



Linden Avenue School

“Where Excellence Begins”

Joseph A. Caravela
Principal
August 30, 2019

Dear Parents/Guardians,

I hope that this summer has given you time to relax and spend time with family and friends. As the summer wanes, it's time to get our mind-sets back in the school routine which I always find most welcoming. We have all been very busy cleaning and sanitizing the building in preparation for the first day of school. Professional cleaners have been working here after hours and our custodians Mr. Jim and Mr. Mike, and Debbie Travisano, our school secretary, have worked tirelessly to get the school ready for opening day!

Please visit our school's website at <https://www.glenridge.org/Domain/398> which is filled with information regarding the policies and procedures here at Linden Avenue. Please access the “School Information” link at: <https://www.glenridge.org/site/Default.aspx?PageID=2772> on Linden's homepage and carefully read over the handbooks, policies, and codes. Make sure to read, fill out, and return the Dismissal Policy Form by Friday, September 6th. Here's some information to help the opening of school be a smooth one.

School Opening and Hours

The school year will begin on Tuesday, September 3rd. School hours for students in grades Kindergarten, One, and Two are 8:30 to 3:00 PM. On the first day of school the teachers will be outside to assist your children as they arrive. Please plan to have your children arrive no earlier than 8:20 AM and no later than 8:30 AM. Should we encounter inclement weather, please escort your child (K-1-2) to back door near Hawthorne Avenue where someone will help escort him or her into the building. Children will line up outside according to the following:

Kindergarten

Kindergarten classes, at entrance time, will form a line to the rear of the wing nearest the playground. Students assigned to Mrs. Chiaramonte's and Mrs. Urban's Kindergarten classes will be dismissed from the rear door of the wing. Students assigned to Mrs. Schnack's class will be dismissed from the front patio door of the wing.

Grades One and Two

Students enrolled in Grades One and Two will enter and leave the building from the two rear exits to the playground.

Arrival

Supervision begins at 8:20 AM and teachers pick up their students at 8:30 AM. If you miss the AM lineup, please drop off your child at the entrance door and allow them to walk to their classroom. This encourages independence in our children and prevents the hallways from getting too crowded. Students arriving to school after 8:40 AM are considered tardy should report to the

main office to be signed in by their parent. Please keep in mind that the first class begins promptly at 8:40 AM.

Should the need arise for your child to arrive at school prior to the normal 8:20 AM arrival time, parents might consider enrolling their child in the Before-Care Program. Please contact the Before-Care Program at 429-1269 for further information.

We ask that you inform the main office or the nurse at **(429-8300 Ext. 4005)** by 8:45 AM if your child will be absent for the day. A written note from the parent or guardian stating the reason for the absence and the date of the absence is required and must be presented to the main office.

If a child is to be excused early, a note must be sent to school with the child explaining the reason for the premature dismissal. A parent must pick the child up in the office. All children leaving early must be signed out by a parent/guardian in the office.

Suggested Walking Routes to School

1. Ridgewood Avenue will be guarded at:
Linden Avenue, Washington Street, Woodland Avenue,
Snowden Place and Bloomfield Avenue
2. Hillside Avenue will be guarded at:
Washington Street, Bloomfield Avenue
3. Hawthorne Avenue will be guarded at:
Linden Avenue at the School and Maolis Avenue

Dismissal

Students in Grades K-2 are dismissed at 3:00 PM. Students must be dismissed to parents or caregivers. If your child has a playdate and is going home with another parent or caregiver, this must be arranged prior to arrival. A note stating the change in dismissal must be given to your child's teacher at arrival. Those students who have permission to walk home must leave the playground promptly at dismissal. Students are not permitted to play unsupervised on the playground.

Early Dismissal

This year, school will be dismissed at 12:00 or 12:30 PM on November 14th and 15th for Parent Conferences; November 27th for the Thanksgiving holiday; December 20th for the holiday recess; February 13th for winter recess; March 16th for a professional day for staff and March 26th and March 27th for the Spring Parent Conferences.

Fall Holidays

A board approved version of the 2019-2020 school calendar is posted on our district website. School will not be in session on September 30th October 9th and 14th, and November 7th, 8th, 28th and 29th.

Visitors/Volunteers

Our school both welcomes and depends upon parent volunteers who come to the building every day. **All visitors must have a valid driver's license or government issued ID to gain entry into the**

building. After scanning your identification, report to the main office to receive the proper identification badge. More information regarding the specific procedures for the new “Visitor Management System” will be forthcoming.

Back-To-School Night

Back to School Night will be held on Thursday, September 19th from 7-9 PM at Linden Avenue School. Parents will receive notice soon after school begins advising them of the Back to School Night schedule. This is an opportunity for parents to meet teachers and learn about the classroom setting and expectations of students for the school year.

Birthday Celebrations

State law prevents the serving or distribution of food or candy during the school day. Birthday celebrations in school will be **non-food** events or activities. The classroom teacher should be contacted prior to the birthday. Party invitations may be distributed in school only if every child in the class is included.

Snack

A snack time will be scheduled for the students. Teachers and class parents will be responsible for arranging for the provision of nutritious snacks for Pre-Kindergarten students. Teachers at other grade levels will allow time for a daily snack. **Peanut butter or foods containing peanuts or nuts are not permitted in the classroom for snack or for special occasions.**

Emergency Closings

Emergency closing of the Glen Ridge Public Schools will be based on the health and safety of students and staff, and in the case of winter or other severe storm conditions, on the reasonable ability of the staff to travel. Any decisions for an emergency school closing will be made by the Superintendent of Schools, or, in his/her absence, by his/her designee.

Closing will fall into two major categories:

1. Full-day shutdown: Call **429-8300** for information relative to a full-day shutdown.
2. Delayed opening: Call **429-8300** for information relative to a delayed opening.

Early Closing: When the decision is made to close, the information will be relayed to each Principal and the SkyAlert system will be activated.

Family Access

All families must re-register each child through Family Access on our website. Please complete this process for each child(ren) in school. This is necessary to verify information regarding emergency contacts; publicity permission; review of form notifications and school handbooks; and to be included in the Linden Avenue Home and School Directory. Your username and password is the same from last year. If you forgot, click on “forgot username or password” an email will be sent to you. New families please email the technology department at aboorth@glenridge.org for a username and password.

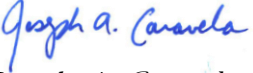
Horseshoe Driveway and Drop-Off Zone

The front horseshoe drive is closed to vehicular traffic and is a pedestrian area for parents and children. **Please do not use the front driveway for any reason.** It is a designated fire lane and is used for the school bus, and UPS/mail deliveries only. The Drop-Off Zone is located on

Hawthorne Avenue. It should only be used by parents who can remain in their cars and for students who can get out of the car by themselves. Otherwise, parents can find a parking spot on Hawthorne, Hillside, or on Linden on the opposite side of the school. Parking is prohibited in the "Drop-Off Zone" along Hawthorne Avenue. For the Drop-Off Zone to operate correctly, children should be able to get unbuckled, out of the car and shut the door by themselves. **Parents should not get out of the car in the Drop-Off Zone.**

I am looking forward to seeing you and your child(ren) in September. Together we can create a positive environment for learning, pique our children's curiosities and inspire them to reach their potential academically, socially, and emotionally. I truly hope that these years will provide your children with memories that both you and they will never forget.

Sincerely,


Joseph A. Caravela