



Dr. Frank Ranelli
Superintendent of Schools

Knollwood Elementary School
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August 25, 2022

Welcome to the 2022-2023 School Year at Knollwood Elementary School!

Dear Knollwood Families,

As principal of Knollwood Elementary School it is my privilege to welcome you to the 2022-2023 school year! On behalf of our entire staff, we are looking forward to an exciting year of growth and achievement for all of our students. As we prepare to open our doors for the first day of school on Tuesday, September 6, our focus is on safely welcoming our students and staff while continuing to provide a student-centered, growth-oriented learning environment.

This communication contains important information on a number of topics and procedures you may have questions about as we start the new school year; please read it in its entirety and save for future reference.

Today you will also receive a Welcome Letter from your child's teacher for the 2022-2023 school year. This is often an exciting day for our students as they look ahead to a year of new learning, new experiences, and new friends. Please know that student placement and class construction is a thoughtful and thorough process. Carefully balanced classroom communities have been created, and we ask for your confidence in your child's placement.

Whether your child is returning to Knollwood or new to our school, I want to thank you for your support and partnership as we begin the new year. Our teachers and staff are dedicated to providing a safe, inclusive, and stimulating learning environment for all students, and we are excited to continue the great work that we do together with you, our Knollwood families. We look forward to welcoming your child for our first day of school on **Tuesday, September 6!**

Sincerely,

Brian Voigt
Principal



MATERIALS:

- A list of materials for each grade level can be found [HERE](#). You may contact your child's teacher with any questions related to these items. If you are unable to secure materials due to hardship please call us directly at (732) 885-1528.
- Students in grades 2 and 3 should bring their district-issued iPad to school **fully charged** and ready to use each day. More information regarding district-issued devices for Kindergarten and 1st grade students will follow.
- Students will not be permitted to drink directly from water fountains. Please send your child to school with drinking water. Water bottles may be refilled at school.
- Please clearly write your child's name on all personal items (backpack, lunch box, water bottle, clothing, etc.). Lost/misplaced items with no name will be placed in the school's Lost and Found.
- Masks are optional for all.

SCHOOL HOURS:

<u>Regular Day:</u>	9:00 am (late bell) – 3:15 pm	Students may begin entering the building at 8:40 am
<u>Early Dismissal:</u>	9:00 am (late bell) – 1:20 pm	Students may begin entering the building at 8:40 am
<u>Delayed Opening:</u>	11:00 am (late bell) – 3:15 pm	Students may begin entering the building at 10:40 am

- Lunches will be held on all school days.

LUNCHES:

- Lunch will be served in our cafeteria each day. Students may bring a packed lunch to school or buy school lunch for \$2.75. Add-on items, including snacks, will be available at an additional cost.
- Breakfast will be served daily between 8:40 – 9:00 am at a cost of \$1.75.
- If you are sending a packed lunch, please make every effort to send items and containers that can be easily opened by your child independently.
- The US Department of Agriculture DID NOT extend the free school meal program for all students for the 2022-2023 school year. Eligible families must complete the School Nutrition Program application to be approved for free or reduced priced meals this year. Please click the following link for more information: [School Nutrition Program Application - Piscataway Township Schools \(piscatawayschools.org\)](https://www.piscatawayschools.org/school-nutrition-program-application)

DATES TO REMEMBER:

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| ✓ | <u>September 6 (Tuesday):</u> | <u>First day of school (full day)</u> |
| ✓ | <u>September 9:</u> | <u>Spirit Day – Blue and Yellow Day</u> |
| ✓ | <u>September 15:</u> | <u>School Picture Day</u> |
| ✓ | <u>September 16:</u> | <u>Spirit Day – Mismatch Day</u> |
| ✓ | <u>September 20:</u> | <u>Back to School Night. More information to follow.</u> |
| ✓ | <u>September 23:</u> | <u>Knollwood PTO Ice Cream Social, 6:00 – 7:00pm</u> |
| ✓ | <u>September 26:</u> | <u>Rosh Hashanah – Schools Closed</u> |
| ✓ | <u>September 28:</u> | <u>Knollwood PTO General Meeting, 7:00 – 8:00pm</u> |

DISTRICT WEBSITE AND CALENDAR:

Please click [HERE](#) to view the Piscataway School District calendar for the 2022-2023 school year. You may also visit the district's website (www.piscatawayschools.org) for access to this calendar and other important information.

COMMUNICATION FROM THE SCHOOL:

- Knollwood School regularly uses email messages as a means of communicating with families about important dates, procedures, events, and programs. **Please be sure that we have a valid parent/guardian email address associated with your child and that you are able to check it regularly for important school-related messages.**

GENESIS PARENT PORTAL:

- Please make sure all of your contact information is updated and accurate in [Genesis](#). Genesis is the parent portal that we use to share important information such as your child's progress reports. If any changes or updates related to your contact information are required, please call the school or email our secretary, Mrs. Mazzelli, at mmazzelli@pway.org.

