

# South End School

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Dear South End Parents/Guardians,

It is with great pleasure that I welcome you to the 2022-2023 school year. I hope everyone had a wonderful summer and is looking forward to a wonderful new school year. South End is much too quiet! I cannot wait to welcome our children back on September 8th to fill our halls with laughter and joy! Our custodial staff has worked tirelessly this summer to be sure all is ready for our students' arrival. Thank you to Mr. Gjon, Mr. Earl, Mr. Sean, Mr. Tom 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!

Our amazing staff has been busy preparing for the new school year! I know our children will feel safe, welcome and eager to learn. Our teachers are excited to continue our work with Writer's Workshop this year and implement Foundations as our new Phonics Program. Exciting things are happening and we cannot wait to share with you and with our children.

We welcome back from maternity leave Mrs. Searle (grade 1). We are happy to announce the birth of Sebastian Rafael, Mrs. Rizzo's new baby boy. Mrs. Ramunni eagerly awaits the arrival of her first child due within the next few weeks. I know you join me in wishing them happiness and joy on their new arrivals.

Join me in welcoming new personnel to South End. Mrs. Rachel Root joins our second grade team. Joining Mrs. Root on our grade 2 team is Ms. Brooke Reynolds, Mrs. Rizzo's leave replacement. Please welcome Ms. Anna Logothetis, Mrs. Ramunni's leave replacement on our grade one team. Welcome Mrs. Tracey Farrell, NE/SE Art teacher, and Ms. Cara Cilento, Speech. Ms. Nancy D'Addezio-Gomez and Ms. Elizabeth Paizis join our team as Instructional Aides. Mrs. Trisha Turken is South End's new part-time secretary working alongside Mrs. Anderson.

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/Storyworks Magazine for all students, pencil boxes for our Kindergarteners and homework planners for our grades 2-4 students, they have wonderful fundraising ideas for this school year. I thank them for their devotion to our children and support for all our endeavors. Sincerest thanks to our families and community members who donated to the Cedar Bean's Recess Equipment Drive and to Mr. and Mrs. Fletcher who organized the drive for our elementary schools. Our kids will love all the goodies!

Please be sure to visit the Parent Portal prior to the opening day for your child's classroom assignment if you have not done so already. Additionally, please take time to review our Friday Folder on our district's website ([www.cgschools.org](http://www.cgschools.org)) prior to the opening of school and each week thereafter.

**I will apologize in advance for the length of this letter. The remainder outlines procedures for the opening of school (and beyond). Please note the map on the last page for more guidance on where your child will line up on September 8<sup>th</sup>. I ask that you please take some time to read through everything.**

**Please note that on the first day of school, Thursday, September 8<sup>th</sup>.**

- **We do have Morning Care if you signed up for AlphaBest services.**

- **Bus students are met by adults who will walk them to their appropriate lines on the first day (and every other school day). Likewise, bus students are accompanied to the bus each afternoon at dismissal.**
- **Students should bring all grade level supplies. Please check the Friday Folder for supply lists/per grade level.**

As always should you have any questions, please contact me at any time at [dimatteo.lynn@cgschools.org](mailto:dimatteo.lynn@cgschools.org). I look forward to working closely with you to ensure a quality education for our children. Enjoy the remaining days of summer, and I will see you on the first day of school, September 8th. Fingers crossed the sun will be shining so we can gather outside as a school community to kick-off our year!

Warmest regards,  
Lynn DiMatteo, Principal

**Please note the map at the end of this letter to indicate where your child lines up on September 8<sup>th</sup>.**

**Should there be inclement weather on the first day of school preventing us from lining up outside, students in grades 1-4 will enter the building from 8:10-8:20 via the front entrance or ramp entrance 5E. PreK students will enter as indicated below using 19N in the Reading Garden. Kindergarten will enter via their classroom doors (Mrs. Coakely 22E, Ms. Okker 21E, Mrs. Petrillo 20E). Staff will be present to direct students to their classrooms. Pray for sunshine!**

### **Preschool Procedure**

**ARRIVAL** – All Preschool students will enter the building on the **first day of school and every day after that** through the Reading Garden off Fox Road. Students will line up by Exit 19N (first staircase entrance/exit to your left). At 8:20 on the first day, Ms. Ur will meet her students outside. On every other day after that, a Preschool Aide will open the doors for the students to enter the building. We ask parents say their “goodbyes” outside to prevent overcrowding in our hallway areas and to maintain our increased security.

