

## **IMPORTANT REMINDERS:**

- \* Anything you want the teacher to remember should be put in writing.
- \* Put your child's name on everything that comes to school.
- \* Please keep all toys at home.
- \* If you have any problems or hear anything that does not sound right, **PLEASE** see the teacher A.S.A.P.

We are here to help.

Read to your child as much as possible!!!

HERE'S TO A GREAT YEAR !!

## **WASHINGTON SCHOOL**

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Dr. Lauren Banker, Principal

**For all your  
PTO info  
[www.WSPTO.com](http://www.WSPTO.com)**

New Student Booklet

**MANY THINGS YOU  
NEED  
TO KNOW ABOUT  
WASHINGTON SCHOOL...**

**BUT WERE  
AFRAID TO ASK!**



**Washington School**

**What “specials” will my child attend?**

Each week the children will go to Physical Education, Library, Art and Music. Physical Education will be twice a week, and children will need to wear sneakers to participate.

**What is my child’s homework folder for?**

Every child will have a homework folder. All of their homework should be put back in the folder to be returned to the teacher each day. The folder is also an essential means of communication between home and school. It will contain any notes from the office or the teacher. It will also contain things that your child has completed in class. If you have any papers or notes for the office or teachers, please put them in the folder.

**When can I volunteer in the classroom?**

All parents are welcome to volunteer in the school. Talk to your child’s teacher to find out about volunteer opportunities. Also, the room mothers will be contacting parents about helping out with the class parties. Parents also volunteer to come in and teach Art in the Classroom during the year.

**How does my child order school lunch?**

Each morning as your child enters the classroom, he/she will make a lunch choice. Students may bring lunch from home or purchase a hot lunch or cold lunch each day. A menu of the lunch choices is posted on our district and school website. The menu is also on the PTO website. The price for school lunch is \$3.00 which includes milk. Premium lunch is \$3.70. Checks should be made payable to **Summit Board of Education Cafeteria Account**. If your child forgets his/her lunch money, he/she can still order lunch and will be issued an IOU from the cafeteria. If your child is going to arrive to school tardy, please call the front office and advise the office your child’s name, class and what lunch selection they would like that day. All lunch orders are placed by 9:00 am.

**Will my child have snack in school?**

Please pack a healthy snack for your child each day. Snacks should be packed in a separate bag from lunch, as they are stored in different locations in the school.

**What should my child wear to school?**

Children should be dressed for sitting on the floor, painting, playground activities and physical education. Neat, casual attire is best. All children must wear sneakers to physical education class. Please be sure to dress children appropriately for the weather.

**What time does school start and end?**

School starts at 8:15 a.m. and ends at 3:00 p.m. The first and second graders will line up on the front steps, where an aide will be assigned to watch them from 8:05 a.m., until the front doors open at 8:15 a.m. They will also be released to the same area at 3:00 p.m. The 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade students will enter through the side/front door. Please be punctual when dropping off and picking up your child.

If a student is going to arrive later than 8:30 a.m., you must walk the child into the front office and sign them in.

From 8:15 a.m. to 8:30 a.m. students will be getting ready for school by working on morning work. This gets the students focused on schoolwork. It is usually connected to something that they are studying in class.

**What do I do when my child will be absent?**

If your child will be absent due to illness, please **call** the main office. If your child will be absent for another reason, please let the teacher **and** main office know as soon as possible. While email is a great form of communication, a telephone call is always best. Students will get missed work once they return to school.

**What is a single session day?**

A single session day is a day when teachers have meetings in the afternoon or when school is being released early before a holiday. On those days the schedule will be 8:15 a.m. – 12:30 p.m. Lunch will not be served, but the students will have time to eat their snack.

**What is a delayed opening?**

A delayed opening is a day when school starts at 10:15 a.m. instead of 8:15 a.m., usually due to poor weather conditions.

**Can we celebrate my child’s birthday?**

Please talk to your child’s teacher concerning birthday celebrations. In Washington School we do not allow parents to distribute unhealthy snacks (such as cupcakes). Some teachers celebrate birthdays by having parents come in to read a special story to the class. Others ask parents to send in a healthy snack to share (such as fruits or vegetables).

**What should I do if someone other than me will be picking up my child?**

If someone other than the parent will be picking up the child, please send a **handwritten** note to the teacher to confirm this. If one particular person (eg: babysitter) will be picking up the child a standing letter will be fine. Please review the school dismissal form, sign and return. Your child will be released directly to those listed on that form. The safety of the children is our number one priority therefore extra precaution is taken.

**Where can I find additional information with regard to the district and school?**

All of our district policies and regulations can be found on our district website. In addition, the district calendar, lunch menus and prices, arrival and dismissal times, nurse/medical forms, supply lists by grade, teacher’s email etc. can all be found on our district website. Please visit us at [www.summit.k12.nj.us](http://www.summit.k12.nj.us).