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Dear Parents/Guardians and Families:

On behalf of the staff here at William F. Halloran School No. 22 Pre-K Annex, it is with great pleasure that we welcome all of our new families as well as our returning families to the 2019 – 2020 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students. The school year will be both inspiring and academically successful; as a result, together, we will supply every child with the necessary tools to become lifelong learners and outstanding citizens in the future. We share the responsibility for our children's success and we want you to know that we will work diligently to implement our mission – for we do believe it is very important that *every child achieves excellence*.

***Please be informed that we are located at 612 Pulaski Street.*** We look forward to working with you in order to provide a great Preschool experience for your child.

### ➤ **First Day of School**

The 2019 – 2020 school year will begin on ***Thursday, September 5<sup>th</sup>, 2019***. Classes will be in session between the hours of ***8:20 a.m. until 3:00 p.m.*** In order to help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

Enclosed you will find a necklace with your child's symbol on it. The necklace provides the child's classroom assignment for the 2019 – 2020 school year. Please ensure that the necklace is worn to school every day for the first two (2) weeks.



**IMPORTANT NOTE: Please be informed that double parking is illegal and is not allowed on any streets surrounding our school. Please plan accordingly and allow yourself sufficient time to find parking and walk your child into his/her classroom by 8:20 a.m.**

**➤ Breakfast Program**

School breakfast is served daily in our schools. It is imperative that you accurately complete a breakfast/lunch application so that your child’s payment status can be determined. Applications and nutrition information may be found by visiting our district website at [www.epsnj.org](http://www.epsnj.org).

**➤ Uniform Policy**

Dress Code Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for the reasonable comfort of all students.

Uniforms are expected to be worn on a daily basis. Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and should not be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child. If a student moves to another school that has a different school uniform, any purchase of a school uniform for the new school will also be the responsibility of the parent/guardian.

<b>Preschool Uniform</b>	
<i><b>Boys</b></i>	<i><b>Girls</b></i>
Blue Polo Shirt	Blue Polo Shirt
Khaki Pants	Khaki Jumper
Navy Blue Socks	Navy Blue Tights or Socks
Flat Black Shoes Appropriate for School	Flat Black Shoes Appropriate for School
Navy Cardigan Sweater (optional in warm weather)	Navy Cardigan Sweater (optional in warm weather)

**Physical Education Uniforms**

White T-Shirt or Blue Sweatshirt with Elizabeth Public Schools Emblem  
 Navy Mesh Shorts or Navy Blue Sweatpants with Elizabeth Public Schools Emblem  
 Sneakers (Any Color)

*Students may wear their gym uniform to school on gym days.*

**\*Please note that boots, shorts, corduroy pants, cargo pants and/or jeggings are not part of the school uniform.**



### ➤ Suggested Supplies

In order to enhance your child's Preschool experience, please bring the following suggested items to school with you on the first day:

- Two Complete Sets of Clothing Appropriate for the Season (Shirt, Pants, Socks, and Undergarments)
- 1 Crib Size Sheet and 1 Crib Size Blanket
- 1 Small Backpack without Wheels
- Diapers / Pull-Ups (if needed)
- 1 Box of Tissues
- 1 Box of Wipes

**\*Please be sure to label all items, using both the first and last name.**

### ➤ Communication

It is extremely important that we have the most updated phone numbers and home address so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to notify both the teacher *and* the main office at any time throughout the course of the school year if there is a change in address and/or a phone number. Open communication between the home and the school is expected and is one of the most pertinent keys to academic success in school.

### ➤ District Forms

**Please kindly review, sign, and return the packet of information with your child on the first day of school.**

- Emergency Form
- Preschool Attendance Contract
- Medical Forms (Students *MUST* have a current physical in order to enter school)
- Parent Survey
- School Calendar
- Birthday Information Letter

### ➤ District's Code of Student Conduct

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.



For the full version of the Code of Student Conduct policy, please visit <https://www.epsnj.org>.

### ➤ **Attendance**

Your child's consistent, daily attendance in our Preschool Program is necessary for them to gain the full benefit of a high-quality preschool education. Consistent attendance in the early grades, beginning in preschool, is shown to increase scores in both Reading and Math and helps children to develop the strong social-emotional skills that are needed in order to become successful learners.

Please see attached for a copy of the Student Attendance and Tardiness Policy.

### ➤ **Safety and Security**

Please note that the safety of our students is of the utmost importance to us. Therefore, please have the proper photo identification readily available for the security guards in order to receive a visitor's pass upon entering the building. An orderly school environment is essential to the success of our learning program.

### ➤ **Health Related Information**

By New Jersey state mandate, all Pre-K students must have the flue vaccination by January 1<sup>st</sup> in order to attend school. For any and all medical updates or concerns, please contact the school nurse.

### ➤ **Back-to-School Night**

***Our Back-to-School Night will be held on Monday, September 23<sup>rd</sup>, 2019 at 5:30 p.m.***  
During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

Again, we would like to welcome you to William F. Halloran School No. 22 Pre-K Annex and we look forward to a wonderful year together!

Sincerely,

*Linda Trebino*

Linda Trebino  
Vice-Principal