

# South End School

116 Harper Terrace  
Cedar Grove, New Jersey 07009



Lynn DiMatteo, Principal  
973.239.2116

[dimatteo.lynn@cgschools.org](mailto:dimatteo.lynn@cgschools.org)

Dear Parents/Guardians,

It's Halloween time! **On Thursday, October 31<sup>st</sup> at 1:00 p.m.** South End School will be hosting its annual Halloween Parade. In the true spirit of a parade, South End students will walk an established parade route **twice** around the building (please see map). Students will exit the main entrance and walk left following the perimeter of the building, pass the back fields, through the path by the gym entrance/exit 6S, around toward the faculty parking area and enter the building after the second round via the main entrance. Preschool will lead the way, followed by grades K, 1, 2, 3, and 4.

Parents can line the parade route at any point to take pictures of the children. We simply ask that no parent remove a child from the line to take a picture. Additionally, please remain within the designated areas so the children have room to walk. We promise we will walk at a snail's pace so you can get that perfect snapshot! And...we will do it twice!

In order to make this program enjoyable for everyone we have established the following procedures.

- ✚ Dressing is on a volunteer basis for all grades. Please make sure the costumes are appropriate for young children. If a child is going to be dressed as a soldier, ninja etc., please leave any toy weapons or props at home. Additionally, please be sure children are wearing comfortable shoes to walk the parade route (i.e. sneakers; children can change to costume shoes back in classroom). In the event of any rain prior to Thursday, be sure sneakers are worn in case the grass is still wet.
- ✚ Children will dress only for the P.M. session.
- ✚ **If your child will go home for lunch (see permission slip below), he/she may put on their costume at that time. Students will leave through their normal dismissal exit doors at 11:30 if going home for lunch. In other words, pretend it was a normal dismissal day. Your child will exit where they do every day.**
- ✚ **If your child is usually in Aftercare or rides the school bus, please note dismissal exits on following page.**
- ✚ **Upon return at 12:30 students should enter through their normal morning entrance doors; that is Preschool, K and 1 main entrance and 2, 3, 4 entrance 5E by the ramp.**
- ✚ For any children who cannot go home for the lunch break, we will provide in-school time for the purpose of changing into costumes. Lunch aides and teachers will assist.

Parents/Guardians, please note that we cannot base dismissal of your child on the student telling us which door they are exiting from to meet you. This causes great confusion for our teachers. **Unless notified in writing**, children will exit the doors they usually exit on normal days for dismissal. Aftercare and bus students will exit with their class as specified below.

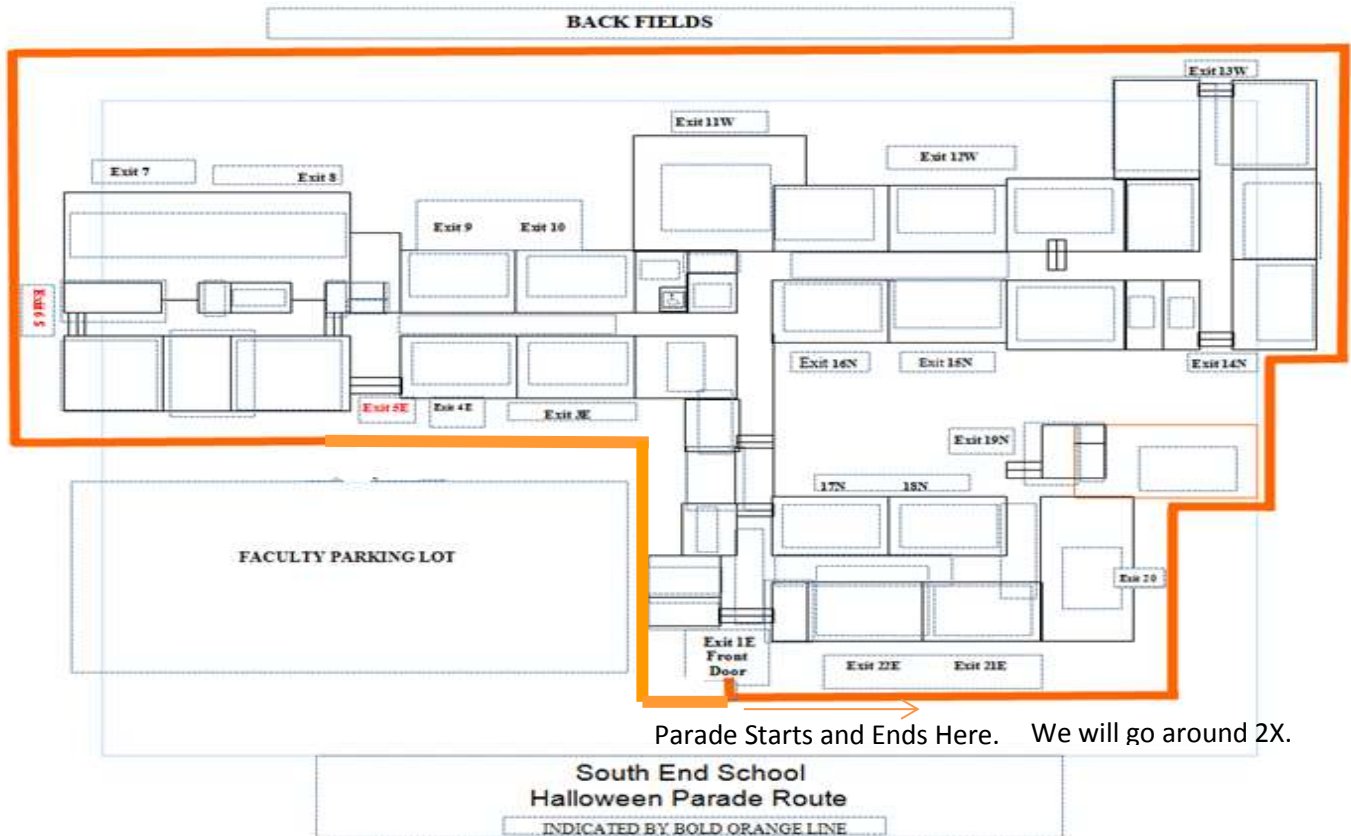
**PLEASE NOTE: IN CASE OF INCLEMENT WEATHER, we will determine if the parade can or cannot take place. If it cannot, we will be unable to hold the parade portion. However, we will follow the same routine for children as stated above at lunch time because we want the children to dress for classroom parties. Classroom parties will take place in the afternoon. Let's keep fingers crossed for a great weather day!**

Thank you for your cooperation. We hope you enjoy the Halloween Parade!

Warmest regards,  
Mrs. Lynn DiMatteo, Principal

**DISMISSAL PROCEDURE:**

- Preschool, KGN Petrillo, KGN Amato 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.
- Arluna grade 1 students exit 3E, and Alberto grade 1 exit s 4E (classrooms outside doors, 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).



**(RETURN BOTTOM HALF IF YOUR CHILD IS LEAVING @ LUNCH)**

My child, \_\_\_\_\_, grade \_\_\_\_\_, will be going home for lunch on Thursday, October 31<sup>st</sup> (lunch is from 11:30 – 12:30).

\_\_\_\_\_ will be allowed to pick my child up. (Please print name)  
Name other than parent to pickup

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_