ARRIVAL & DISMISSAL:

Bus Riders:

- For students who are registered for transportation, a bus pass has been mailed to you earlier this week. This pass indicates your child's designated bus route and includes pickup/drop-off locations and times. **Please have your child bring this pass in their backpack during the first weeks of school.**
- Students who ride the bus home from school will have a colored tag placed on their backpack. **Please do not remove this tag, and let your child's teacher know if it is removed or lost.**
- We ask for your patience over the first few weeks of school as our students spend additional time learning new arrival and dismissal procedures. **Buses may load and depart slightly later than scheduled early in the school year in order to ensure a safe dismissal for all students.**
- Please visit the [Transportation Department website](#) or call (732) 572-2289, ext. 2364 or 2365 for more information.

Car Riders/Walkers:

- The traffic loop at the front of our building is **reserved for buses only** during arrival and dismissal windows (8:15am – 9:15am & 2:30pm – 3:30pm).
- Drop-off for car riders is located in the visitors' lot in the rear of the building on the Wade Street side. To ensure our students' safety and a smooth flow of traffic, please follow all traffic cones and signs/markings in addition to the directions of our safety officer, Mr. Washington.
- Please do not park/exit your vehicle while in the Drop-Off lane. This lane is reserved for families who wish to "drop and go". Staff will be on hand to assist students as they exit the vehicle and enter the building from this lane. If you wish to walk your child to the building, please park in one of the available spaces in the visitors' lot.
- Doors open at 8:40am. Students who arrive before this time will be required to wait with a parent/guardian outside the building. Students are dismissed at 3:15pm.
- Students who are dropped off/picked up or who walk to school will enter/exit the rear of the building through one of three marked doors:

Walker/Car Rider Arrival and Dismissal Doors	
Kindergarten	Door 8
1 st Grade	Door 10
2 nd Grade or 3 rd Grade	Door 9

BEFORE AND AFTER CARE:

- Before and After care will be offered through the Piscataway Township Community Education department. Enrollment is required. More information can be found by using this link: [BEFORE & AFTER CARE PROGRAM INFORMATION](#)

ABSENCES OR OTHER CHANGES TO YOUR CHILD'S DAY

- If your child is **absent** or **tardy** for any reason, please call the Knollwood Attendance Line by dialing (732) 885-1528 and selecting Option 1 when prompted. Leave a message detailing your child's name, their teacher, and the nature of the absence. Please note that a voice message serves only to alert the school of the absence so that you do not receive an automated phone call. **A voice message by itself is not sufficient to excuse an absence.**
- For absences due to illness, please send a doctor's note with your child upon their return to school or email it directly to our attendance clerk, Amy Petrik, at apetrik@pway.org. In certain cases, a parent/guardian note can be accepted for absences due to illness. Parent notes for student illness are accepted for no more than two consecutive days, up to twice per marking period.
- More information on our district attendance policy can be found on Page 8 of the [Elementary/Intermediate Schools Handbook](#).
- For any changes to your child's usual dismissal routine (e.g., leaving before the end of the school day, parent pickup instead of riding the bus, etc.), contact your child's teacher via email **prior to the start of the school day**. Please be sure to include our school secretary, Mrs. Mazzelli (mmazzelli@pway.org), on the email as well or call the school directly to report the change in your child's routine.

HEALTH OFFICE:

- Please be sure to contact our school nurse, Ms. Judy Collins, regarding any medications that must be sent to the school for your child. This includes daily as well as "as needed" medications. Paperwork is available from the health office (jcollins@pway.org or 732-885-1528, ext. 5828).
- DO NOT send your child to school if they are experiencing symptoms included in these [GENERAL HEALTH GUIDELINES](#). Please keep your child home and contact your family doctor as well as Nurse Collins.
- Please use this link for information regarding our current [COVID-19 PROTOCOLS](#). Additional information can be found in our [RETURN TO SCHOOL INFOGRAPHIC](#) and the [Superintendent's Parent Letter](#).

OUTDOOR RECESS:

- Outdoor recess provides our students with an important opportunity to get fresh air, socialize with peers, and engage in physical activity. Students will go outside for recess during all seasons unless there is active precipitation or public warnings of extreme hot/cold temperatures.
- Please be sure to dress your child appropriately for outside play throughout the seasons. For example, during the cold months, please send your child to school with a winter coat, hat, gloves, scarf, etc. **We do not have any of these items available for borrowing.** If you are experiencing a hardship obtaining these items, please contact our main office.

KNOLLWOOD PTO:

- Our Parent-Teacher Organization supports our students and our school in many ways and helps to provide a positive and memorable school experience for all who call Knollwood home. **The Knollwood PTO is an extremely important part of our Knollwood community and we need your help.**
- We invite you to partner with us in this important organization by becoming a member this year. If possible, please consider contributing your ideas, talents, and/or skills by serving as a committee chair.
- An informational Knollwood PTO brochure and a 2022-2023 Membership Form will be emailed to all families in the near future. In the meantime, our PTO can be contacted at PTO.Knollwood@gmail.com should you be interested in getting involved or have any questions.

*We realize that there a great deal of information to review and absorb as we begin the new school year. We are always happy to clarify any of the above information or answer any additional questions you might have.
Please reach out to us at (732) 885-1528 if we can be of assistance.*