

# South End School

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Dear South End Parents/Guardians,

I hope you had a fantastic summer! I want to welcome you and your family to the new school year at South End. I've missed the laughter and joy of our students, and I cannot wait to have them back on September 4th.

I wanted to express sincere gratitude to our custodial staff (Mr. Earl, Mr. Sean, Mr. Ray), our outside crew, and our Supervisor of Grounds John Bannon, for their hard work this summer. Special thanks to Mr. Robert Smith (IT) for preparing all our electronic devices for our students and teachers. Please join me in thanking them for their exceptional efforts! Together we have made sure everything is ready for our children's return.

As we enter a new school year, we have been hard at work preparing a safe and welcoming environment for our children. Our amazing and dedicated teachers have been busily preparing our classrooms and are thrilled to continue the wonderful initiatives we have promoted in ELA which include Writer's Workshop, Guiding Readers, Heggerty and Foundations. This year we unveil enVisions, a new math program for grades K-4. Our teachers will share additional information with you at the start of school to help acquaint you with your child's classroom procedures. We look forward to meeting you on September 26th at South End's Back-to-School Night to share more information.

I would like to bid a fond goodbye to Mrs. Mena Farinhas (grade 4) who is taking on a new adventure this year at Memorial Middle School and to Mrs. Angela Abate (KGN paraprofessional) who is embarking on a new career endeavor. We will miss them at South End and know they will continue to do great things in their new positions.

I am thrilled to introduce our new staff members who will be joining our learning community this year. Please join me in welcoming Ms. Olivia Ugliarolo who joins our grade 4 team working with Mrs. Conover. Welcome to our new paraprofessionals, Doreen Pinnock (PreK) and Susan Benanchietti (KGN). Additional staff will be communicated to you upon Board Approval on August 29th. We are excited to have them on board and know they will do great things with our children!

Sincere gratitude to our Family School Association (FSA) for their incredible generosity in helping us kickstart the new school year. Thanks to their support, we were able to provide Scholastic/Storyworks Magazine for all students, lunch bins for all classrooms, recess equipment for all grade levels, pencil boxes for our Kindergarteners, recorders for our fourth graders, and homework planners for grades 2-4. Throughout the school year, our FSA continues to support our needs. Thank you for your devotion to our children and staff. Your support for our endeavors truly makes a difference.

As we prepare for opening day, I kindly request that you visit the Parent Portal (<https://parents.c2.genesisedu.net/cedargrove/sis/view?gohome=true>) to check your child's classroom assignment if you haven't already. Additionally, please remember to review our Friday Folder on our district's website (<https://cgschools.org/friday-folder/>) prior to the start of school and every week thereafter.

**I understand that this letter may seem lengthy, but it contains crucial information regarding the procedures for the opening of school and beyond. I kindly request that you take a moment to read through everything as it is essential information.**

Please note that on the first day of school, Wednesday, September 4<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.
- Students on all grade levels should bring a healthy snack to school on Wednesday. Our teachers will provide more information about this.

As always should you have any questions, please contact me at any time at [dimatteo.lynn@cgschools.org](mailto:dimatteo.lynn@cgschools.org). Thank you for entrusting your child to us. 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 4<sup>th</sup>. Fingers crossed the sun will be shining so we can gather outside as a school community to kick-off our new year!

Warmest regards,  
Lynn DiMatteo, Principal

## **South End Arrival/Dismissal Information Preschool thru Grade 4**

Dismissal Note: Please note that if your child rides the school bus home or attends the Alphabest Aftercare Program, we line the students up and escort them down to the bus line and aftercare program.

**For opening day on September 4th, please see the map below (page 5) for class line up locations.**

### **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, (Exit/Entrance 19N). Entrance to the Reading Garden is off Fox Road; proceed down the stairs and to the right. At 8:25 on the first day, Mrs. Engel and Mrs. Donker will meet their students outside. On every other day after that, a Preschool Aide will meet the children at this entrance. We ask parents to say their “goodbyes” outside to prevent overcrowding in our hallway areas and to maintain our increased security.

If a child rides the bus, aides will meet the bus when it arrives and monitor children.

