



“The Crossing”

Principal’s Weekly Newsletter
W. Glenn Famous

Summer 2016 - Issue 1

Dear Parents,

It is with great enthusiasm that I welcome you to the 2016-2017 school year! As I prepare for my second year at Brooks Crossing I could not be more excited about the year that lies ahead. It is truly an honor and privilege to serve as the principal of a school that has such caring staff members, talented students, and supportive parents. Let me extend a special welcome to all of the new families and students who will be coming to Brooks Crossing for the first time. We are one school with two campuses: Brooks Crossing at Deans (K-1) and Brooks Crossing Main Campus (1-5). We take great pride in helping our students learn and grow and the coming school year will provide your child with rigorous academic challenges and countless opportunities to be enriched socially and emotionally. As always, our teachers have been working and planning throughout the summer to ensure an exciting and challenging year of learning for our students.

This summer message highlights important back to school information, school policies and procedures, and several important dates for the upcoming year. Please take the time to carefully review all of the information in this message, and be sure to contact the school if you have any questions or concerns. For the most current information about our school and district, please visit www.sbschools.org on a regular basis throughout the school year.

I’m confident that you’ll find all members of our faculty and staff eager to make sure you have a positive and rewarding experience with us. In order to eliminate any possible first day jitters, we will host an **optional OPEN HOUSE** on Thursday, September 1st, from 2:30-3:30 PM. While no formal program will be presented, interested families are welcome to walk the school and visit your child’s classroom.

The **FIRST DAY OF SCHOOL, Tuesday, September 6th is a full day for all students.** Students may enter the BC at Deans (DE) building at 8:05 and the Brooks Crossing Main Campus (BC) at 8:10. Students arriving to class after 8:15 at Deans will be marked late and after 8:20 at the Brooks Crossing main campus. We strongly recommend that your child arrive by bus if they have a bus assignment. Riding the school bus from the very first day will help the bus driver get to know your child and begin to associate your child with their bus stop and family members who have permission to receive them.

I look forward to seeing your children on **Tuesday, September 6th**, for the beginning of a great new school year. Best wishes for an enjoyable end to the summer recess!

Important Upcoming Dates and Events

- Thurs. 9/1 **Optional** OPEN HOUSE at BC Main Campus AND the BC at Deans Campus 2:30-3:30
Mon. 9/5 *Schools Closed.* Labor Day.
Tues. 9/6 First Day of School - BC at Deans will dismiss at 2:40pm / BC Main Campus at 2:45pm
Thurs. 9/8 BC/DE PTO Ice Cream Social at Brooks Crossing Main Campus, 6:30pm
Fri. 9/9 First Day Packet Forms Due Today
Mon. 9/12 *Schools Closed.* Eid al-Adha.

NOTE: Back To School Night Programs for Brooks Crossing MAIN CAMPUS and the DEANS CAMPUS will be held on two separate evenings. Please make note of the dates below and attend the program at your child's assigned campus location. Plan childcare, as this is an evening program for parents/guardians only.

- Wed. 9/21 BC MAIN CAMPUS Back To School Night for parents with children attending BC Main Campus.
Thurs. 9/22 DEANS CAMPUS Back To School Night for parents with students attend DE Campus.
Thurs. 9/29 Early Closing Day. Staff Professional Development. (DE dismisses 12:45 / BC dismisses 12:50.)
Mon. 10/3 *Schools Closed.* Rosh Hashanah.
Tues. 10/4 *Schools Closed.* Rosh Hashanah.

SCHOOL SUPPLIES - For those that ordered School Supply Kits in June through our PTO's school supply ordering program, the PTO will deliver those kits to your child's classroom on the first day of school.

If you still need to purchase school supplies, please refer to the 2016-2017 School Supply List on our school website or the supply list that was enclosed in your child's report card envelope in June.

ONLINE FRIDAY FOLDER - Each K-8 school has a weekly Online Friday Folder, which provides parents with electronic communication from their child's school that includes important announcements from the principal and a listing of PDF files from the SB School District and many outside organizations (i.e. Odyssey of the Mind registration, Scouts, Recreation, etc.). The weekly Online Friday Folder includes pertinent information such as upcoming events and important happenings! Most of this information is only sent via the Online Friday Folder. You may always access our Online Friday Folder on our school homepage, but for your convenience, see Email Address Sign-Up below for instructions on how to receive a weekly email reminder that takes you directly to our Online Friday Folder.

