



**Dropping Your Child Off in the Morning**

To help ensure the safety of your child, staff members will be assigned along the curb and up the walking path from 8:20 am to 8:30 am. We will also have a crossing guard helping your child safely exit your vehicle onto the sidewalk. Please pull up as far as possible in the drop off zone in front of the school. This will enable several children to be dropped off at one time and improve the flow of traffic in front of the school.



**Birthdays**

Please remember that the traditional way of celebrating birthdays with cupcakes, cakes, cookies, etc. brought in for the class is **no longer permitted**. This action is a result of guidelines provided to school districts by the USDA and the New Jersey Administrative Code. These guidelines were created to ensure that children would be eating foods that are deemed healthy in nature during the school day. Therefore, please remember that we will not celebrate birthdays with food. However, please be assured that your child's birthday will be recognized in school and he/she will share this special day with classmates.

**Contact information:**  
Schoenly Elementary School  
80 Kane Avenue  
Spotswood, NJ 08884  
Phone: 732-723-2200 x4000  
Fax: 732-251-7666  
E-mail: [sguardiola@spsd.us](mailto:sguardiola@spsd.us)  
Website: [www.spsd.us](http://www.spsd.us)

**Kindergarten and First Grade**

**Welcome to Schoenly Elementary School**



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The Schoenly School staff is dedicated to providing your child with an excellent educational experience in a safe and secure environment. While some of you may be familiar with the routines and procedures of the school, it would be greatly appreciated if you would review the enclosed information with your child (where applicable). If you have any questions or concerns, please contact the school.

### Information

In an effort to do our part in supporting the environment, minimize wasteful spending and provide efficient communication with our families, "Schoenly School Has Gone Green"! Schoenly has transitioned from the traditional paper distribution of most daily updates and notifications to utilizing an instant alert messaging system and/or our newly designed school website. Please feel free to contact Sylvia Guaridiola at (732)-723-2200, Ext. 4000 if you have any questions or concerns.

### Connect

Please note, while you can contact the office for assistance at any time, if you should have a question or concern for your child's teacher, email is the most efficient way to reach them. Our staff email addresses are formatted in the following way: [jsmith@spsd.us](mailto:jsmith@spsd.us) (first initial + last name@spsd.us). You can also find email links on Schoenly's website.



### Lunch/Snack Money

If you wish to purchase lunch or milk for snack, please send your child's money in an envelope, plastic bag, etc. Please label it with the following information: child's name, what the money is for, and the amount enclosed. Whitson's will be our food service provider for the 2017-2018 school year, and the cost for lunch (\$2.80) and snack milk (\$.65). Lunch menus can be found on our district website [www.spsd.us](http://www.spsd.us) Please consider prepaying your child's lunches. It is easy to set-up and track payments. If interested please visit Whitson's website which can be found on our district website.

### Recess

Outdoor activity is very important for young children. Therefore, whenever possible, children go outside for recess. It is important that your child dress appropriately for the weather. Additionally, your child needs to wear footwear that is safe for both outdoor and indoor activities. **Heelys, flip-flops, etc., are not permitted.**

### Attendance/Lateness

The Board of Education requires that pupils enrolled in the school district must be in attendance for 164 of more days in order to be considered to have successfully completed the instructional program requirements of the grade. **Parents must notify the school nurse of any absence by 9:00am on the day of the child's absence at (732) 723-2200, Ext. 4002.** Attending school on a daily basis is an extremely important part of a child's academic and social development. Every second counts when establishing the foundation of education in the early elementary years. When your child is absent or late his/her academic and social developments are interrupted which could lead to educational or emotional inconsistencies that can sometimes be very hard to remediate. Please support our efforts in providing the best educational experience possible for your child by establishing good habits for attending school and arriving on time.

### Labeling Personal Items

Please put your child's name and teachers name on all jackets, sweaters, backpacks, etc. This will help unnecessary loss of these valuables.

### Picking Up Your Child at the End of the Day (3:10pm)

The staff at Schoenly has been instructed to only release a child to a *recognized* parent, guardian, relative, etc. During the first few days of school, it is very important that when you pick up your child you identify yourself to your child's teacher. **If for some reason you will not be able to pick up your child, it is imperative that you send a note to school explaining who will be picking up your child in your absence.** You also need to instruct that person to identify himself/herself to your child's teacher.

If you forget to inform the school of who will be picking up your child, your child's teacher will escort the individual to the main office. At which time the main office will contact you to confirm that such person has authorization to take your child home. **This person must have identification—no exceptions!**

Also, please remember the importance of picking your child up on time. If you happen to be running a few minutes late, kindly give the school a call (732-723-2200 ext. 4000). This process will eliminate any confusion and allow your child to be more comfortable during the time he/she is waiting to be picked up.

**It is extremely important for parents of children who ride the bus to notify the school, in writing, if your child is not to ride the bus on a particular day.** Please include the specifics of who will be picking up your child, etc. Additionally, parents of children who attend C.A.R.E.S. must notify the school of any changes in daily attendance. If your child is not to attend his/her regular C.A.R.E.S. session, please notify the school in writing of who will be picking up your child, etc.