



# CHARLES STREET SCHOOL

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Palmyra, New Jersey 08065

Octavia Lee  
Principal

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Dear Charles Street School Families,

I would like to welcome our current Charles Street School (CSS) family and our new families to the 2021-2022 school year! Undoubtedly, this new year brings a fresh start as well as a new set of challenges and opportunities. Despite the challenges, we are excited to get started and to get our students back into the classroom. I want to assure you that we have taken precautionary measures to create a safe learning environment. Therefore, the intent of this letter is to address your questions and/or concerns as well as convey the procedures and protocols that we have put in place for this school year.

## I. New CSS Staff Members

We are very fortunate to have added these wonderful teachers to our teaching staff at CSS. Please extend a warm welcome to the following:

|              |   |
|--------------|---|
| Ms. Bove     | Music Teacher   |
| Mr. DeMarino | 3 <sup>rd</sup> Grade Leave Replacement Teacher (Shubiak) |
| Ms. Fanrak   | 1 <sup>st</sup> Grade Teacher                             |
| Ms. Garrison | Kindergarten Teacher                                      |
| Ms. Graovac  | 3 <sup>rd</sup> Grade Teacher                             |
| Ms. Henry    | Kindergarten Teacher                                      |

## II. Arrival and Dismissal Doors and Times

The **first day of school is Tuesday, September 7<sup>th</sup>**. Students will report to their designated door at 8 AM (Pre-K is the only exception). Please do not drop off students prior to 8 AM because there is no outdoor adult supervision before then. The only exception is if your child participates in the Breakfast Program (refer to Section IV). All students at CSS will dismiss at 2:30 PM.

| Grade        | Arrival Door | Arrival                                  | Dismissal Door  | Dismissal                                |
|--------------|--------------|--|---|--|
| Pre-K        | Door 4       | Session 1 - 8:30 AM<br>Session 2 - 12 PM | Door 4  | Session 1 - 11 AM<br>Session 2 - 2:30 PM |
| Kindergarten | Door 5       | 8 AM                                     | Mills - exterior classroom door<br>Henry - exterior classroom door<br>Garrison - Door 5 | 2:30 PM                                  |
| Grades 1 & 2 | Door 9       | 8 AM                                     | Door 9  | 2:30 PM                                  |
| Grades 3 & 4 | Door 21      | 8 AM                                     | Door 21   | 2:30 PM                                  |
| Grade 5      | Door 19      | 8 AM                                     | Door 19   | 2:30 PM                                  |

Please note that **students who report to school after 8:15 AM will use the main entrance** to enter the school building.

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### III. School Security

All school doors will be locked daily from 8:15 AM – 2:30 PM. For scheduled appointments or to drop off an item, you must use the main entrance. Upon approval and entrance into the building, all visitors must sign-in at the main office and provide valid identification.

### IV. Morning Drop-Off and Afternoon Pick-Up

CSS is taking a proactive approach in implementing increased safety and security precautions. I kindly ask that you review the information below to help ensure the safety and well-being of your child(ren) and CSS staff.

- All vehicles must pull to the curb and drop off students. No student should be dropped off in the street.
- All vehicles are asked to pull as far forward as possible (along the curb) to form a drop-off line.
- All vehicles must park facing the flow of traffic and the passenger side of the vehicle should be against the curb.
- If more than one student is being dropped off, please make sure all students exit the vehicle on the curb-side and not into oncoming traffic.
- Walkers and students who get dropped off must cross the street by the crossing guard.
- We encourage parents to drop-off as specified and depart in order to create space for the next parent to drop off their child(ren) safely and efficiently.
- Most importantly, 15 MPH is the speed limit in all school zones.

As an added layer of safety and security, parents of Pre-K to 2<sup>nd</sup> grade students should exit their vehicles and pick up their child(ren) from the assigned door. We want to ensure that every parent or their designee has made contact with the teacher and students are released into the supervision of an adult.

### V. Breakfast Option

The breakfast program begins at 7:45 AM and ends at 8:15 AM. Students who participate in the breakfast program will enter through Door 9 on the Walnut Street side of CSS. To maintain the health and safety of students, breakfast will only be offered during this time and held in the cafeteria.

### VI. Lunch

The lunch schedule is as follows:

|                          |                      |
|--------------------------|----------------------|
| Kindergarten and Grade 1 | 10:45 AM – 11: 25 AM |
| Grades 2 & 3             | 11:30 AM – 12:10 PM  |
| Grades 4 & 5             | 12:15 PM – 12:55 PM  |

The tables in the cafeteria were replaced with desks in order to ensure that students maintain physical distancing. We will also implement:

- staggered eating times to allow for greater physical distancing
- maintaining student cohorts to limit mixing of classes
- routine cleaning between groups and frequently touched surfaces; and
- utilize outdoor spaces where and when feasible

## VII. Attendance

Regular and timely attendance is required and is a great indicator and predictor of future success. At CSS, we encourage our students to attend school every day and on time. As a reminder, chronic absence is defined as missing 10 percent of school days within one academic year. Please refer to the Parent and Student handbook (which is located on the CSS website) to determine what is an excused absence versus an unexcused absence.

## VIII. Important Reminders

- Please remember that masks **MUST** be worn by all students at all times.
- Parking lots are reserved for staff members and foot traffic through CSS parking lots are strongly discouraged. Please use sidewalks for safe travel to and from the building.
- Students in grades 3-5 may ride their bikes unaccompanied by an adult. Bike racks are provided for your child to lock their bike, should you allow them to ride to school. Students in grades K-2 must be accompanied by an adult when riding their bikes to school. All students who ride their bikes must follow the bicycle safety rules and wear a helmet.
- Most forms that are required to be completed are available in OnCourse. OnCourse is the district's approved learning management system. Please log-in to your child's OnCourse account to view their schedule, grades, complete the Annual Update and other forms as soon as possible. Any forms that need to be completed by hand, should be returned to school in a timely manner.
- Please use the following link to obtain information regarding the After School child Care Program at Charles Street School: [Program\\_Guide.pdf \(core-docs.s3.amazonaws.com\)](https://core-docs.s3.amazonaws.com/Program_Guide.pdf)

## IX. Upcoming Dates to Remember

- Back to School Night is September 23<sup>rd</sup>
- Charles Street School Halloween Parade is October 29<sup>th</sup> at 1:15 PM
- First Marking Period Ends November 11<sup>th</sup>
- Report Cards are Available November 17<sup>th</sup>
- Fall Conferences (Early Dismissal): Nov. 18<sup>th</sup> (evening only), 19<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>

We thank you in advance for your support and reviewing the aforementioned information, procedures, and protocols. I believe as a community, our combined efforts will provide your children and our students with an exceptional learning experience. Your child's safety, educational, emotional, and social development are central and; as always, academic excellence will remain our primary goal.

Wishing you and the very best as we begin this new school year!

#PalmyraProud #PalmyraStrong #PursueGrowth #Letsgetback

Sincerely,



Octavia Lee  
Principal

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