The CROSSING is our school newsletter. It is uploaded weekly on our Online Friday Folder. This will appear as DE_BC_The_CROSSING_Issue_#. The newsletter contains important information such as the Principal's Message, List of Important Dates, Nurse Notes, and Message from the PTO. Look over all uploaded flyers each week and be mindful of due dates and deadlines so you don't miss something you may be interested in. **Pay special attention to flyers that begin with DE or BC, as we upload them specifically for our BC/DE families.**

EMAIL NOTIFICATION SERVICES/ SIGN-UP - The District offers a variety of Email notification services. These services help to keep you informed of many happenings within the South Brunswick school community and the community at large. This service includes reminders of Friday Folder postings for Brooks Crossing and Deans.

EMAIL ADDRESS SIGN-UP INSTRUCTIONS: Note: If you have previously signed up for the District's Email notification services, you DO NOT need to sign up again unless you wish to add/delete.

1. Go to www.sbschools.org, and click on the "Manage Your SBSB Email Subscriptions" link found under *Quick Links*.
2. Enter the Email address where you would like Email notifications to be sent, select **Log In**.
3. Select the boxes for the Email notifications you would like to receive. (i.e. Brooks Crossing, Deans, Community Ed.) Once complete, click **Update Subscription**.

4. You should receive an Email notification within 24 hours. If you do not receive an Email confirmation, contact webmaster@sbschools.org. The address may not have been properly entered.
5. If you would like to have Email sent to multiple addresses, you may do so. Repeat the process above.
6. If you have previously signed up for the District's Email notifications and would like to add/delete Email notifications, follow Step 1 above and update as necessary. Be sure to type in the Email address you used to sign up. Click **Update Subscription** once you have completed changing your preferences.
7. If you have difficulty signing up, please email Webmaster@sbschools.org.

Important Note: Parents/guardians may also access our website www.sbschools.org and the District's Facebook Page www.facebook.com/SBSchools to receive the latest notifications for emergency closings/delayed openings, or notifications for other instances that may require you to take action.

The District's "AutoDialer" service which enables administration to reach thousands of phone numbers in a matter of minutes and Email alerts from the SchoolMessenger system will continue to provide alerts.

The Principal will also send important Email alerts for BC/DE when necessary, so it is imperative you monitor your primary Email address that we have on file for your child(ren). Please contact the main office immediately if your primary Email address has changed.

LUNCH & SNACK PROGRAM - All students are expected to bring a healthy snack to school. Students will have snack time anywhere between (9:15 and 10 AM). This should be a small, healthy snack, just enough to sustain them until lunch. If your child also brings a lunch from home, be sure that you label what is for snack. Sometimes our younger students will attempt to eat the entire lunch at snack time.

Lunch is scheduled every day of the school year. Your child is welcome to bring a lunch that will be kept in his/her classroom until it is time to eat, or order a lunch for \$2.40. Please be aware that we do not refrigerate lunches nor do we have provisions to heat up lunches. Most students will have lunch and recess between 11:00-1:00.

For the monthly lunch menu that includes hot and cold choices, you may access this link [Monthly Lunch Menu](#) or go to <http://sbschools.nutrislice.com/>. Select Elementary, then Brooks Crossing or Deans.

Chartwells is our district's dining service. Refer to the letter from Chartwells that will be in your child's first day packet for details on the district's school lunch program including; menu options, ingredients, allergy information, carbohydrate counts, etc. This letter will also include instructions on how to set up a convenient payment service online. If sending in payment with your child, checks should be made payable to South Brunswick BOE. Please secure payment in a sealed envelope clearly labeled with "Child's FULL Name, Teacher's Name, Lunch".

Questions? Email the Chartwells Director of Dining services at Michele.Armstrong@sbschools.org.

Families needing assistance should refer to [Free and Reduced Lunch Benefits](#) for information and the *Application for Free and Reduced Lunch Benefits*. The application should be completed online. You may also find this information on our school website. Under the *School Information Tab*, Select *Lunch Information*, and then select the *Free and Reduced Lunch Benefits/Application*. Contact the main office if you do not have access to the internet or would like a paper copy sent home with your child. Questions or assistance with the application or process should be directed to Graciela Jesus at the Board of Education office at (732) 297-7800 ext. 3140.

