete and children returned to the building to sign into or out of the program. Parents may feel free to wait with their child's classroom in the designated safe zone outside, while waiting for the permission to return to the building.

In the event of an Evacuation Plan for any emergencies, the Executive Director or Designated Person will inform staff that the school will be closing. When the Evacuation Plan has been established, parents waiting to sign their child in will have permission to sign their child out from the alternate location with their child. All parents or emergency contact persons will be notified by

CHILDPLUS.

Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and Executive Director or Designated Person during Fire/Emergency/Evacuation Procedures. EOCDCE Executive Director or Designated Person will make effort to ensure children are accounted for and all staff must follow the Evacuation Procedures.

EVACUATION ALTERNATE LOCATION

The Executive Director and the Emergency Service Personnel will determine if the building is to be too dangerous to be occupied. Staff and children will be taken to the designated alternate location (Evacuation Locations are posted in all Buildings). Once children have been taken to the alternate location, parents or emergency contact persons will be notified by **CHILDPLUS**

HOME EMERGENCY PREPARENESS

Parents are strongly encouraged to practice evacuation drills in their home with family members.

TELEPHONE EXTENSIONS

EHS 682 Park Avenue – 973-676-1110 Classroom 1 – Ext. 201 Classroom 2 – Ext. 202 Classroom 3 – Ext. 203 Classroom 4 – Ext. 204	EHS 106 Washington Street – 973-676-1110 Classroom 5 – Ext. 205 Classroom 6 – Ext. 206 Classroom 10 – Ext. 310 Head Start Pearly Hayes Classroom – Ext. 273
682 Park Avenue	
Claudette Galette – Education Manager	Ext. 225
Judie Baker – Early Head Start Coordinator	Ext. 242
Anna Rose – EHS Family Advocate	Ext. 250
Debbie Reynolds – EHS Social Worker/PFP Facilitator	Ext. 251
Marie Brown–Health Manager	Ext. 284
EHS 44 Glenwood Ave. 973-669-8200 Security Ext. 502	
Karen Usher – EHS Lead Head Teacher	Ext. 503
Tannia Mosley – Disabilities Services Manager (Ms. T)	Ext. 506
EHS Classroom 7 - Ext. 507 EHS Classroom 8 - Ext. 508 EHS Classroom 9 – Ext. 510 Head Start Corrina Annex - Ext. 509	
Head Start Locations 50 Washington Street, 973-266-5380	
Corrina classroom 1 – Ext 301	Corrina classroom 2 – Ext 302 Corrina EHS 12 – Ext. 303
Corrina classroom 3 – Ext 304	Corrina classroom 4 – Ext 305 Corrina classroom 5 – Ext 306
Corrina classroom 6 – Ext 307	Corrina classroom 7 – Ext 308
25 South Munn Avenue	
Alie Fabius-Jean, Site Director/Social Worker– Ext 100	
Aprea Classroom 1 – ext. 101	Aprea Classroom 2 – ext. 103 Aprea EHS Classroom 11 Ext. 102
50 Washington Street	
Kim Stuger, Health Assistant	– Ext. 324
Latanya Green, Social Worker/ Pregnant Mom Facilitator	– Ext. 331
Tasha Whitehead, Family Advocate	– Ext. 346
Lynette Webb, F & C E Manager/Site Director	– Ext. 347
Janice Murray, Social Worker/Child Care Partners Family Advocate	– Ext. 367
Susan D’Agostino, Mental Health/Art Therapist	– Ext. 370
Jonita Dickens, Social Worker	– Ext. 375
Program for Parents - 570 Broad Street, 8th Floor, Newark, NJ 07102 Phone: 973-297-1114 / Fax: 973-297-5976	
Program for Parents - WFNJ/TANF/TCC Recipients 50 So. Clinton Street 3 rd Floor East Orange, NJ 07018 Phone: 973-395-8824	
East Orange Enrollment Center - 153 Glenwood Avenue, East Orange, NJ 07017 Phone: 973-266-2599 (www.eastorange@eastorange.k12.nj.us)	
One-Stop Career Center - 50 So. Clinton Street 2 nd Floor, East Orange, NJ 07018-3120 Phone: 973-395-5839 / Fax: 973-395-3242	