

# South End School Information Guide 2018-2019

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Dear South End Parents/Guardians,

Welcome to the 2018-2019 school year! I would like to report that South End truly has weathered the storm and certainly is beginning to look like our South End. Rooms have been cleaned, decorating has begun and our Media Center is getting a new facelift! It is so exciting to think that in just a few short weeks our halls will be filled with the laughter and joy of our children. Sincerest thanks to our custodial staff who has worked tirelessly this summer to be sure all is ready for our students' arrival. Thank you to Mr. Louie, Mr. Earl, Mr. Sean and our outside crew for all their efforts. Their job certainly is not an easy one, but somehow they do make it look that way! A special thank you to the Board of Education and our Superintendent, Michael Fetherman, for doing whatever needed to be done to correct the damage done by such an unpredictable storm. Their efforts to do the best for our children and staff is so appreciated at South End.

Our amazing staff has finally been able to come in to prepare for the new school year! Their classrooms are beginning to look like true learning environments. I know our children will feel safe, welcome and eager to learn. South End welcomes new personnel this year. Mrs. Lauren Mastria returns from maternity leave and takes on her new position in Kindergarten. Ms. Melinda Milano is our new first grade teacher, Mrs. Cristina Allstaedt and Ms. Jennifer Burden (Mrs. Ingrassia's maternity leave replacement) join our fourth grade team. Mrs. Sidra D'Amato joins us as a paraprofessional. We welcome them to our South End learning community.

I wish to extend a sincere thanks to our FSA for their generosity in helping us to start our school year. In addition to supplying Scholastic Magazine for all students, recess equipment, pencil boxes for our Kindergarteners and planners for our grades 2-4 students, all homerooms at South End have been equipped with alternative furniture. Stand up tables and/or hokki stools will give our students the opportunity to learn in the most comfortable of settings. Additionally, our FSA purchased a job box to house our recess equipment outside freeing up our newly painted and decorated front lobby compliments of FSA. Thank you for your generous support of our FSA fundraisers. We could not make so much happen at South End without you! More is to come! I will keep you updated with new purchases courtesy of our FSA throughout the school year.

**Please be sure to visit the Parent Portal for your child's classroom assignment if you have not done so already. I have included in this newsletter all opening day information as well as procedures at South End to follow throughout the year. Please keep in a safe place and refer to as needed. Additionally, please take time to review our Friday Folder on our district's website ([www.cedargrove.k12.nj.us](http://www.cedargrove.k12.nj.us)) prior to the opening of school and each week thereafter.**

As always should you have any questions please contact me at any time. I look forward to working closely with you to insure a quality education for our children. Enjoy the remaining days of summer, and I will see you on the first day of school, September 5th. Fingers crossed the sun will be shining!

Warmest regards,

Lynn DiMatteo, Principal

## First Day of School—Preschool and Kindergarten

As a reminder, Preschool and Kindergarten students will be **dismissed at 11:30 AM on the first 3 days of school** (September 5,6,7). If your child rides the bus, the bus will be at SE at 11:30 AM. Preschool students will be dismissed via the main entrance at SE. Mrs. Petrillo's class will be dismissed via the main entrance and Mrs. Mastria's and Mrs. Coakley's Kindergarten students will be dismissed through their classroom doors to the right of the main entrance if you are facing the building. Mrs. Mastria is exit 21E and Mrs. Coakley is 22E. **Parents, on these half days we ask that children do not play on playground areas at 11:30 since the rest of our children have recess outside at that time.**

On **Wednesday, Thursday, and Friday**, all Preschool students will line up in the designated area (cone with Ms. Ur's name on it) by the front entrance to South End. Ms. Ur will meet the students there. Beginning on Tuesday the 11th (no school on Monday, Sept. 10), aides will meet preschoolers at the front door to take to class.

On **Wednesday, the first day of school**, Kindergarten teachers will greet their students/parents in the gym at 8:20 AM. Please enter the gym through the side entrance (6S). This will give students, parents and staff the opportunity to meet. Staff will be present to direct you in the gym. On **Thursday**, Kindergarten teachers will meet their students at the assigned areas by the main entrance to South End School at 8:20 AM. Look for the cone with your child's teacher's name. This will give Kindergarten students the opportunity to practice the normal daily procedure for entering the building under the guidance of their teachers.

On **Friday**, Kindergarten students will enter the main entrance as they arrive. We ask parents to say their "goodbyes" outside to prevent overcrowding in our hallway areas and to maintain our increased security.

## First Day of School—Grades 1-4

On the first day of school, all teachers in grades 1-4 will meet their students in the main parking lot at 8:20 AM. Look for the cone labeled with your child's teacher's name. This will give students, parents, and staff the opportunity to meet and allow your child's teacher to show the students how to get to their classroom every subsequent morning.

