



# Forest Avenue School

“Where Excellence Begins”

**Matthew J. Murphy**  
*Principal*

August 28th, 2023

## ***WELCOME BACK TO SCHOOL!***

Dear Forest Families,

We are so excited to have all of our “Forest Fireflies” returning to school next week! I hope that this summer has given you time to relax and spend time with family and friends. As the summer wanes, it is time to get ready for school. The Forest Staff and I are eager to get to know our new classes and to begin a great new year of learning and growing!

Please visit the [Forest Avenue School Website](#) which is being updated with information regarding plans, procedures and calendars. Please be sure to read, fill out, and return the [Dismissal Policy Form](#) by Friday, September 8<sup>th</sup>. ([Dismissal Form - Click Here](#))

### **Skyward/Family Access**

All families must re-register each child through Family Access on our website. Please complete this process for each child you have attending our school. This is necessary to verify information regarding emergency contacts and photo permissions. Your username and password is the same from last year. If you forgot, click on “forgot username or password” and an email will be sent to you. New families please email the technology department at [abooth@glenridge.org](mailto:abooth@glenridge.org) for a username and password in the case you do not already have access.

### **School Opening and Hours**

Our new school year will begin on **Tuesday, September 5th**. School hours for students in grades Pre-Kindergarten, Kindergarten, One, and Two are 8:30 AM (Arrival) to 3:00 PM (Dismissal).

Session:	Session Time:
Regular Day	8:30 am - 3:00 pm
Early Dismissal	8:30 am - 12:30 pm
Delayed Opening: <ul style="list-style-type: none"><li>● 90-min. Delay</li><li>● 2-hour Delay</li></ul>	10:00 am - 3:00 pm 10:30 am - 3:00 pm

### **Before/After Care Programs**

Should the need arise for your child to arrive at school prior to the normal 8:30 AM arrival time or to remain at school beyond the 3:00 PM dismissal time, parents might consider enrolling their child in the [Before and/or After-care Programs](#).

### **Student Arrival & Entry**

During the first week of school, teachers will be outside to assist children as they arrive. As students arrive at 8:30 AM, signs with teacher's names will be available so that students become familiar with their assigned entry area. Once students are in lines, teachers will proceed to their assigned entry door to walk the students into the building. Please note that there is no staff supervision for students on school grounds prior to 8:30 AM. Students arriving after 8:40 AM are considered tardy and a parent/caregiver must ring the doorbell for entry at the Main Entrance. Please do everything possible to arrive on time.

Starting the second week of school, students will walk directly into their assigned entry door to their classroom upon a staff member opening the school doors at 8:30 AM.

### **Assigned Arrival Doors**

Mrs. Petruzzi's Pre-K class will line up and enter at the Pre-K Patio (Exterior Door #6 ; Near the corner of Stonehouse and Glen Ridge Parkway).

Mrs. Goldstein and Ms. Pollara's Kindergarten classes will line up and enter Exterior Door #5, near the K Wing Door next to the playground.

Ms. Bacha, Mrs. Hertz, and Ms. Lapone's First Grade classes will line up and enter near the Main Hallway Playground-side Door (Exterior Door #2).

Mrs. Kanasky and Ms. Millien's Second Grade classes will line up and enter near the Main Hallway Playground-side Door (Exterior Door #2).

### **Suggested Walking Routes to School**

1. Ridgewood Avenue will be guarded at:
  - Bloomfield Avenue
  - Belleville Avenue
  - Glen Ridge Parkway
2. Forest Avenue will be guarded at:
  - Glen Ridge Parkway at the School

Use the shortest route to Ridgewood or Forest Avenue; cross Bay Avenue only where guarded; cross Ridgewood Avenue at a traffic light or Glen Ridge Parkway.

### **Student Dismissal**

Dismissal for students will take place at 3:00 PM for all grades. Students are typically only dismissed to parents or caregivers (See the [Dismissal Form](#)). Teachers dismiss using a "Line of Sight" system and refrain from releasing the child until a visual connection is made between the teacher and parent/caregiver.

If there is a change to your normal dismissal routine, a **signed note** stating the change must be given to your child's teacher **at the beginning of the school day**. It is not guaranteed that teachers and/or Ms. Ciccone will have opportunities to review afternoon emails or phone messages prior to your child's dismissal, so please provide a note **at the start of the school day**. Students who have permission to walk home must leave the playground area promptly at dismissal.

### **Assigned Dismissal Doors**

**Mrs. Petruzzi's Pre-K** class will be dismissed at the Pre-K Patio (Exterior Door #6 ; Near the corner of Stonehouse and Glen Ridge Parkway).

**Mrs. Goldstein's Kindergarten** class will be dismissed at the K Wing Door next to the playground (Exterior Door # 5).

**Ms. Pollara's Kindergarten** class will be dismissed at Exterior Door #7, along Glen Ridge Parkway (In between Learning Garden & Pre-K Patio; *Different from arrival door*)

**Ms. Bacha & Ms. Lapone's First Grade** classes will be dismissed at the Main Hallway Playground-side Door (Exterior Door # 2).

**Mrs. Hertz's First Grade** class will be dismissed at the Main Hallway/Learning Garden-side door (Exterior Door # 8).

**Mrs. Kanasky & Ms. Millien's Second Grade** classes will be dismissed at the Main Entry/Front Door (Exterior Door # 1; *Different from arrival door*).