ARRIVAL PROCEDURES

For the safety and security of your child(ren), no student should ever be dropped off and left unattended without an adult present, who you know will accept responsibility for your child's safe entrance into school.

BEFORE SCHOOL STUDENTS Our Before School Program is held at the Brooks Crossing Main Campus. Parents dropping off children in the program may do so as early as 7:00AM. Please park your car, turn the car off, and escort your child to the Community Entrance. Ring the bell, wait to be buzzed into the building, and escort your child to the program area to sign them in. Escorted by staff, BC at Deans' students will be transported by bus to BC at Deans.

WALKERS

Parents walking their children to school can bring them to the main entrance: Starting at 8:05 AM at Deans and 8:10 at Brooks Crossing Main Campus. Children in grades 2-5 who are not assigned to ride a school bus may ride their bicycles or scooters to Brooks Crossing, and should follow arrival procedures for walkers. We ask that you review bicycle safety rules with your child and insure that your child wears a safety helmet. Students must walk their bicycles on the walking path. Bicycles and scooters must be parked in the bicycle rack located on the front left side of the school near the walkers' path. Each student is responsible for his or her own bicycle or scooter and should secure it with a durable lock. Roller blades, Heelys, and skateboards are not permitted on school grounds.

CAR DROP OFF

Deans: Parents driving their children to school are to drive to the rear of the school in a single file line. Starting at 8:05 AM, a staff member will greet you and see that your child walks from the car into the school. Once your child leaves the car, parents are asked to continue on so that those behind you can drop off their children. This is for the protection of each and every child.

Brooks Crossing: Parents driving their children to school should pull into the parking lot and drive up to the crosswalk (one in front of the crosswalk and one behind the crosswalk.) A custodian will be there to oversee this drop-off procedure.

LATE DROP OFF PROCEDURES

Parents dropping off their children *after* the bell must:

- Park the car and escort your child to the main office.
- Sign the student in and give the reason for the tardiness.

BUS DROP OFF

Upon students' arrival, our staff will meet the school buses and escort students from the bus into the school.

DEPARTURE PROCEDURES

AFTER SCHOOL STUDENTS

Students registered for the After School Program (ASP) will be picked up from their classrooms by our staff members and escorted to the ASP areas. Parents picking up children from the ASP will proceed to the program area and sign them out. *NOTE: BC @ DEANS students will board a bus that will take them to the Brooks Crossing Main Campus. Upon arriving at the BC Main Campus, staff will greet the bus and escort the children to the After School Program.*

WALKERS

Deans: A staff member will escort students who are walkers to our crossing guard. The crossing guard will assist our walkers needing to cross Georges Road to meet their parents/guardians.

Brooks Crossing: Students in 3rd grade and older may walk home without a parent (with permission). All walkers are dismissed by a staff member from the side door.

CAR PICK UP

Deans: Parents picking up children by car are to park their cars in the rear of the building facing the woods. Parents can then wait for their children to be dismissed from the rear door by the steps. A staff member will ensure that each child is properly matched to his/her parent/guardian. Please do not park cars against the building. This is a NO PARKING ZONE. Your cooperation is appreciated.

Brooks Crossing: Parents picking up children by car are to park their cars in the parking lot and meet students under the front portico.

BUS PICK UP

Staff will escort students to the bus area and ensure that each student boards the proper bus.

BUS TRANSPORTATION INFORMATION

Parents of students scheduled to ride a school bus to and from school will receive a bus pass. The transportation department will mail bus passes in late-August by US Postal mail. For students registering after September 1st, you will receive the bus pass from the main office. Your child's bus will have their bus number posted on the side window, to the left of the entry door. (Note: Bus numbers painted on the buses, are rarely the assigned bus number, so always refer to the list on the side window to find your child's bus number.)

