

MENDHAM TOWNSHIP ELEMENTARY SCHOOL

A home for nurturing habits of the heart and the mind

OFFICE OF THE PRINCIPAL

Michael E. Craver



December 15, 2006

Dear Parents:

The first few months of school have passed quickly for your kindergartner and we now find the New Year fast approaching. As we move to the full-day schedule January 2, we would like you to know that the kindergarten team and school staff has taken much into consideration to prepare your child for this transition, including eating snack in the cafeteria next week. As the initial group, public school experience for your child, you have seen that our kindergarten is a child-centered program that encourages active learning and self-efficacy, while promoting the joy of learning. This year of your child's educational journey will be the strong foundation upon which s/he can build the skills, knowledge, and attitudes toward education necessary for lifelong learning.

We are fortunate that our unique, split-year schedule allows children to gradually become acclimated to the physical and emotional demands of a full school day. Despite more time for learning, your child's teacher will continue to balance activities that provide cognitive challenges, and facilitate the development of autonomy and social skills that are essential for young children in a supportive environment rich in experiences meaningful to your child.

In an effort to make this transition a positive experience for parents and children, we have created a packet of information that has evolved over the years, which we feel will be helpful. If at any time you have questions or concerns regarding the information contained in this packet or our full-day program, please do not hesitate to contact your child's teacher or me.

Thank you for helping to make the first few months of your child's educational experience at M.T.E.S. positive for your child and her/his teacher. We eagerly anticipate the rewarding experiences 2007 is sure to bring.

Very truly yours,

Michael Craver
Principal



Dear Kindergarten Parents

December 2006

We are very excited to begin our full day of Kindergarten on January 2, 2007! Please note that on Tuesday, the 2nd there will be a delayed opening for all Kindergarten thru Fourth grade students due to a staff development for all teachers. School will begin at 10:50 am and end at 3:35 pm. A regular full day will begin at 8:50am and end at 3:35pm. Attached you will find a sample schedule of a typical day in our classroom.

Arrival & Dismissal

The Children will arrive at school on their current bus. The children will be dismissed at 3:35pm and will be walked to the same bus they arrived on by their teacher. Pick-ups will wait in the new gym located near the rear entrance of the building where they will wait for you to pull up in your car. Please remember to put your child's last name in large block letters in the passenger side window. There will be an aide waiting with them. Please remember to send a note if there will be any changes in your child's dismissal procedure by 1:30 pm. Please call Theresa Townsend in the transportation office with any busing questions.

Lunch & Recess

Currently, we eat snack at 11:00am. In January, all Kindergarten children will eat lunch in the all-purpose room, with the lunch aides, from 11:00-11:25 followed by recess. The children will have the option of purchasing lunch and drinks. Snacks will be available for purchase on Fridays only. Please see the attached letter regarding the Pomptonian hot lunch program. Recess will be supervised by the playground aides. Our snack time will be moved to the afternoon. Snack should consist of one or two items and a drink in a separate paper bag from lunch labeled with their name.

We will have our snack in the lunch room on Thursday, December 21st to have the children experience eating at their assigned tables.

Rest Time

During our rest time, the children will need a bath size towel, labeled with their name. They will use them to get comfortable on a school provided rest mat. No oversized towels, sleeping bags or pillows. Please send towel in with your child by Wednesday, December 20th.

Extra set of clothes

Since the children will be in school for a longer period of time, we ask that each child bring in an extra change of clothes (pants, shirt, underpants and socks) Please send them to school in a bag – labeled with their name. We will keep them in our classroom just in case. Please send an extra set of clothes in with your child by Wednesday, December 20th.

We look forward to a smooth transition for the children and are very excited about enriching and broadening our curriculum. Please contact us with any questions, concerns, or happy thoughts.

