

Dear Parents and Guardians,

To our 5th and 6th grade families, welcome back! To our new 4th grade families welcome to Churchill School! I hope you and your child(ren) are as excited as I am to begin another school year together! On Wednesday, August 28, 2019, you will receive an email alert advising of the time you can access the parent portal to view your child's schedule. You will be required to sign off on some documents before you can view the schedule. Simply log in to find this information. **Please be advised there will be no changes made to your child's schedule.** The staff and I spent a lot of time creating balanced classes to ensure all students have a wonderful learning experience at Churchill School. Our teachers have received their class rosters, and have eagerly and enthusiastically prepared warm and inviting classrooms in great anticipation of an outstanding year!

We are looking forward to another wonderful school year with everything on schedule to greet students on **Thursday, September 5, 2019**, the first Day of School.

Be sure to mark your calendar for **Churchill Back-to-School Night**, scheduled for **Thursday, September 12, 2019**. You may also want to preview the Churchill calendar available on our [home page](#) to plan for upcoming events.

Communication between home and school is an important ongoing process. In the days, weeks, and months to follow you will receive information in a variety of ways. There are many things that you will need to know, however, in order to get things off to a smooth start when that first exciting day arrives, the following information is offered.

Parent Drop-Off (TD Bank Side): Starts at 8:35 AM
Bus Drop-Off (Front Lot): 8:20 AM – 8:40 AM
Homeroom Grades 4-6: 8:45 AM – 8:53 AM
Dismissal Grades 4-6: 3:20 PM
Parent Pick-up (Front Lot): 3:20 PM – 3:25 PM
Bus Departure (TD Bank Side): 3:20 PM – 3:30 PM

Drop Off and Pick Up Procedures and Locations

We strongly encourage your child to take the bus to school each day. Arrivals and Dismissals can sometimes be difficult due to traffic congestion.

Staff parking spots are located in the front lot and TD Bank side of the building, please refrain from parking in staff parking spots for drop-offs, deliveries, or meetings. You may park in the visitor parking spaces provided in the front of the building. Class parents who arrive for events, including field trips, will be informed as to where they can park. Thank you.

Please remember that if your child should arrive 8:45 am or later, **he or she must report** to the main office to sign in. Our attendance records are submitted immediately at 8:45 am. There is no need for you to accompany your child in, our staff will assist him or her.

Communication:

- If your child is absent from school, please call **(973) 227-2638** or email **tabatneckd@fpsk6.org** to report the reason for the absence. **Absence verification is required every day of the child's absence.**
- Any medications and doctor's notes should be delivered directly to the nurse, Mrs. Tabatneck. Medications should only be handled by adults, so please do not send medications in your child's backpack unless approved by the principal and nurse.
- The district communication system will be used to announce delayed openings, early dismissals, as well as general events related to our school and district, so please ensure all of your contact information is up to date in Genesis.

Lunch / Snack Information:

- Please see relevant information related to the Lunch Program on our website. www.fpsk6.org
- Lunch ordering is done electronically every morning by the students in homeroom. Please be sure to maintain a sufficient balance on your child's lunch account.

Visiting Churchill School:

- Once we have completed our arrival procedures, **all** doors, including the ones at the main entrance, are locked. If you are visiting our school after this time, you will be "buzzed" in and then you are required to provide your driver's license, sign in at the Main Office, obtain a Visitor Pass and lanyard, and then proceed directly to your destination. You will need to sign out, as well, and return your lanyard.

If you have any questions or concerns, please feel free to contact me directly at (973) 227-2638 or email santana@fpsk6.org .

I am thrilled and honored to embark on a new school year with you as the Churchill Principal! I am looking forward to the arrival of students and the unfolding of another awesome school year. Enjoy these final days of summer vacation. We look forward to greeting your children on Thursday, September 5, 2019.

Warmest regards,
Ray Santana, Principal
Winston S. Churchill School