If your child is riding the bus on the first day, a staff member will meet the bus and direct students to their meeting places. Please note that the bus is met by a staff member every day and monitored at dismissal to be sure all bus students are on the bus.

In the event of **inclement weather** on the first day of school, we will open our doors at 8:10 AM for students only. **Preschool will enter through the front door where they will be met by Ms. Ur. Kindergarten will meet in gym as stated above. Grade 1 students will enter via the front entrance. Students in grades 2-4 will enter through the entrance facing the faculty parking lot and labeled 5E (the ramp entrance).**

## Parking Lot Procedure

The safety of our children is our number one priority. Our parking lot must remain safe for our students during their arrival, their lunchtime, and their dismissal. With that said, **please do not enter the parking lot with your vehicle from 7:50-8:30 AM, 11:25-12:35 PM, or 2:45-3:20 PM.** If you have a friend or family member that is picking up or dropping off, please explain this procedure. Please use an access street to drop off or pick up. Please understand this includes those with handicap plates/stickers. Our parking lot is quite full and spots are limited. If you have concerns, please contact me directly at [dimatteo.lynn@cgschools.org](mailto:dimatteo.lynn@cgschools.org).

Practice safe walking habits when crossing the streets by using the designated official crosswalks and sidewalks. If you plan to visit or volunteer at South End during the school day, please follow the same safety rules outlined above. Our parking lot is quite full; therefore, volunteers must park on the street. From time to time, you may see an open space in our lot; however, these are reserved for our employees who may travel from one building to another. It is important spaces are available when our traveling teachers arrive at SE. We thank you in advance for your understanding and adhering to these requests.

# Morning Care Program

The morning care program will be continued at South End this year. Children may go to the gym anytime between 7:40 AM and 8:10 AM (even on the first day of school). There is no sign-up or fee for this service. Parents may use morning care on any day that is necessary. **South End staff will supervise the students until our campus officially opens for all students at 8:10 AM. We ask that the students refrain from bringing toys, electronics, etc. to Morning Care. There have been issues with personal property in the past that we would like to avoid happening this year.**

**We ask for the safety of our children that parents dropping off for morning care ONLY enter the parking lot from 7:40-7:50 AM.** A teacher will be present outside so you know the doors are open for your child to enter. Please do not leave your child without seeing a teacher present. This is your way of knowing your child is not left unsupervised at any time. The teacher is there to be sure your child enters the doors safely. Once inside the door, another teacher is there to meet your child. **After 7:50, many children walk to morning care. Please do not enter the parking lot from then on for the safety of our children. Please inform anyone dropping off your child of this procedure.**

**Parents should not exit their cars when dropping children off in our school parking lot for morning care between 7:40 –7:50.** Please consider this an **express drop-off.** **Students must be able to exit the car on their own (unbuckle seat belt, car seat buckle, open and close car door, walk to entrance door, etc.). If your child is unable to do so on their own, please park on the access streets and accompany your child as they walk onto the school grounds.**

Again, if you have a friend or relative dropping off, please advise them of these procedures. Your support is appreciated beyond words.

## Morning Arrival

**If your child does not participate in the morning care program, he/she should not arrive before 8:10 AM, especially during inclement or winter weather. Our goal is to eliminate the opportunities for children to be unsupervised at any time. Should your child arrive prior to 8:10 and the doors officially opening, please remain until the doors are open and a staff member is there to greet the children.**

Please be sure your child is in school by 8:20 AM each day. Students in grades 2-4 will enter the building through the doors labeled 5E (center of building facing the parking lot by the ramp). Kindergarten and grade 1 students will enter through the main entrance. Students will be supervised in the hallways outside of their assigned classrooms from 8:10 until 8:20 AM. We ask parents to say their “good-byes” outside to prevent overcrowding on our hallway areas and to maintain our increased security measures. Teachers will welcome their students into their classrooms at 8:20 AM each day. **Students are considered late if they arrive after 8:20 and will need to visit the office for a late pass.** **At 8:20 the main entrance will be the only entrance available for students to enter.**

## Dismissal Time

Our day ends at 3:05 PM. If you plan to pick your child up at dismissal, designate an area and discuss this information with your child. **Please remember vehicles should never enter the parking lot during dismissal. This includes those with handicap plates. Please contact me if you have any questions.** Our students exit as follows.