Thank You,
The Kindergarten Teachers



Sample Schedule

Full Day Kindergarten

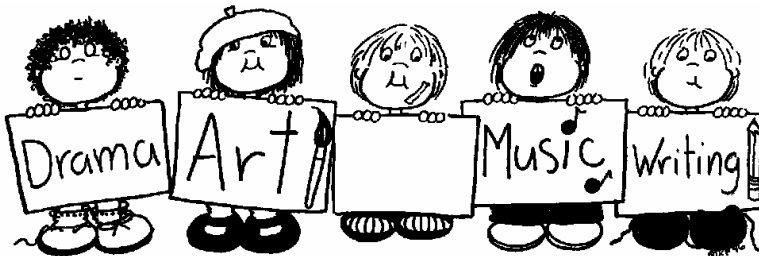
A.M. ACTIVITIES:

- ❖ Open Center Time
- ❖ Morning Activities/Calendar
- ❖ Reading
- ❖ Special*
- ❖ Lunch & Recess

P.M. ACTIVITIES:

- ❖ Math
- ❖ Rest/D.E.A.R. Time
- ❖ Social Studies – Science – Health
- ❖ Workshop
- ❖ Snack & Recess
- ❖ Dramatic Play or Journal
- ❖ Story & Pack Up & Dismissal

* Our “Specials” will remain the same day & time. We will pick up an additional physical education class.



Dear Parents of M.T.E.S.,

In November, Pomptonian Food Service implemented an electronic Point-of-Sale system to streamline the purchasing process and allow us to keep better data on what is being purchased. This will eliminate the need for lunch cards, as students will be using the last four digits of their Student Identification number to purchase lunch. This will not in any way alter the process by which you purchase lunch for your child. We strongly encourage you to pay for your child's lunch in advance. Once the process is running smoothly, paying by cash will actually impede the swift movement of the line. This service in the near future will allow us to offer you the opportunity to deposit money into an account for your child's lunch through the district website and allow you to view your child's purchases online.

Teachers have been given your child's Student Identification number to allow them to practice remembering the last four digits of this number in the classroom. Please know that we have made the process as easy on your child as we could. Your child should not feel pressured or anxious about remembering her/his number. Students can be entered into the system by their name as well. We also have master class lists at the register so that aides can assist your child with her/his purchase.

As always, should you have any questions, please do not hesitate to contact my office. We anticipate this process being one of the numerous positive adjustments your child will experience in the seamless transition to a full day for our kindergarteners.

I wish you and your family a joyous and healthy holiday season.

Sincerely,

Michael E. Craver

MENDHAM TOWNSHIP BOARD OF EDUCATION

Dear Kindergarten Parents,

As you know Kindergarten students will attend school all day starting in January. Please review the following bus procedures with your child.

Let them know:

- The morning bus driver will be the afternoon bus driver
- The same morning students are on the afternoon bus
- The same morning bus stop will be the afternoon bus stop
- The assigned morning seat will be the afternoon seat
- Buses park in the same spot every afternoon
- Attendance is taken on the bus every afternoon.
- Someone still needs to be at the bus stop

Please remember to send a note to school if your child will not ride the bus

Kindergartners must be returned to the school, by board policy, if no one is at their bus stop to meet them

Thank you for your cooperation.

Theresa Townsend
Director of Transportation

**MENDHAM TOWNSHIP ELEMENTARY SCHOOL
WEST MAIN STREET
BROOKSIDE, N.J. 07926**

Michael E. Craver
Elementary School Principal
(973) 543- 7107

Cheryl O'Connor
Secretary to the Principal
FAX: (973) 543-4631

Dear Parents,

As we begin a new school year, I would like to notify those of you new to the district and remind our 'veteran' parents of the arriving and departing procedure in order to ensure the safety of our children. To make this process safe, orderly and efficient, I respectfully request that you carefully follow the established procedure detailed below. It is imperative that the traffic flow in each instance of morning arrival and afternoon departure is precisely adhered to.

All morning arrivals and afternoon departures by car will take place at the rear of the building. You should be aware *that supervision is unavailable prior to 8:45 a.m.* Therefore, it is essential that you drop off your child at or after this time. Once on the property, please proceed along the drive and bear to the right, both as you approach the circle and upon reaching the side parking lot. The line will proceed around the perimeter of the side lot, along the soccer field, and approach the entrance to the new gym.

In order to ensure that the car line moves along smoothly we kindly request, upon arriving and departing, that you remain in your vehicle throughout the process. The staff member on duty will assist your child with entering your vehicle. To support us with expediting this procedure we would greatly appreciate you placing a placard clearly identifying your last name on the passenger side window when picking up so that your child (ren) can be called quickly from the gymnasium.

With your assistance, I'm sure we will make this procedure as safe and efficient as possible. I thank you in advance for your anticipated cooperation and look forward to working with you as the year progresses.

Sincerely,

Michael Craver

MC/co

