

NORTHFIELD COMMUNITY PRIMARY AND ELEMENTARY SCHOOL  
2000 New Road  
Northfield, New Jersey 08225

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**WELCOME TO PARENTS / GUARDIANS**

September 2018

Dear Parents / Guardians:

The 2018 - 2019 school year is about to begin ! We are excited and anxious for the return of our students, and to Welcome all our new Kindergarteners. I am very proud to report that, as usual, the teachers have spent the summer planning and preparing for a most successful year. Northfield Teachers are dedicated, caring, and fantastic teachers ! We are here to support your children and family, so please contact us at any time.

Attached here you will find useful information to begin our school year. In addition, please be sure to read the flyers and parent information that is posted on the school website, under the Resources for Parents tab, to find the answers to any additional questions you may have. <https://nj02201358.schoolwires.net/domain/64>

Remember, you are always welcome in the school and classroom as a visitor or a volunteer, so please make arrangements to attend the mandatory, one-time K-4 Visitor and Volunteer Training conducted during Back-to-School Nights and throughout the school year. In addition, arrange with your child's teacher for any of the times you wish to volunteer in the classroom. Many interesting things are taking place this year, so please be sure you attend one of our several Visitor & Volunteer Trainings so you may participate.

Please consider joining and supporting the school Parent Teacher Organization (PTO). The PTO provides opportunities for our children and supports all of our students, teachers, and staff.

The teachers, staff, and I are looking forward to an exciting and educational school year. We hope you find this information useful in planning for the 2018 - 2019 school year. Please be sure to view the documents available on the school website. We look forward to seeing you at Back-to-School Night.

Sincerely,

Mrs. Maureen Vaccaro  
School Principal



*Northfield Community School – “Children First”*  
Equal Opportunity Employer

Please note the times listed below for the start times for classes:

### GENERAL SCHEDULE

School Area	Primary Kdg - 2	Elementary 3 - 4	Middle School 5 - 8
Arrival	8:20 am	8:10 am	8:00 am
ENTER SCHOOL In-Class Start Time	8:30 am	8:20 am	8:10 am
Late – USE Door #6 / #21	8:30 am	8:20 am	8:10 am
Dismissal Time	K-2 3:10 pm	3-4 3:00 pm	5-8 2:50 pm
Half-Session Time	K-2 1:10 pm	3-4 1:00 pm	5-8 12:50 pm

1. **The first day of school is Thursday, September 6, 2018. EARLY DISMISSAL. Grades 3 and 4 are dismissed at 1:00 pm, and Kindergarten, Grade 1 and Grade 2 are dismissed at 1:10 pm.**
2. **All students line up outside for the first week of school.**
3. When sending money in for lunch you must:
  - \*Use an envelope (a white or blank envelope)
  - \*Write student name, teacher name, and amount enclosed on the envelope
  - \*(FYI – WE DO NOT SELL SNACKS ON DAYS WHEN TACOS, CHICKEN NUGGETS, OR PIZZA ARE SERVED)
4. Children are to enter and exit through the grade level entrances (procedures are listed below and on the school website), or if late, through Door #6 and Door #21.
5. Middle School students are permitted to drop off their younger siblings in the Library in the am, and proceed up the Library stairs to Middle School.
6. Children are expected to enter and exit through the grade level entrances – or if late, through Door #6 and Door #21.
7. Please note the school times above. The children must arrive during their assigned time. Children who arrive after the classes have entered school, are asked to use Door #6 / #21. You will be asked to enter through Door #6 / #21 after the class has entered so please be sure to use Door #6 / #21 after 8:20 am, for Grades 3 and 4, and after 8:30 am, for Kindergarten, Grade 1, and Grade 2. Please, you are not permitted to drop off your child(ren) at the Elementary School Main Office. All doors are locked at all times, and Door#6 / #21 are the Main Entrance for the school. Doors of the building will be locked at 8:20/8:30 respectively, depending upon the times listed above. Please have your child arrive to school on time, as arriving late disrupts their morning routine and any change of classes.
8. Anyone entering the school must enter through Door #6 #21, state their destination/purpose, and retrieve a visitor or volunteer badge. **THIS PROCEDURE MUST ALWAYS BE FOLLOWED FOR SECURITY PURPOSES.**
9. **Children are marked late if they arrive after the class time listed above. The child(ren) must then enter at Door #6 / #21 and be signed in by an adult. Again, if your child arrives late, you may not drop your child off for them to enter school independently. You MUST legally park and accompany your child into the building after 8:20 am for Grades 3-4, and after 8:30 am for Kindergarten, Grade 1 and Grade 2.**
10. **(Please note: In order to avoid disrupting classroom instruction, no student will be dismissed after 2:30, or at the end of the school day, except for in an extreme emergency. Notes for early dismissals must be sent to school at least one day in advance, of any early dismissal, so all staff can be fully informed.) Repetitive requests will be addressed.**
11. You have received OnCourse information regarding your student account. We ask for the names and phone numbers of people (neighbors or relatives) we may call to pick up your child in the event you are unable or in case of an emergency. Include as many people as you need. No child will be released to anyone unless the parent has listed specific people, coming to school with identification, to retrieve their child. ALL children must have working numbers to reach parents / guardians in the event of an emergency.
12. We urge you to join and participate in our PTO activities. The PTO will be delighted to update you on how your contributions of time and effort can strengthen the bonds between home and school.
13. There is a morning and afternoon School Age Child Care Program (SACC) for those of you who have to go to work early or stay late. If you need to contact the **SACC office, please call 407-4009.**
14. If your child is going to be absent from school, call and give the student's name, teacher, and reason for absence.

**PLEASE MAKE A NOTE...**

**AM Drop-Off Procedures**

**FOR THE FIRST WEEK OF SCHOOL, ALL K-4 STUDENTS WILL LINE UP OUTSIDE AND MEET THEIR TEACHER AND CLASSMATES.**

***Kindergarten* will line up outside Door #23 beginning at 8:20 am.**

***Grade 1* will line up outside Door #30 beginning at 8:20 am.**

***Grade 2* will line up outside Door #21 beginning at 8:20 am.**

***Grade 3* will line up outside Door #4 beginning at 8:10 am.**

***Grade 4* will line up outside Door #3 beginning at 8:10 am.**

**After the first week of school  
all children will come into the building at drop off.  
They will not line up outside.**

**Grades K-1-2 - from 8:20-8:30 am, will directly enter the building, using Doors #23, #30, and #32, and line-up in the hallways outside their classrooms.**

**Grades 3-4 - from 8:10-8:20 am, will directly enter the building, with Grade 3 using Door #4, and Grade 4 using Door #3, and line up in the hallways outside their classrooms.**

**PM Dismissal Procedures**

**Kindergarten is dismissed along the cul-de-sac at 3:10 pm.**

**Door #23 - Vicente, Battistini**

**Door #21 - Panepinto, Ziller, Kern**

**Grade 1 is dismissed along the Cedar Bridge Road drop-off pick-up lane at 3:10 pm.**

**Door #30 - Edelmann, L. Levy**

**Door #32 - Brask, Hedrich, Best**

**Grade 2 is dismissed along the Route 9 New Road Grades 3/4 drop-off pick-up lane at 3:10 pm.**

**Door #4 - Baker, Seals**

**Door #3 - Flynn, McGlynn, Supp**

**Grades 3 and 4 are dismissed along the Route 9 / New Road drop-off pick-up lane at 3:00 pm.**

**Door #4 - Grade 3**

**Door #3 - Grade 4**