



MADISON PUBLIC SCHOOLS

Central Avenue School

*50 Central Avenue
Madison, New Jersey 07940
Phone: 973-593-3173*

*Thomas C. Liss Principal
lisst@madisonnjps.org
Fax: 973-514-2070*

February 2, 2018

Dear Parents/Guardians,

In an effort to improve dialogue between students, encourage writing, and promote literacy we will begin a new program at CAS.

This program will focus on letter writing. It is our hope that students will take the time to write a personalized letter to a friend in school. Teachers will also make time available for students to write letters in class.

To help with letter writing, we have developed a template that students should utilize for all letters. Once the letter is written, the students will address it, and will place it in our mailbox, which can be found outside the main office (See Picture Below). Important-All letters should be proofed by the teacher prior to mailing.

We will also implement a postal delivery service at CAS. Students, throughout the year, from different classes will take on postal responsibilities. These responsibilities include; Letter Carrier (distributes the mail), Culling and Processing (takes out the mail and makes sure all items are legible), Sorting (will sort for hallways and classrooms), and a Post Master (will make sure all jobs are completed with fidelity).

It is our intention to help the students with letter writing and with postal responsibilities. At first, I will organize and maintain supervision, but eventually I may ask for parent volunteers to come in twice a week, by class, to help the postal workers. Postal deliver will always be on Wednesdays and Fridays.

When addressing a letter, the students should write the child's full name (Jane Doe), the classroom number, the name of the hallway, and the town (CAS), state (NJ), and Zip Code (07940). We are in the process of buying road signs for hallways currently not named. Here are the names of our hallways:

Gayle Stein Way
Mary Gibbons Street
Susan Corea Court
Kindness Court-Being Processed
Look for the Good Lane-Being Processed
Character Counts Court-Being Processed
Reading Road-Being Processed

The teachers will help the students on how to address the letter, return address, and how to properly write a letter. I have attached the template for letter writing to the email. You can certainly encourage letter writing at home, but teachers will need to proof prior to mailing.

It is our hope that students will write personalized letters, which will brighten another child's day! Letter writing is so important and I love receiving a letter that is personalized, kind, and offers words of encouragement.

This program will begin right after President's Day Weekend!

Post Master General,

Mr. Liss

P.S. Thank you to our PTO for the AMAZING Mailbox!

