

South End School

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Cedar Grove, New Jersey 07009



Lynn DiMatteo, Principal
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Dear South End Parents/Guardians,

It is with great pleasure and excitement that I welcome you to a new school year at South End. This summer was quite different than last when we dealt with flooding issues right before the start of school. The summer months have been peaceful and productive. I would like to extend sincerest thanks to our custodians, Mr. Louie, Mr. Sean and Mr. Anthony for their hard work this summer. South End is shining and only needs our children to make it feel like home again. Please be sure to check out our newly renovated walkway and wall near our playground area. I would like to thank Mr. Fetherman and our Board of Education for updating a much needed area on the grounds of South End.

A huge thank you to our amazing staff that have been hard at work preparing for the first day of school. I know our children will feel safe, welcome, and eager to learn in classrooms that are lively and inviting. South End welcomes new personnel this year. Ms. Kelsey Jordan joins our grade 4 team, Mrs. Heather Donnelly is our new Social Worker, Ms. Ava Baratti is Mrs. Hatzikyriakou's maternity leave replacement, and Mrs. Michelle D'Agostino is our new part-time secretary joining Mrs. Anderson in our main office. I know they will love working with our children and parents at South End.

Warmest thanks to our FSA for their continued generosity in helping us start our school year. In addition to supplying lunch crates for all our classrooms, the FSA has replenished our recess equipment, supplied pencil boxes for all our Kindergarteners, homework planners for all students in grades 2, 3, 4 and Scholastic Magazines for Preschool through grade 4. Thank you for your generous support of our FSA fundraisers. We could not make so much happen at South End without you!

The remainder of this letter outlines procedures for the opening of school (and beyond). A map has been included in this letter to help you. Please note that on the first day of school, Wednesday, September 4

- **we do have Morning Care (as outlined below) if you are in need of these services.**
- **bus students are met by adults who will walk them to their appropriate lines on the first day (and every other school day).**
- **our Preschool and Kindergarten students are dismissed at 11:30 on the first three days of school; that is, September 4, 5,6 (Wednesday, Thursday, Friday). If your preschooler or Kindergarten student rides the bus, it will be at SE at 11:30 AM for pickup.**
- **our dismissed preschoolers and Kindergarten students do not play on the playground area at 11:30 on those days. Please remember it will be recess time for the children in grades 1-4 that have a full day.**

Should you have any questions, do not hesitate to contact me at any time. I look forward to working with you this school year. Enjoy the remaining days of summer, and I will see you on Wednesday, September 4th.

Warmest regards,

Lynn DiMatteo, Principal

Preschool Procedure

ARRIVAL - 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 School. Ms. Ur will meet the students at 8:20 AM. Beginning on Monday, September 9th, aides will meet preschoolers at the front door to take them to class.

DISMISSAL – Preschool students are dismissed by Ms. Ur via the front entrance at 11:30 AM on September 4, 5, 6. Beginning Monday, September 9th, Ms. Ur will dismiss via the front entrance at 3:05 PM.

Kindergarten Procedure

ARRIVAL – On Wednesday, September 4 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 to the gym. On Thursday, Kindergarten teachers will meet their students at the assigned areas by the main entrance to South End at 8:20 AM. Please 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. Beginning on Friday (and each day after), Kindergarten students will enter the main entrance as they arrive. Staff will be present at the front door to welcome children and guide them. We ask parents say their "goodbyes" outside to prevent overcrowding in our hallway areas and to maintain our increased security.

DISMISSAL – Kindergarten students are dismissed by their teachers through the following exits.

Mrs. Petrillo and Ms. Amato – front door

Mrs. Coakley – 1st classroom door to the right of the main entrance as you face building (22E)

Mrs. Mastria – 2nd classroom door to the right of the main entrance as you face building (21E)

Grades 1-4 Procedure

ARRIVAL – On Wednesday, September 4th 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 briefly meet and allow your child's teacher to show the students how to get to their classroom every subsequent morning.

DISMISSAL – Our day ends at 3:05. **If you plan to pick your child up at dismissal, designate an area outside and discuss this with your child. If older siblings need to meet younger siblings, we ask that you designate a place outside on school grounds for them to meet one another (ex. flagpole, front entrance, etc.). Due to our increased enrollment and the amount of bus and aftercare students, we cannot have students walk through the building to exit the main entrance from older grades to meet younger siblings. I ask that you designate an area outside for the children to meet. Our student exits in grades 1-4 are as follows.**

Ms. Alberto/Mrs. Searle – exit 4E (in parking lot by ramp/custodian door)

Ms. Arluna – exit 3E (in parking lot by ramp/custodian door)

Mrs. Tower and Ms. Milano –exits front door

Grade 2 students – gym exit 6S

Grade 3 students – exit 13W (by Fox Road near back fields/garage)

Grade 4 students - exit 14N (by Fox Road near back court yard/stairs)

Daily Arrival and Dismissal Information Preschool thru Grade 4

Please note that on the first day of school, September 4th, in the event of inclement weather, our doors will open 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 the gym. Grade 1 students will enter via the front entrance and students in grades 2-4 will enter through the entrance facing the faculty parking lot and labeled 5E (ramp entrance). No rain, please.