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

### **Kindergarten Procedure**

**ARRIVAL** – **On Wednesday, September 4<sup>th</sup>**, Kindergarten teachers will greet their students/parents outside. Students in Mrs. Coakley, Mrs. Thomas and Mrs. Petrillo’s class will line up on the side of the building that leads to Fox Rd. To bring your child to the class line on the first day, pass the main entrance and follow the path around toward Fox Rd. Cones will mark the spot for each teacher’s class. Since the students will have a number of supplies with them on the first day, Mrs. Coakley, Mrs. Thomas and Mrs. Petrillo will meet the students and lead them into the building via their outside classroom doors.

Since Mrs. DeSilva’s classroom door is not accessible at the front of the building, the children will enter through the main entrance. If your child is in Mrs. DeSilva’s class, please line up to the right of the main entrance against the building. A cone will indicate the line up spot.

**Beginning on Thursday, September 5<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 that 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)

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

**Mrs. DeSilva** - (Room 104/Exit 17N) – enter campus from Fox Road to the Reading Garden. Classroom is third door to your left

## **Grades 1-4 Procedure**

**ARRIVAL on September 4<sup>th</sup>** – On Wednesday, September 4th, all teachers in grades 1-4 will meet their students in the main parking lot at 8:25 AM. Look for the cone labeled with your child’s teacher’s name and see the 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. **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 lining up inside the building, we cannot have students walk through the building unattended 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 gets 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. Alberto** (Room 105/Exit 3E - main parking lot by ramp/closest to custodian door)

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

**Mrs. Root** (Room 107/Exit 4E) – main parking lot by ramp

### **GRADE 2 DISMISSAL DOORS**

**Mrs. Rizzo** (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. 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

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

**Mrs. Placenti/Mrs. Searle** (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

**Ms. Kayla Amato/Ms. Capilupi** (Room 121/Exit 13W); exit from Fox Road across from the yellow garage

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

**Mrs. Conover/Ms. Ugliarolo** (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/Ms. Reynold's** (Room 117/Exit 13W); exit from Fox Road across from the yellow garage

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Should there be inclement weather on the first day of school preventing us from lining up outside, please note the following.

