

Dear Families,

On behalf of the entire Upper Township Elementary School Staff, it is my pleasure to welcome you to the 2018-2019 school year. We are looking forward to another exciting year at the Elementary School! Please take a moment to review some important information to prepare for the start of the school year.

SCHOOL HOURS~

Student Arrival 9:10 am

School Day 9:30 am-3:40 pm

Student Dismissal 3:45 pm

FIRST DAY OF SCHOOL~

The school year begins with the first day of school on Wednesday, September 5th which is a full school day with dismissal at 3:45 pm.

DROP-OFF~

Children may be dropped off ***no earlier than 9:10 am*** as there are no staff members on duty prior to 9:10 am. You may utilize the KEYS Program for childcare between the hours of 7:00-9:10 am and 3:45-5:30 pm. Please contact Amy Dietz at 628-3500 ext. 2159 for more information. In the event that you arrive to school after 9:30 am, your child will be marked late.

DISMISSAL AND PARENT PICK UP~

School dismissal begins at 3:45 pm. If you choose to pick up your child on any given day, it is imperative that you send a note to your child's classroom teacher. If you plan to always participate in parent pick up, then please write a note specifically stating such and send it in with your child at the start of the school year. In addition, if your child will be attending KEYS or you have made other pick up arrangements please be sure to specifically outline the details in a note addressed to your child's teacher. If we do not receive a note regarding dismissal, we will assume that your child is to be sent home on the bus. **This year, all parent pick up students will be dismissed from the Cafeteria and we ask that you please park in the Elementary School Front Lot or on Glory Road when participating in parent pick up. Please do not park on the side of the building as it is part of the bus loop.** Also, be sure to bring picture identification when signing out your child.

FOOD SERVICE~

Breakfast is available daily for purchase at the cost of \$1.50. Lunches are also served every day at the cost of \$2.90 and various snacks can be purchased. Snack time is also scheduled daily in each classroom. Please send in a healthy snack and a bottled drink (preferably water) each day.

SCHEDULE~

This year, the Special Areas program at the Elementary School will operate on an **eight day** rotating schedule with four days of Physical Education (every other day), two days of Art or Music (Art for the first half of the year and Music for the second half of the year), one day of Spanish, and one day of Library on a rotating basis. This means that Wednesday, September 5th will be Day One and this cycle will continue through eight days. The rotating schedule starts over again after eight days and therefore Monday, September 17th will be Day One again. Please keep track of the number day in order to help your child prepare for school. Be sure to dress your child appropriately for Physical Education, particularly in sneakers.

IMPORTANT DATES~

- Wednesday, September 5th- First Day of School 3:45 pm Dismissal
- Wednesday, September 26th - Back to School Night 6:30 pm
- Thursday, September 27th- Student Picture Day and Group Picture Day

TEACHER CONTACT~

During the school year, your child's teacher can be reached by calling the Elementary School at 609-628-3500 or via email (teacher's last name@upperschools.org). As the school year begins, please do not hesitate to contact your child's teacher.

Communication is vital to your child's success and you will find the Elementary School Staff to be incredibly caring individuals. Please do not hesitate to contact the school with any questions. We look forward to seeing you soon and hope that you enjoy the rest of your summer!

Sincerely,

Mrs. Andrea Urbano

Elementary School Principal