



Packanack Elementary School, 190 Oakwood Drive Wayne NJ 07470
Phone 973-633-3170 FAX 973-872-1215
Mr. Roger R. Rogalin, *Principal*

August 15, 2019

Dear Parents/Guardians/Students:

Welcome back to Packanack!!! The first day of school is **Wednesday, September 4th**. The school day officially begins at 8:55 a.m.

DATES TO REMEMBER....

- **Ice Cream Social** on **Tuesday, September 3rd** from 6:00 p.m. to 7:30 p.m. on the playground blacktop located behind the building
- **Back to School Night** on **Tuesday, September 10th**.
6:00 pm ~ KWRAP / 6:30 pm ~ Grades K-2 / 7:30 pm ~ Grades 3-5
- **Summer Reading forms** due to the classroom teacher by **Monday, September 16th**

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**OPENING DAY, WEDNESDAY, SEPTEMBER 4TH**

**Kindergarten:**

**All Kindergarten students** will enter the building using the Ratzer Road entrance (Door #5). *On this day only*, kindergarten parents may join their children in the classroom for the first 15 minutes of the day. Please be sure to set the expectation in advance that you will be leaving after 15 minutes.

**Grades 1 thru 5:**

**All students entering grades 1-5 will be lining up on the blacktop area of the playground.** Starting around 8:45 a.m. staff will be available to greet the children as they arrive. Teachers will be holding up signs so that your child can find his/her class. At 8:55 a.m. there will be a brief welcoming ceremony outside, and parents are welcome to participate. Students will then be led in to their respective classrooms by their teachers. For safety & security reasons we ask that parents do not enter the building at this time.

**IN THE EVENT OF INCLEMENT WEATHER .....**

- **Grades 1-2 will enter at the Ratzer Road/Parking Lot Door (#5).** Please say your goodbyes at the door. There will be teachers in the hallways to direct all students to the cafeteria where they will meet their teachers. Please understand that these procedures have been established for the safety of all students.
- **Grades 3-5 will enter at the Main Entrance/Oakwood Drive Door (#1) & Playground /Media Center Door (#7).** Please allow your child to enter the building independently. There will be teachers in the hallways to direct all students to the gym where they will meet their teachers.

**BEGINNING ~ WEDNESDAY, SEPTEMBER 5<sup>TH</sup>**

**Grades K thru 2 ~ Arrival Procedures....**

Please drop off your child at the Ratzner Road/Parking Lot Door (# 5). They will either walk to the café or go directly to their classroom depending on the time. Children may begin entering the building at 8:35 a.m. Staff members monitor the hallways each day and will gladly assist your child if needed. **Students who arrive after 8:55 a.m. are tardy and must be signed in by a parent or guardian in the MAIN OFFICE where they will require a pass to be admitted to class.**

**Grades 3 thru 5 ~ Arrival Procedures.....**

**Third, fourth and fifth grade students** may begin entering the building at 8:35 am using the Playground/Media Center Door (#7) and the Main Entrance/Oakwood Drive Door (#1). If you have more than one child in the school, feel free to drop them off at either entrance. **Students who arrive after 8:55 a.m. are tardy and must be signed in by a parent or guardian in the MAIN OFFICE where they will require a pass to be admitted to class.**

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DISMISSAL PROCEDURES

Please review the Important ‘Dismissal Information’ Memo (via separate attachment or visit the website) and fill in the “Parent/Guardian Dismissal Form” (via separate attachment or visit the website) for each child who attends Packanack School. This completed form **MUST** be returned to your child’s teacher on the first day of school. **If it is not returned on 9/4 - you will be required to pick up your child(ren) in the Gym.**

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**BUILDING ACCESS - DURING SCHOOL HOURS**

- All access into the building (during school hours) will be through the **Main Entrance/Oakwood Drive Door only**. Kindly ring the bell, identify yourself and (when prompted) proceed directly to the Main Office to sign in.
- Forgotten items (lunch, homework, books, etc) must be left in the designated bin at the Main Entrance/Oakwood Door (#1). Instruments can be left on the bottom of the cart. **Please be sure all items are clearly identified with the child's name and class.**

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HEALTH FORMS/MEDICATIONS

On the first day of school, Mrs. Bongiovanni, our school nurse, will be stationed at the Main Entrance/Oakwood Drive Door (#1) in the event that you have medication to be dropped off to be administered to your child during the school day. If you need to speak with Mrs. Bongiovanni before the first day of school, please call the main office. Health forms are also located on the Health Services section of our website

We look forward to seeing all of our Packanack families in September.

Warm regards,

Roger R. Rogalin

Principal