Some helpful tips for using Bus Transportation:

- Introduce yourself to your child's bus driver, not only to confirm that you are placing your child on the correct bus, but so your driver is familiar with who has permission to receive your child at the bus stop.
- If you will ask a neighbor or another family member to receive your child, you should write a letter to the transportation department and list those individuals who have your permission to accept your child if you are unable to make it to the bus stop in time. Please also inform your driver.
- It is imperative that you have a backup plan, should you not be able to make it to the bus stop in time to receive your child. ***If you know you will miss your child's bus, and no one will be there to receive him/her, immediately contact the transportation department at (732) 297-7800 extension 5108.*** Please be prepared to give them your child's assigned bus number.
- If no one is at the bus stop to greet your child, your child may be taken back to the Brooks Crossing Main Campus. Upon arrival, your child may wait in the office with staff or if necessary, be placed in the After School Program. If your child is placed in the After School Program, you are responsible for paying the After School Program Drop-In Fee.

We fully understand that emergencies arise from time to time, but with limited staff and time constraints, it is best to plan now for who will receive your child at the bus stop after dismissal. If you have any questions regarding the bus assignment, pickup, drop off, or items left on the bus, please contact the transportation department at 732-297-7800 extension 5108.

ATTENDANCE POLICY AND REPORTING YOUR CHILD'S ABSENCE

Punctuality and attendance are important habits for students to develop and maintain, and we ask that you please respect the importance of the school day by insuring your child's daily attendance and timely arrival. Please carefully read the District Attendance Policy letter that you will receive in your first day packet to understand what ***New Jersey Law*** requires of you. This is also posted on the District website.

**All absences must be reported to the main office by 8:00 am.
(Call by 8:30am if your child will arrive late to school.)**

**Brooks Crossing Main Office (732) 821-7478 extension 3700
BC @ Deans Main Office (732) 821-7478 extension 3777**

Please do not email your child's attendance to the teacher or office, as your email may not be received in time by those monitoring the daily attendance. This could generate an auto-dialer call due to an unreported absence.

It is imperative that absences are reported promptly. For the concern and safety of your family, we will make every attempt to contact you in the event of an unreported absence. This may include requesting assistance from the South Brunswick Police Department who will decide if a well-check visit to the home is deemed necessary.

When calling to report your child's absence, please state your child's full name, spell their last name, give their teacher's name and the reason for their absence. *Please be specific and give symptoms your child is having if they are ill.* Refer to our *Parent and Student Handbook* for more information on the guidelines of when to keep your child home due to illness, and when they can return to school. The handbook is posted on our website.

Absences due to travel while school is in session is never advised. If you must plan travel during the school year, we ask that you please refer to the [2016-2017 District School Closing Calendar](#) and please plan your travel when school is not in session. If you know in advance your child will be out for an extended period of time (i.e. family travel), we ask that you submit a letter to the main office giving the dates your child will be absent, the reason for their absence, and the date we can expect your child back in school. Absences for family vacations are recorded as “unexcused” absences.

SENDING NOTES TO SCHOOL

Please place all notes and communication to school inside the Parent/Teacher Communication Folder that your child will receive on the first day of school.

When sending notes, permission slips, lunch money, field trip funds and other important information to school, please send them in envelopes with the following information on the envelope:

- Child’s Name
- Teacher’s Name
- Label (e.g. Lunch Money, PTO Membership, etc.)

Helpful Tip - Save the envelopes from your junk mail at home to use for this purpose!

For the safety of your child, it is important to establish and adhere to a consistent dismissal routine. Should the need arise for you to make a change in your child’s dismissal transportation on a particular day, please ensure that the note is written on at least a half-sheet of paper and must contain the following information:

- ~Student’s full name ~Teacher’s name ~Day of week and date
- ~Detailed instructions ~Parent or guardian signature

For your convenience, we also have a [Parent Note To School Form](#) that you can access with this link or on school’s website under *Quick Links*. This form has an easy check-off list to make it very convenient to inform the school of changes to your child’s dismissal routine.

PARENT CONTACT INFORMATION

Please be sure the school always has current contact information to reach you. Contact the school immediately with updates to phone numbers (i.e. home, work, and mobile) and your primary email address. ***We will use your primary email address to send important notifications specifically for BC/DE throughout the school year, so please contact the main office immediately if it has changed.*** We must also have at least two emergency contacts in the event we are unable to reach you (i.e. your child is ill). Someone should be able to come for your child within a reasonable time period, preferably within thirty minutes.

