LINDEN SCHOOL No. 2

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Dear School No. 2 Families:

I hope this letter finds you enjoying a safe and relaxing summer with family and friends. As the summer draws to a close, I would like to take the opportunity to welcome you to an exciting year ahead. Our goal is to help every child feel safe and welcome, as we return to in-person learning! I am committed to working with your children to assist them with learning who they are and reaching their full potential in and out of the classroom. Additionally, the faculty, staff, and I will continue to work hard to ensure that we will strive for excellence in all that we do beginning the first day of school, which is **Wednesday, September 8, 2021**.

Enclosed you will find for your convenience and reference the following forms:

**Medical Form** – it is imperative this is completed neatly and entirely and returned with your child on the first day of school.

**Emergency Information Verification Form** – for the health and safety of your child, this must be completed for the first day of school. NEATLY make any changes on this form and we will update our system. Kindly put the completed form in your child’s backpack and return for the first day of school.

**Dismissal Form** – for the health and safety of your child, this must be completed and returned on the first day of school. It is imperative that your child’s new teacher is aware of these details.

**School No. 2’s Student Dress** – School No. 2 students are expected to dress according to the policy everyday school is in session. There is no longer a “uniform mode of dress.” Refer to the student handbook for expectations and a list of prohibited items.

**Linden Public Schools 2021-2022 School Year Calendar** – please make note of upcoming school closings and early dismissals, making necessary arrangements for childcare/and or alternate pick-up arrangements as needed. Any alternate pick-up arrangements should be communicated in writing to your child’s teacher. As events and school closings near, parents will receive additional flyers and information as needed.

**Entry Protocol** - important information details visiting the school, the need to make an appointment, and to show ID and NO entry times.

**Classroom Teacher Welcome Letter and Suggested Supply List**. Pre-Kindergarten and Kindergarten students have an additional letter enclosed detailing first day orientation procedures.

The first day of school is an exciting time for the students, their parents, and the staff. Please note school opens on Wednesday, September 8, 2021. Weather permitting, we will all meet outside on the 17th Street Playground. Please assemble by your designated teacher’s name.

In case of inclement weather, students will report to the assigned doors according to the following schedule:

All Pre-Kindergarten, Kindergarten & 1st Grade Aides will be in their classrooms. Teachers are posted by their designated Door #s:

PSD & Autistic Classes Enter through Door #13 Report directly to classroom

Pre-Kindergarten Enter through Door #14 Report directly to classroom

Kindergarten Enter through Door #12 Report directly to classroom

1st Grade Enter through Door #14 Report directly to classroom

2nd Grade Enter through Door #18 Will sit along Hallway

3rd Grade Enter through Door #19 Will line-up throughout Gym

4th Grade Enter through Door #19 Will line-up throughout Gym

5th Grade Enter through Door #20 Report directly to classroom

Bus students (18th St.) Enter through Door #11 Report directly to their location

Bus (Wood Ave.) Enter through Door #19 (nice days) Report directly to their location

 Enter through Door #1 (inclement days) Report directly to their location

**Dismissal is at 3:15pm** - Parents and guardians are urged not to rush the doors to engage in impromptu, distracting conversations with teachers. Teachers are directed to make face-to-face contact with each parent for the safety of all children, especially our youngest, so please be patient. Parents are urged to speak with teachers AFTER the entire class has been dismissed. Please refrain from calling or waving your child out of the dismissal line.

PSD & Autistic Classes Exit through Door #13

Pre-Kindergarten Exit through Door #14

Kindergarten Exit through Door #12

1st Grade Exit through Door #14

2nd Grade Exit through Door #18

3rd Grade Exit through Door #19

4th Grade Exit through Door #19

5th Grade Exit through Door #20

There is a great deal of information that I will share with you at **Back-to-School night** (which is scheduled for the evening of September 22, 2021, with a PTA meeting beginning at 6:30pm – more details will be forthcoming) and will continue to do so throughout the year.

To ensure a successful beginning to the school year, I offer the following now and request your cooperation in observing such:

**School begins promptly at 8:40am** - Breakfast is served at 8:00am. Only students eating a school breakfast will be admitted via Door No. 19. Students must **not** arrive at school before 8:00am, unless registered for the Before Care Program. Students will not be admitted regardless of the weather and there is no supervision before that time. Doors open at 8:25am for those students not eating school breakfast. Any student who arrives to class after 8:40am will be considered tardy and must report to the Main Office (Door #15) to receive a tardy slip before going to class. Attendance and excessive tardiness are closely monitored. Excessive tardiness may result in loss of recess or referral to the Attendance Office and/or Social Service Agencies.

**Before/After Care** – the Linden Public School District offers Before/After Care Programs for students in grades Pre-K to Grade 5 at all elementary schools, for a fee. The Before Care Program is available from 7:00am until the start of school breakfast which begins at 8:00am. The After Care Program is available from dismissal until 6:00pm. If you have any questions regarding these programs, please contact Mrs. Modrak at 908-486-2800 ext. 8410/8416 or send her an email at amodrak@lindenps.org. Applications are available in the School No. 2 Main Office or on the district website.