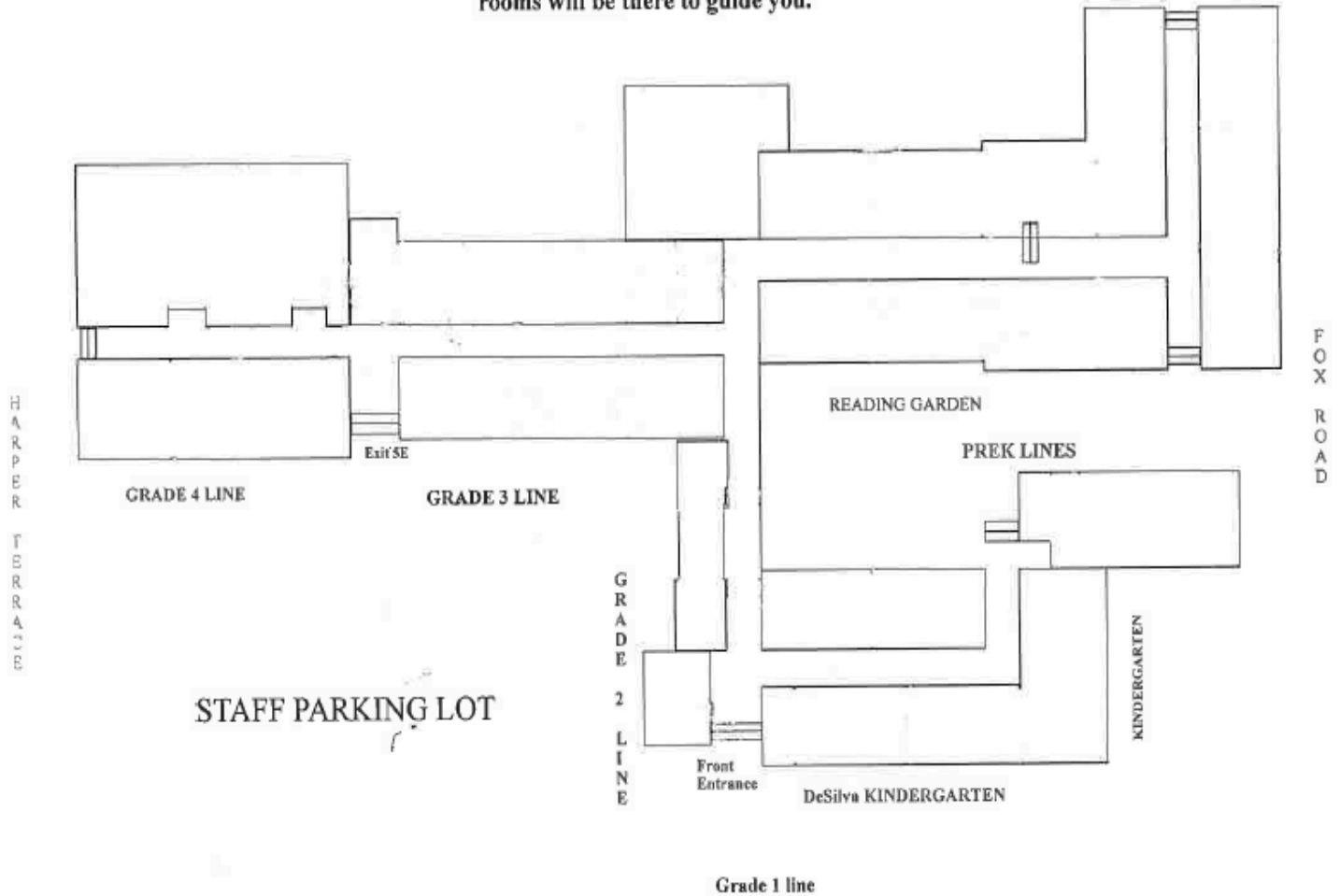
PreK students will enter as indicated using 19N in the Reading Garden.

Kindergarten will enter via the main entrance. Staff will be present to direct students to their classrooms and assist with supplies.

Students in grades 1-4 will enter the building from 8:15-8:25 via the front entrance or ramp entrance 5E.

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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.



## South End School

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

#### **Security**

Mr. Orlando Soto is South End's Security Guard. Mr. Soto is at SE from 8 in the morning until 3:30 in the afternoon. 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 our parking lot with your vehicle from: **A.M. 7:30 - 8:30 or Lunch Time 11:30 a.m. – 1:00 p.m. or P.M. 2:50 – 3:20**

**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 that 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 if dropping off after 7:30 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 8:15 A.M.,** 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 8:15 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.**

**An 8:15AM bell will ring to signal doors opening for students to enter the building. Another bell will ring at 8:25 for the start of school.**

Please be sure your child is in school by 8:25 A.M. each day. Students will be supervised in the hallways outside of their assigned classrooms from 8:15 until 8:25. We ask parents to say their “good-byes” outside to prevent overcrowding in our hallway areas and to maintain our increased security measures. Teachers will welcome their students into their classrooms at 8:25 each day. **Students are considered late if they arrive after 8:25 bell and will need to visit the office for a late pass. At 8:25 the main entrance will be the only entrance available for students to enter.**

## Lunch/Recess Time

Our students enjoy a 48 minute lunch and recess each day. Students will eat with their grade level classmates. Our PreK and Kindergarten eat lunch and enjoy recess from 11:41-12:29; followed by grades 1-4 who eat and have recess between 12:05 and 12:53.

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 lunchtime is over entering the building through the main entrance. You do not have to sign them in.

We try to get the students outside each day during recess for fresh air. As the weather becomes cooler, please be sure your child is dressed for the change in weather (jacket, coat, hat, gloves, etc.). On inclement weather days when we cannot take the children outside, indoor recess is held. More information concerning rainy day bags for certain grade levels will be forthcoming.

### **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 parents and 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 10:15 AM. Students begin their day at 10:25 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 her Popular Links 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**