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.

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. After the first day of school, 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

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 adult to pick them up. 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.

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.cgschools.org) 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.

Get Social With Me

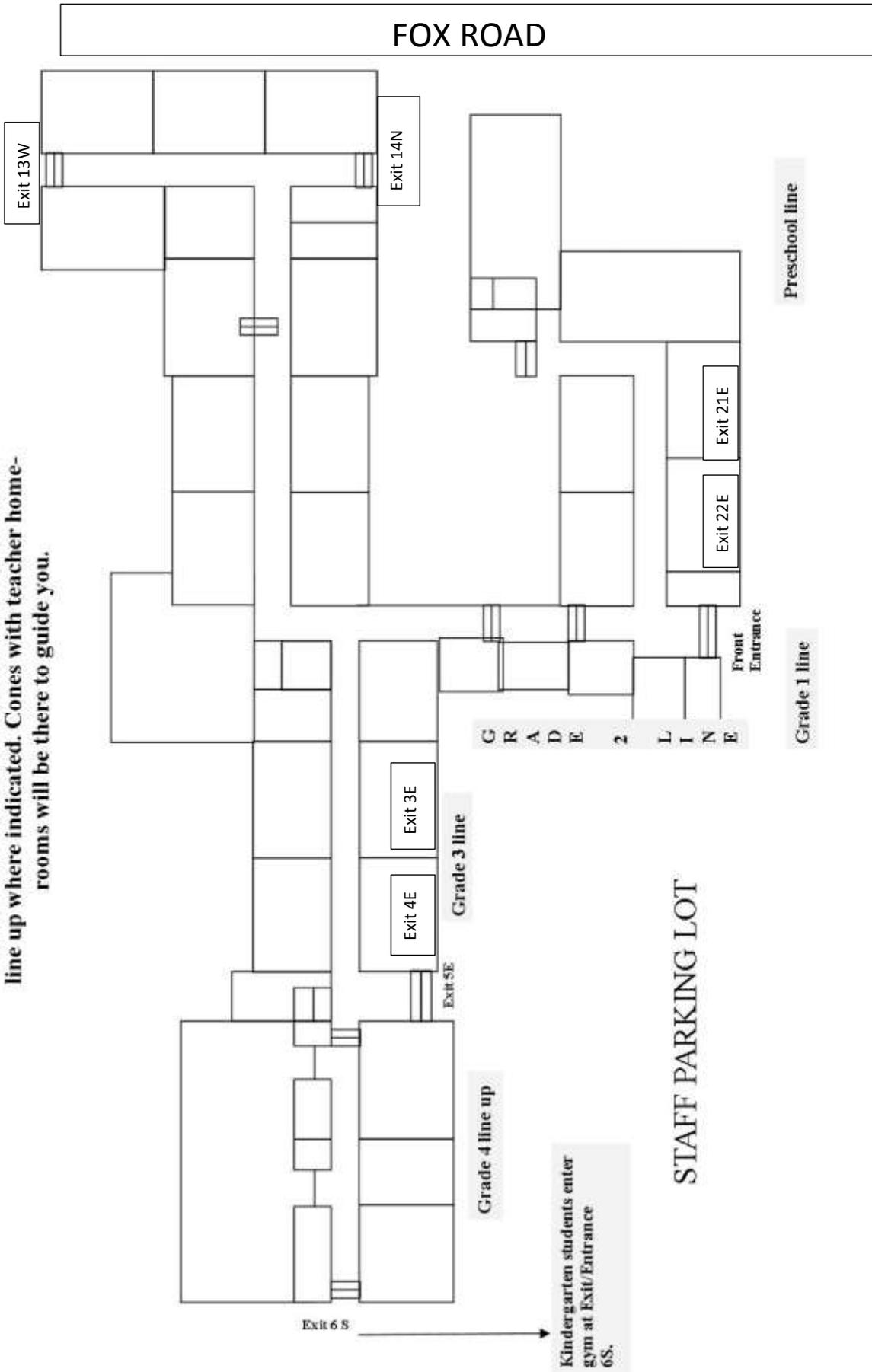
Communication is an integral part of the home/school connection. All of our teachers have procedures in place to inform you of all the wonderful happenings each day at South End. With Social Media today, “bragging” becomes a lot easier. Your child’s teacher will inform you of the Social Media platform used in his/her individual classroom.

I invite you to follow me on Twitter @southendprin (If you would like to follow me on Twitter but don’t have a Twitter account, you can text “follow@southendprin” to 40404)

Instagram @ southendprin

Facebook @ southendprin

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.



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