**DISMISSAL** – Preschool students will be dismissed on the **first day of school and every day after that** via the same door (19N) at 3:05 and on early dismissal days at 12:30.

### **Kindergarten Procedure**

**ARRIVAL** – **On Thursday, September 8<sup>th</sup>** on the first day of school, Kindergarten teachers will greet their students/parents outside. Pass the main entrance and follow the path around toward Fox Rd. Cones will mark the spot for each teacher’s class to line up. Because the KGN students will have a number of supplies with them on the first day, they will enter the building via their outside classroom doors (indicated below). The teachers will escort the children into classrooms on the first day.

**Beginning on Friday, September 9<sup>th</sup>** (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 will be dismissed on the **first day of school and every day after that** from their classroom doors as follows.

**Mrs. Petrillo** – external classroom door; pass the main entrance and follow the path around toward Fox Rd. As you turn the corner from the front of the building, Mrs. Petrillo’s door is Rm. 100/Exit 20. If you are coming down the stairs at Fox Rd., make a left and follow the path around to Exit 20.

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

**Ms. Okker** – 2<sup>nd</sup> classroom door to the right of the main entrance as you face building (21E)

## **Grades 1-4 Procedure**

**ARRIVAL on September 8<sup>th</sup>** – On Thursday, September 8<sup>th</sup>, 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 and see map below. 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.

**ARRIVAL AFTER FIRST DAY** - Every day after the first day of school, we ask if possible, grade K-1 enter the main entrance of school in the morning and grades 2, 3, 4 enter by the ramp in the parking lot labeled 5E. Please note that this is to alleviate the number of children entering one entrance way. Please note: we never stop siblings from entering the same door no matter the grade level. We do this to try to alleviate a rush at one entrance where possible.

**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 or go to a sibling’s classroom. I ask that you designate an area outside for the children to meet. Please note: our teachers remain with the children until the person picking up arrives to do so. Therefore, if you have a child exiting one door and another at a different door, no child is ever left unattended. Your child’s teacher will be with your child when you or an older sibling get there. Please do not worry! Either designate an area to meet or rest assured that your child’s teacher will wait with your child until you arrive.

### **GRADE 1 DISMISSAL DOORS**

**Ms. Milano** (Room 102/Exit 18N) and **Ms. Alberto/Mrs. Searle** (Room 104/Exit 17N) – enter campus from Fox Road to the Reading Garden. Both classrooms are to your left.

**Ms. Arluna** – (Room 105/Exit 3E - main parking lot by ramp/custodian door)

**Ms. Logothetis** - (Room 107/Exit 4E) – main parking lot by ramp

### **GRADE 2 DISMISSAL DOORS**

**Ms. Reynolds/Mrs. Root** (Room 108/Exit 9) and **Ms. Hios/Tedesco** (Rm. 106/Exit 10) - enter campus from Harper Terrace, follow gym path by hydrant to the back of the building past the gym doors to rooms 106 and 108.

**Mrs. Palmieri** (Room 116/Exit 15N) – enter Reading Garden off Fox Road. Classroom is second door on your right.

### **GRADE 3 DISMISSAL DOORS**

**Mrs. Sudol** (Room 112/Media Center Ramp) - walk to back of building by field (about midway) to Media Center ramp (Exit 11W).

**Mrs. Placenti** (Room 115/Exit 12W) -walk to back of building by field near Media Center ramp door. Mrs. Placenti’s door is across from the ramp.

**Mrs. Allstaedt** (Room 119/Exit 14N) – come down stairs on Fox Road; exit is the first set of doors to your right as you enter the Reading Garden.

**Ms. Kayla Amato/Ms. Capilupi** (Room 114/Exit 16N) – come down stairs on Fox Road to the Reading Garden; exit is the third door on your right.