**Visitors** - The District continues to enforce the recent school entry procedures. We believe they are necessary for the safety of our students and staff. Please note the following:

* All visitors must request entrance through the Main Office (Door #15) on 17th Street.
* All visitors to our schools will need to have an appointment (advanced notice) to enter the building.
* No visitors will be granted building access (unless they have a scheduled appointment) between the following times: No Entrance (am): 8:25am – 8:55am; No Entrance (pm): 3:00pm – 3:20pm
* Any parent/guardian who needs to pick up a child early, **must** notify the office in writing/e-mail prior to dismissal. If it is an emergency, the parent/guardian must call the office and notify the school.
* If a visitor must drop off an item for a student (lunch homework, etc.), they will be directed to deposit that item in the **grey mailbox outside the main entry**. All items must be clearly labeled with the student’s name, grade, and teacher and will be retrieved by office staff.
* It is imperative visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the intercom system.
* All visitors will be required to show photo identification when signing into the building and will be required to wear a visitor’s pass while in the building.
* You are still welcome in our schools, but with parameters. We ask you make every effort to schedule appointments when wishing to see a teacher that upon arrival we can be sure to give you the proper attention and dedication your concern deserves and uphold the integrity of our safety protocol. Please refer to the enclosed letter for further details of our new entry protocol.

**Parking** - and driving during arrival and dismissal is of major concern. Under no circumstances may you park, walk or drive through the staff parking lot, nor park in designated signs posted for BUS parking, School Principal, Vice Principal, Secretary, Nurse, etc. Do not double park and only cross your child at the cross walks. The Linden Police Traffic Department closely monitors the traffic patterns in the School No. 2 neighborhood to ensure the safety of all our students.

**Lunch** - will be served at a cost of $2.40 (full pay) and $.40 (approved reduced). Students may also bring a bagged lunch. Paid breakfast costs $1.25 and reduced breakfast costs $.30. Students must be at school by 8:00am to be served breakfast in a timely manner, arriving to class by 8:40am. No breakfast will be issued past 8:20am, to allow sufficient time to eat and arrive to class by the official start time. Parents can submit an online application for free/reduced lunch. Our Linden Public Schools website will have a link to this information. If you require a hard copy of the application, request one from the Main office. See enclosed letter for more information.

**Recess & Lunch Schedule is as follows**:

Kindergarten & 5th Grade: Lunch: 11:10am – 11:40am Recess: 11:40am – 12:10pm

1st Grade & 4th Grade: Recess: 11:10am – 11:40am Lunch: 11:40am – 12:10pm

2nd Grade: Lunch: 12:10pm – 12:40pm Recess: 12:40pm – 1:10pm

3rd Grade: Recess: 12:10pm – 12:40pm Lunch: 12:40pm – 1:10pm

**Nurse’s Communication** - Please look forward to communication from our Nurse as it relates to allergies, the district Wellness Policy and other health information. We ask you follow these guidelines in order to ensure the safety and inclusion of all students. Please return these forms to your child’s teacher as soon as possible.

**Class parties** - (in accordance with district policy) - to summarize, parents must inform the teacher at least 3 days prior of an intended celebration to allow for proper communication of student needs or restrictions. Foods must contain an ingredient list; no homemade items. Foods that are defined as “foods of minimal nutritional value” are not allowed and all foods containing any type of NUTS are not allowed. School celebrations such as birthdays are not intended to serve as the child’s party, just a small snack during lunch. Should you wish for your child to not participate in school celebrations or activities please communicate with the teacher.

**PTA** - Please become/remain an active member, participant, and contribution to our learning community by joining the PTA. Stay informed and connected through varies avenues such as “Remind 101” texts with the teacher, attending our events, our school website, and by following us on our social media pages. PTA membership forms will be sent out the first week of school.

The opening of school should be a day of joy for both parent and child. Please help us make that day special by preparing your child for this great event. Remind them of these procedures and rules so that they can be part of your child’s routine throughout the year.

Please remember that students entering grades 2 through 5 are expected to have a completed summer reading and math assignment upon their return to school, September 8, 2021.

Again, Emergency Information Verification Forms with the Dismissal Form and Medical Forms must be completed for every student. Please return them the first day of school with your child. Should your residency, phone number, or pickup information change, please be sure to notify the Main office immediately.

Please make sure that you check your child’s book bag/backpacks on a regular basis!

I am looking forward to the 2021-2022 school year and all the great things that we will accomplish & learn with your children!

Sincerely,

Peter J. Fingerlin

Peter J. Fingerlin III

Principal

Your child’s classroom assignment for the 2021 – 2022 school year is as follows:

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_



 Attachments