- ◆ Preschool, KGN Petrillo, Ms. Milano and Mrs. Tower’s grade 1 students will exit via the front doors of the school.
- ◆ KGN Coakley and KGN Mastria are dismissed via their classroom exit doors to the side of the main entrance to the school. Ms. Coakley’s exit is 22E and Mrs. Mastria’s 21E. Ms. Arluna’s grade 1 students exit 3E, their classroom outside door, facing the parking lot by the custodian’s door.
- ◆ Grade 2 students are dismissed by the gym exit labeled 6S.
- ◆ Grade 3 students exit SE using exit 13W (by Fox Road near the back fields).
- ◆ Grade 4 students exit via 14N (by Fox Road near the back court yard).

## Dismissal Time

Our hallway becomes quite crowded at dismissal. All bus students and after-care students are lined up in our main hallway. Although we do have a system in place for our older students to walk through the main hallway and meet their younger siblings, it would be a great help to us if you arrange a meeting place outside of school for older siblings to pick up younger siblings. Our teachers do not dismiss students to anyone other than you or your designated person. Please know that a teacher will be with a younger sibling as they wait for their older brother, older sister, or parent to pick them up.

## Change in Dismissal Routine

If your child is not going home the way he/she normally does, **a note must be sent to your child's teacher that morning.** We understand plans change during the day and sometimes a phone call is necessary to inform us that your child is going home with someone else or not riding the bus. **Please try to limit this type of notification to just emergency change of plans.** It is best if we know in the morning and are informed in writing.

**Please note that all children should be picked up promptly at 3:05 and by 12:30 on half day schedules. If you would like your child to participate in the after school program operated by the Montclair YMCA, contact them directly at 973-744-3400.**

## Early Dismissals/ Delayed Openings

**Early dismissal days** are indicated on our School Calendar. Unless indicated differently on the school calendar (ex. KGN dismissal at 11:30 the first 3 days of school), students are dismissed at **12:30 PM**. On these days, no lunch is served. Teachers will further explain their procedures for 1/2 day snacks to the students.

During inclement winter weather, there may be times when a delayed opening is called. You will be contacted through Swift 911. Swift 911 can be found on the district's website. You can update your information here if necessary. **Cedar Grove uses a 2 hour delay which means students will follow the same morning procedure as usual; however, 2 hours later. Doors will open at 10:10 AM. Students begin their day at 10:20 AM.**

**Important Note: On Delayed Opening days our doors for Morning Care open at 9:40.**

## Security Measures

As in the past, we will be operating as a closed campus. Specifically, all exterior doors will remain locked at all times. All visitors and/or volunteers will be required to provide identification prior to entering through the main door and will be expected to sign in and out of our main office. These measures are in place to ensure the safety and security of our students and staff.

Please remember that if you are interested in volunteering at South End, you can join us 3 times without being fingerprinted. After that, you will not be permitted to volunteer. Please phone Mrs. Anderson if you are interested in being fingerprinted. The process can take some time, so please plan accordingly. We thank you in advance for your cooperation.

## Friday Folder

You can access the latest information of what is happening in our school and in our district by visiting the Friday Folder on our district's website ([www.cedargrove.k12.nj.us](http://www.cedargrove.k12.nj.us)) under Parent Information tab. The Friday Folder is your online source for community, district, and school-specific news and information. Each Friday you will receive an email with a link to the week's information. If you do not receive this email, please call our office so we can check that we have the correct email address. We encourage you to review the material posted on the Friday Folder. It is a wealth of very important information.

## School Calendar

Please be sure to post the school calendar in your home. It has listed all days off as well as early dismissal days throughout the year. The calendar is also posted on the district website for easy reference. Additionally, you will find a document on the Friday Folder entitled, *South End Important Dates at a Glance* to help you know month-by-month the happenings at South End. This document will be updated periodically.

## Teacher Conferencing/Communication

We do realize there will be times you may want to talk with your child's teacher. The most appropriate way to do so would be to contact your child's teacher directly via email, a note, or a phone message and arrange a time that fits your schedules. Please know I'm always available to meet with you should you find that more clarification is needed after meeting with your child's teacher.

Communication is an integral part of the home/school connection. All of our teachers have procedures in place to inform you of all the wonderful happenings each day at South End. With Social Media today, "bragging" becomes a lot easier.