#### **GRADE 4 DISMISSAL DOORS**

**Mrs. Conover/Mrs. Farinhas** (Room 118/Exit 14N) - come down stairs on Fox Road; exit is the first set of doors to your right as you enter the Reading Garden.

**Mrs. Legras** (Room 122/Exit 13W) and **Ms. Reid's** (Room 117/Exit 13W); enter from Fox Road across from the yellow garage.

## **South End Procedural Information Preschool thru Grade 4**

### **Security**

In order to enter South End, you must have your license with you. We use Hall Pass (more info on district website) to scan licenses. Without your license to scan, you will be unable to enter. Once scanned, you can enter the second set of doors in our front vestibule. Please then go directly to the main office. When leaving, please be sure to check out as well.

### **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 7:00-8:30 AM, 11:25-12:35 PM, or 2:30-3:20 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. If you have concerns or questions, please contact me directly at [dimatteo.lynn@cgschools.org](mailto:dimatteo.lynn@cgschools.org). Our parking lot is quite full and spots are limited.

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**

Please visit our website for information on our Morning Care service provided by AlphaBest. Should you have questions, please notify them directly. **Please note that in bringing your child to Morning Care, you should park on the access streets as our parking lot is staff only. AlphaBest will communicate their drop-off and pick-up procedures to those who have registered for their services.**

### **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.** As children are waiting outside to enter the building either by 5E (ramp entrance) or the main door, we ask that they do not block the doors. Cones will be set up for students to line up against the building so entrance doors are not blocked.

Please be sure your child is in school by 8:20 AM each day. 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.**

### **Lunch/Recess Time**

Our students enjoy one full hour of lunch and recess each day. Students have ½ hour of eating in the cafeteria and ½ hour of recess. Students will eat with their grade level classmates. Our PreK and Kindergarten eat lunch at 11:00 followed by grades 1-4 who eat and have recess between 11:30 and 12:30.

If you are taking your child home for lunch/recess, we ask that you inform your child's teacher. Your child will be dismissed through the main entrance to meet you outside. You do not have to enter the building to sign your child out for lunch. Informing the teacher helps us to know who is staying and who is leaving. If your child is going home for lunch, they **cannot** come back for recess. They should return when the lunch hour is over entering the building through the main entrance.

We try to get the students outside each day for fresh air. On those inclement weather days where we cannot be outside, indoor recess is held. Therefore, each student in grades K-4 should have in school a rainy day bag (please label clearly your child's name) filled with items the child can play with in school (coloring materials, card game, action figures, Barbie dolls, etc.). Children should not bring electronics in the bag (as it remains in school) nor should they bring anything of value. Children should also understand that they should NOT trade their items with another student. Preschool children's indoor recess time will be guided by the Preschool staff. No rainy day bag is necessary.

Classroom teachers will discuss more about rainy day bags as well.

### **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 (early dismissal).

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

### **Delayed Openings**

During inclement winter weather, there may be times when a delayed opening is called. **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. More information about delayed opening time frames can be found on our district calendar located on the district website.**

### **Chrome Books**

As you know, our district is 1-1 Chromebooks. Students in Kindergarten will have access to their Chrome in the Kindergarten classroom. Grades 1-4 students will be responsible to bring back and forth to school each day their Chromes, fully charged and ready for classroom use unless designated otherwise by your child's teacher. Chromebooks will be issued to students the first week of school. **It is a students' responsibility to care for the Chrome and to bring it to school each day fully charged.** Information regarding the signing of a Device Agreement and yearly maintenance fee has been made available to you in the Genesis Parent Portal.

## Volunteering

At South End, we welcome parent volunteers. A parent/guardian can volunteer to be present with our children 3X/year before needing to be fingerprinted. The form for fingerprinting is found on the Friday Folder. Fingerprints are good for a number of years. It is a process, so please know that it does take a while to get approval.

## **COMMUNICATION**

### **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](http://www.cgschools.org)) under Panther Parent Information tab. The Friday Folder is your online source for community, district, and school-specific news and information. 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 Instagram @ southendprin**

**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)

**Facebook (new link) <https://www.facebook.com/Cedar-Grove-NJ-South-End-School-104606928354925>**

