August 2019

Forest Avenue School: Opening Day Reminders/Announcements

Dear Forest Avenue School Parents & Guardians,

I hope that this summer has given you the opportunity to relax and spend time with family and friends. The summer months have been a busy and exciting time at FAS, as we receive a complete replacement of our heating and cooling systems. I am eager for our children and staff to benefit from a much more comfortable teaching and learning environment upon completion of this project. Our custodians have also been working hard to prepare the school for the upcoming 2019-2020 school year. As we begin to near September, I would like to share some important “Back to School” information.

Please visit our school’s website at https://www.glenridge.org/Domain/466 which is filled with information regarding the policies and procedures here at Forest Avenue. Please access the “School Information” link at: https://www.glenridge.org/Page/3023 for specifics about the start of the school year. Make sure to read, fill out, and return the Dismissal Policy Form by Friday September 6th.

**Family Access**

All families must re-register each child through Family Access on our website. Please complete this process for each child you have attending our 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 Forest 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 abooth@glenridge.org for a username and password.

**School Opening and Hours**

Our new 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 playground-side door of the main building. Parents, please do not enter the building unless you have a scheduled appointment.
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 973-429-1269 for further information.

**Suggested Walking Routes to School**

1. Ridgewood Avenue will be guarded at:
   - Bloomfield Avenue
   - Belleville Avenue
   - Glen Ridge Parkway
2. Forest Avenue will be guarded at:
   - Glen Ridge Parkway at the School

Use shortest route to Ridgewood or Forest Avenue; cross Bay Avenue only where guarded; cross Ridgewood Avenue at a traffic light or Glen Ridge Parkway.

**Kindergarten**

At time of entry, Kindergarten classes will form three lines near the Kindergarten wing door near the playground. For dismissal, Mrs. Appleby’s and Mrs. Goldstein’s classes will leave through the Kindergarten Wing door. Mrs. Petruzzi’s class will be dismissed at the Glen Ridge Parkway-side K Wing door/patio nearest the Stonehouse Rd/Glen Ridge Parkway intersection (Formerly the Pre-K Patio).

**Grades One and Two**

Students enrolled in Grades One and Two enter and dismiss through the playground-side door of the main building. **Please note:** Mrs. Walsh’s and Ms. Roqueni’s classes will dismiss at the Glen Ridge Parkway-side door nearest the Forest Ave/Glen Ridge Parkway intersection.

**Opening Day Flag Ceremony**

After our morning line-up on Tuesday, September 3rd, the Forest Avenue School community will participate in the traditional **Flag Ceremony** on the lawn of the school. The ceremony will begin at 8:30am. The Forest Avenue staff and I would be pleased if you would join us for the opening day ceremony. In the case of inclement weather, the Flag Ceremony will not take place.

**Arrival**

Supervision begins at 8:20 AM and teachers pick up their students at 8:30 AM. If you miss the AM lineup and staff is no longer at the entry doors, please bring your child directly to the office for sign-in. Students arriving to school after 8:40 AM are considered tardy and 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.

We ask that you inform the Main Office or the nurse at (429-8300 Ext. 5005) 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.
Parents must send a written note to the classroom teacher if their child is being picked up by anyone other than themselves or the usual designated caregiver. Requests to arrange play dates or to send a child home with another parent are not accepted over the phone.

**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 play date 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 students will be dismissed at 12:30 PM on the following days: November 14th and 15th for Parent Conferences; November 27th for the Thanksgiving holiday; December 20th for the holiday recess; February 13th for staff professional development; March 16th for staff professional development; and March 26th and 27th for the Spring Parent Conferences; and June 19th, the last day of school.

**Fall Holidays**

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

Using the Drop-Off Zone

A Drop-off Zone is available in the morning for your convenience. The Drop-off Zone begins immediately after the yellow curb, beyond the school driveway on Forest Avenue, and runs alongside the field. The Drop-off Zone is clearly marked by signs indicating, “DROP OFF ZONE NO STANDING”. In order to use the Drop-off Zone, please pull your vehicle alongside the curb as far as possible toward the end of the Drop-off Zone (along the field toward Sunset Ave; marked by an orange safety cone). Have your child(ren) independently exit the rear passenger-side of your vehicle, close the rear passenger door of your vehicle and proceed down the sidewalk toward school. Drivers should remain in the vehicle and pull away slowly and safely, once your child is on the sidewalk. There is no parking in the Drop-Off Zone. If the driver gets out of the car, even for a moment, the car is considered illegally parked and the procedure for the Drop-Off Zone ceases to work properly. Mr. Murphy and/or a staff member will be present along the Drop-off Zone to supervise youngsters being dropped off and to guide the children toward the school. In the case that you would prefer to walk your child to line-up, public street parking is available on the alternate side of Forest Avenue and surrounding streets. Please avoid blocking the driveways of local homes.

Please feel free to contact the Main Office at (973) 429-8308 if you have questions. The Forest Avenue School staff and I look forward to welcoming you and your child(ren) back to school. Working together, we will have a wonderful school year!

Sincerely,

Matthew J. Murphy, Principal