

GARFIELD PUBLIC SCHOOLS

Washington Irving School #4
12 Madonna Place, Garfield, New Jersey 07026

JEFFREY WILSON
PRINCIPAL
Dear Parents/Guardians,

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Yet another great school year begins and we at School #4 welcome back our returning students, as well as our newest students! The staff here have been busy preparing and we are very excited to start the 2019-2020 school year! Here are a few updates to start the school year.

Our Back to School Night will be on Thursday, September 12th. This year, to help accommodate the high number of parents in the building, we will stagger the starting times.

- **Grades K-2 will begin at 5:30pm**
- **Grades 3-5 will begin at 6:30pm**

If you have students in both of the sections above, you will want to be at the first session starting at 5:30pm.

Just as it was today, students will continue to line up outside on the playground tomorrow. **There will be no drop off zone in front of the school during the first week.** Beginning on Monday, September 9th, students will line up inside the building in the morning. Students can enter the building either through the front door, or the cafeteria door on the Market side of the building. Doors will open at 8:25am and will close at 8:35am. After 8:35, students must be escorted to the front door to be checked in. Remember that no parents are allowed in the building at any time without an appointment. **Pre-K students must be walked directly to their trailer classrooms throughout the year.**

On Monday, September 10th, we will again begin our "Drop-Off Zone" in front of the school. At this point, students who walk can enter the front door of the school, or through the cafeteria door. We strongly encourage parents of kindergarten students to continue walking their children to the cafeteria door until the student are comfortable with the process. Again, Pre-K students cannot participate in the morning drop-off zone and must be walked to their trailer classroom.

Here are tips for the Drop Off Zone:

- Enter Madonna Place from Market Street. This will be a one-way street from 8:00-9:00am.
- Pull as far forward as possible in the zone.
- A student patrol will approach your car and open the door for your child to get out.
- Younger students will be escorted inside by our patrols.
- **Do not allow your child to exit the vehicle into the street!** Only to the curb side of the car.
- **Do not get out of your car!** If you must get out of your car for any reason, you must find parking elsewhere.

The Drop-Off Zone will be available between 8:25-8:35am. Prior to this time, the school will not be open and there will be no supervision (except for the breakfast program). School begins promptly at 8:35am.

Please remember that forms must be completed through the Parent Portal, which can be found on our website at **s4.gboe.org**. This is where you will also stay updated on your child's progress throughout the year, as well as find out what is happening at school. Please visit the website and Parent Portal often.

Thank you, in advance, for your cooperation. We look forward to another great school year! As always, if you have any questions, don't hesitate to contact the main office.

Sincerely,
Jeffrey B. Wilson



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