In your child’s first day packet, there will be a printout of your *Emergency Procedures Form*, with information that you provided. Please review this carefully, cross out outdated information, and clearly write in your most current information. Everyone must sign and return this form to school acknowledging this is the most current information to contact you. *If you were unable to list at least two emergency contacts when you registered your child, please plan to enter this information on the Emergency Procedures Form at this time.*

OFFICIAL SCHOOL TIMES OF BOTH CAMPUSES

(NOTE: BC and DE have a five minute start/end time, to allow parents time should they need to travel between the two.)

BROOKS CROSSING (BC) Campus

REGULAR DAY OF SCHOOL

- 7:00 AM Before School Program Begins
- 8:10 AM Students May Enter Brooks Crossing
- 8:20 AM Start Time – Students should be in class
- 2:45 PM Ending Time for Brooks Crossing
- 6:00 PM After School Program Concludes

DEANS (DE) Campus

REGULAR DAY OF SCHOOL 7:00 AM

- 7:00 AM Before School Program Begins (BC Campus)
- 8:05 AM Students May Enter Deans
- 8:15 AM Start Time – Students should be in class
- 2:40 PM Ending Time for Deans
- 6:00 PM After School Program Concludes (BC Campus)

BROOKS CROSSING (BC) Campus

EARLY CLOSING DAY OF SCHOOL

12:50 PM Ending Time for Brooks Crossing

6:00 PM After School Program Ends

DEANS (DE) Campus

EARLY CLOSING DAY OF SCHOOL

12:45 PM Ending Time for Deans

6:00 PM After School Program Ends

DELAYED OPENING (90 Minute Delay)

8:30 AM Before School Program Begins

9:50 AM Starting Time for Brooks Crossing

DELAYED OPENING (90 Minute Delay)

8:30 AM Before School Program Begins

9:45 AM Starting Time for Deans

Important Message from the Health Center

Susan Kneis, R.N. and Katie Brady, R.N.

If you have medication/treatment requests, or activity restrictions that are a change to your child's daily participation in school, *you must speak with the nurse directly*. For your child's safety and well-being, do not email this information. Any change to your child's daily participation in recess or gym must be reported directly to the nurse. A child may be excused from physical activity for three consecutive days with a note from a parent/guardian. If the restriction is beyond three days, a note from the family physician is required.

Unless notified otherwise, it is anticipated that your child will be able to participate in gym, recess and physical activities coordinated by their teacher daily. Due to this fact, **sneakers or rubber soled shoes with closed toes should be worn daily**. For your child's safety, no open toed shoes should be worn to school.

Medications/Treatment Requests

The school MD has given standing orders for basic medications that can be given at the discretion of the nurse, unless otherwise stated by parents. These include, but are not exclusive of, Tums, Visine, Chloraseptic Spray, Orajel, Cough Drops, Benadryl Cream, and Hydrocortisone Cream. Children are not allowed to carry ANY type of medicine with them throughout the day unless special permission has been granted by the Health Office.

Whenever a student requires medication at school, the medication must be brought in by the parent directly to the nurse at the beginning of the day. Only medication in its original pharmacy container will be accepted. Prescription medication also requires written permission from the parent. If your child suffers from asthma or allergies that require medications to be kept in school, please contact the health office for further instructions.

The School Nurse may administer any form of medication that is accompanied by the District's Medication Form completed and signed by the child's doctor and parent/guardian. Forms can be obtained by visiting the District's website at www.sbschools.org, or contact the nurse in the health office at (732) 821-7478 ext. 3782 or 3709.

TO SEND OR NOT TO SEND? Parents are often concerned about their children missing school and may send a child back to school prematurely after an illness. This exposes other children to illness and may cause your child to relapse.

Guidelines to follow in keeping a child at home:

- Fever of greater than 100.4°F in the last 24 hours
- Has been sent home from school for a fever, vomiting, and/or diarrhea -Vomiting or diarrhea in the last 24 hours
- Has been exposed to a contagious disease and is exhibiting noticeable symptoms

Refer to the *Parent and Student Handbook* for more information on guidelines to follow before a child returns to school. For your convenience, this will be posted on our school website.