



Olga Hugelmeyer
Superintendent of Schools

Jocelyn Rodriguez
Principal

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Dear Parents/Guardians and Families:

On behalf of the staff here at Donald Stewart School No. 51, it is with great pleasure that we welcome all of our new families as well as our returning families to the 2019 – 2020 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students. The school year will be both inspiring and academically successful; as a result, together, we will supply every child with the necessary tools to become lifelong learners and outstanding citizens in the future. We share the responsibility for our children's success and we want you to know that we will work diligently to implement our mission – for we do believe it is very important that *every child achieves excellence*.

➤ **First Day of School / Arrival and Dismissal Procedures**

The 2019 – 2020 school year will begin on **Thursday, September 5th, 2019**. Classes will be in session between the hours of **8:20 a.m. until 3:00 p.m.** In order to help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

- With this letter, you will find a label with your child's name and classroom number on it. **Please ensure that your child wears the label during the first few days of school.** This will assist us in identifying your child and ensuring that he/she is escorted to the proper classroom.

For the first two days of school, only, the parents will be able to drop off the students in the classrooms.

- Arrival time is at **8:20 a.m.** At that time, we will open the doors for the parents to drop off the students. In order for the students to adjust as quickly as possible, the teachers will need to commence the routine immediately; therefore, please make your drop off as brief as possible.

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- Dismissal time is at **3:00 p.m.** At that time, we will open the doors again. Parents will be able to walk to the classrooms and pick up the students. **Please have the proper photo identification available when picking up or dropping off the students.**
- The doors will immediately close at **3:02 p.m.** Please be on time in order to prevent the student from being marked as a late pick up, as this will affect their attendance.

On Monday, September 9th, 2019, the parents will drop off and pick up the students at the designated side doors.

- The time schedule will continue as indicated above. The doors are assigned according to the students' classrooms:

<u>Rooms:</u>	<u>Arrival Entrance:</u>	<u>Dismissal Exit:</u>
➤ 118, 119, 112, 123	Door #6	Door #11 (Through Pennsylvania Ave.)
➤ 124, 125, 128, 129	Door #6	Door #6 (Through Pennsylvania Ave.)
➤ 131, 134, 135, 138 139	Door #3	Door #3 (Through North Broad Street)
➤ 141, 145	Door #3	Door #10 (Through Pennsylvania Ave.)
➤ 142, 146	Door #4	Door #10 (Through Pennsylvania Ave.)
➤ 147, 148, 151, 152	Door #4	Door #4 (Through North Broad Street)
- Attached to this letter you will find a map indicating each of the Entrances and Exits that the students will use depending on their classrooms.
- Parents/Guardians will not be able to park in the lot or in the front of the building on Pennsylvania Avenue because busses will use that area for our students.

➤ **Breakfast Program**

School breakfast is served daily in our schools. It is imperative that you accurately complete a breakfast/lunch application so that your child's payment status can be determined. Applications and nutrition information may be found by visiting our district website at www.epsnj.org.

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➤ **Uniform Policy**

Dress Code Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for the reasonable comfort of all students.

Uniforms are expected to be worn on a daily basis. Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and should not be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child. If a student moves to another school that has a different school uniform, any purchase of a school uniform for the new school will also be the responsibility of the parent/guardian. **(EBOE Policy Code 5132, 5133)**

STUDENT UNIFORM LIST

BOYS	Grades PK
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan
GIRLS	Grades PK
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan

PHYSICAL EDUCATION

- White T-Shirt* or Blue Sweatshirt*
- Blue Mesh Shorts* or Blue Sweatpants*
- Sneakers (Black)

NOTE: Grade Pre-K students may wear their gym uniform to school on physical education days.

*All items marked with an asterisk must have the LEAP logo (neighborhood school emblem) or the school's logo.

**Khaki shorts must be knee high and only worn between May 15th and October 1st.

Please note that this is a standard uniform list for most neighborhood schools. The uniform policy is the same districtwide but may vary in color depending on the school/academy.

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➤ **Suggested Supplies**

In order to enhance your child's academic experiences, please ensure that your child arrives with the following items on the first day of school:

- One Crib Sheet and One Blanket (for rest time)
- Two Family Pictures to Display on our Family Trees in our Classrooms (this helps the child to feel "at home" in a new environment and allows him/her to take pride in the family and/or cultural traditions).
- Two Sets of Clothing – Pants, Shirt, Underwear, Socks (in case of accidents)
- Please be sure to write your child's name on any of his/her belongings including bookbag, lunchbox, etc.
- Toys from home are not permitted in school.

➤ **Communication**

It is extremely important that we have the most updated phone numbers and home address so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to notify both the teacher *and* the main office at any time throughout the course of the school year if there is a change in address and/or a phone number. Open communication between the home and the school is expected and is one of the most pertinent keys to academic success in school.

Each night we will send home a folder with any information or learning samples that we may have for you. Please be sure to remove the items and return the folder each day.

➤ **District Forms**

Please kindly review, sign, and return the packet of information with your child on the first day of school.

- Emergency Form
- Preschool Contract
- Medical Forms (Students *MUST* have a current physical in order to enter school.)
- Parent Survey
- School Calendar
- Birthday Information Letter
- Your child's teachers have also enclosed a letter on their behalf.

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➤ District's Code of Student Conduct

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

For the full version of the Code of Student Conduct policy, please visit <https://www.epsnj.org>.

➤ Attendance

New Jersey statutes require every parent / guardian or other persons having custody and control of a child between the ages of 6 and 16 years to cause such child regularly to attend the public schools of the district. A student must be in attendance for at least 171 of the 180-day school year (95%). In order to be considered to have successfully completed the instructional program requirements of the grade / course to which he/she is assigned, no more than a total of nine (9) absences is allowed. **(EBOE Policy Code 5113)**

Please refer to the Preschool Contract included within this packet.

➤ Safety and Security

Please note that the safety of our students is of the utmost importance to us. Therefore, please have the proper photo identification readily available for the security guards in order to receive a visitor's pass upon entering the building. An orderly school environment is essential to the success of our learning program.

More importantly, we will only permit students to be picked up from school by those individuals who are listed on the parent information / emergency forms.

➤ Health Related Information

By New Jersey state mandate, all Pre-K students must have the flu vaccination by January 1st in order to attend school. For any and all medical updates or concerns, please contact the school nurse.

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➤ **Orientation Meeting**

Our Orientation Meeting will be held on Tuesday, August 27th, 2019 at 9:30 a.m. in the school's Multi-Purpose Room.

During this orientation, you will receive essential information that will help with the smooth transition and easy adaptation of your child in school.

➤ **Back-to-School Night**

Our Back-to-School Night will be held on Wednesday, September 25th, 2019 at 6:00 p.m.
During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

If you should have any questions regarding this or any other matter, please do not hesitate to contact us. Thank you for your support and cooperation and we look forward to having a successful school year.

Regards,

Jocelyn Rodriguez
Principal

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