**I invite you to follow me on Twitter again this year at [twitter.com/southendprin](https://twitter.com/southendprin). If you would like to follow me on Twitter but don't have a Twitter account, you can text "follow@southendprin" to 40404.**

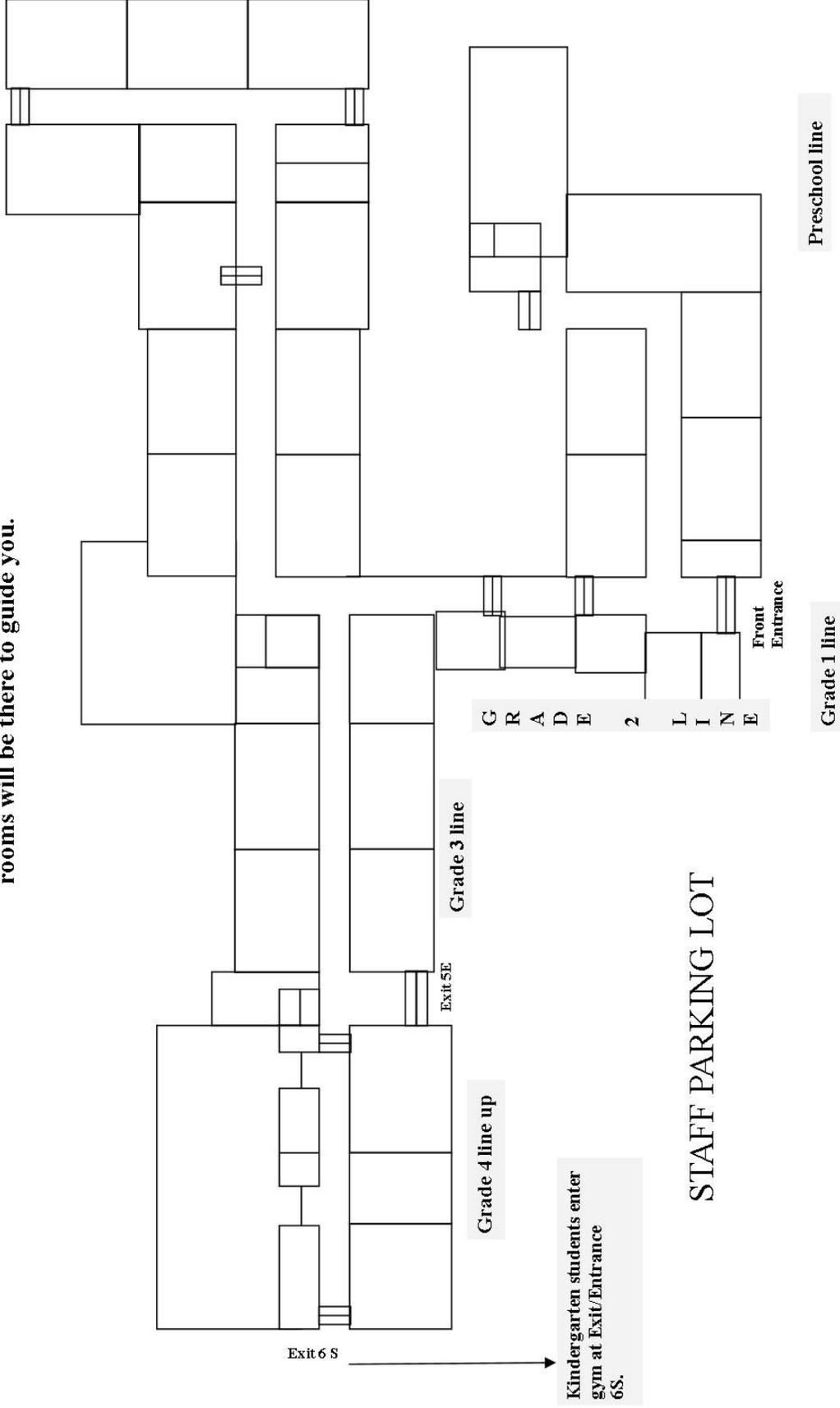
Occasionally, we blast emails to inform you of events/happenings. We try to limit these e-blasts (as we do hard copies of notices) and rely on posting in the *Friday Folder*. Please let us know if your email changes so we are sure you are receiving important information.

Once again this year, I will convene a Principal's Roundtable composed of a parent representative from each grade level. The Roundtable gives us an opportunity to understand how we can better serve the needs of the students in order for them to be prepared and successful in their future. Please see more information in the coming weeks in the *Friday Folder*.

## Parent/Guardian Involvement

We welcome and encourage your involvement at South End. Parents/Guardians are always welcome to volunteer in any capacity that is convenient for your hectic schedules. Please adhere to the fingerprinting requirements. After 3 visits volunteering at SE, you must be fingerprinted. Please contact Mrs. Anderson if you need further information. We appreciate your time and your commitment to help make South End a true learning community. Consider becoming involved in our Family School Association (FSA). Join us for meetings, visit the FSA Facebook page and website, and look for important information posted in the Friday Folder.

**On the first day of school, please have your child line up where indicated. Cones with teacher home-rooms will be there to guide you.**



# South End School