### **Reporting Student Absences**

Parents should inform the Main Office (973-429-8308; [cciccone@glenridge.org](mailto:cciccone@glenridge.org) ) **AND** the School Nurse (973-429-3481; [lmetroka@glenridge.org](mailto:lmetroka@glenridge.org) ) by 8:45 AM if your child will be absent for the day. Parents must provide the date of the absence and the reason for the absence. ***Email is the preferred and easiest method of reporting absences.***

### **Student Pick-ups During School Hours**

Please schedule doctor and dentist **wellness appointments** at the time your child is not attending school whenever possible. If a child is to be excused early, notification must be provided to the Main Office explaining the reason for the early dismissal. A parent should ring the doorbell at the Main Entrance at the prearranged time and a staff member will bring your child to the door.

## **Visitors**

Parents, caregivers, and volunteers visiting Forest Avenue School must have a scheduled appointment prior to the visit. **All visitors must have a valid driver's license or government issued ID to gain entry into the building. After scanning your identification and gaining entry, report to the main office to receive the proper identification badge. During your first visit to the school, please allow time for the staff to take your photo for your school visitor identification badge. The security system will save your photo for future visits.**

Visitors are not admitted or readmitted into the school after dismissal, unless there is a scheduled appointment or program time. Parents/guardians entering the school for reasons related to After-care must report directly to the After-care room and should not enter the first or second floor. Students will not be readmitted after school to utilize the bathrooms.

Events that invite the participation of large groups of parents/family members may have alternate entry procedures, event tickets, and police presence to maintain safety..

## **Lunch/Snack**

The lunch hour extends from 11:30 to 12:30 each school day. Lunch at school should either be packed in a sturdy bag or preferably in a lunch box. Drinks may be in a bottle, drink box, or thermos; however, NO GLASS is allowed.

The Forest Avenue Home & School Association (FAHSA) parent volunteers generously administer and organize the Forest Food Days Program which provides families with convenient lunch options from local restaurants made available for purchase at a modest cost three days per week. Food Days sign-up and purchase information will be shared by FAHSA. **The Food Days Program is anticipated to begin on Wednesday, September 27th.**

Teachers allow time for a daily snack. **Peanut butter or foods containing peanuts or nuts are not permitted in the classroom for snack. More detailed information regarding food in school and the protection of children with life-threatening allergies will be shared with families.**

## **Drop-off and Pick-up of Items During the School Day**

The drop-off and pick-up of items during the school day is highly discouraged; however, there will be a Drop-off Bin and a Pick-up Bin near the Main Door to be used if necessary. Any parents utilizing the bins should communicate with the teacher or Main Office prior to doing so. Parents should place any items in a zip-lock bag labeled clearly with the student's name and teacher's name. Any parents needing to drop-off or pick-up student medications should make those arrangements with the School Nurse in advance.

## **Student Drop Off Procedures**

**If your child is able to exit your vehicle without assistance, a Drop-off Zone is available for your convenience.** Parents must arrange child car seats, disable the rear passenger-side child safety door lock, and practice the drop-off zone procedures with their child(ren) prior to using the

Drop-off Zone at school. Parents are not allowed to leave the vehicle to assist their child. Once your child is comfortable with exiting your vehicle and familiar with walking to the assigned entry door, this will be an easy, convenient drop off method.

The Drop-off Zone begins immediately after the yellow curb, beyond the school driveway on Forest Avenue, and runs alongside the field. It is marked by safety cones and signs indicating “DROP OFF ZONE - NO STANDING”. Please pull your vehicle alongside the curb as far as possible toward the end of the Drop-off Zone (along the field toward Sunset Ave; marked by an orange safety cone). Have your child(ren) independently exit the rear passenger-side of your vehicle, close the rear passenger door of your vehicle and proceed down the sidewalk toward school.

Drivers must remain in the vehicle and pull away slowly and safely once your child is on the sidewalk. There is no parking in the Drop-Off Zone. If the driver gets out of the car, even for a moment, the procedure for the Drop-Off Zone ceases to work properly. A staff member will be present along the Drop-off Zone to supervise youngsters being dropped off and to direct the children to the entry doors. Upon dropping off your child, continue down Forest Avenue toward Sunset Avenue and refrain from making a u-turn or k-turn on Forest Avenue.

**If your child is not able or ready to exit your vehicle without assistance, do not use the Drop-Off Zone.** Instead, you are welcome to park on the street and walk your child to the appropriate entry door. Public street parking is available on the alternate side of Forest Avenue and on surrounding streets. Please avoid blocking the driveways of local homes.

### **New Staff Members**


Please join me in welcoming our new staff members to the FAS school community!

Mrs. Lauren Hertz - Grade 1 Teacher (Joining us from RAS)  
Ms. MaryClare Bacha - Grade 1 Teacher  
Mrs. Lori Metroka - School Nurse  
Ms. Dominique Lewis - Paraprofessional  
Mr. Thomas Matava - Paraprofessional  
Head Custodian - Mr. John Price (Joined us late in 22-23)  
Custodian - Saens (Sean) Sooklall

### **Back-To-School Night**

Back to School Night will be held on Thursday, September 21st, 2023 from 7 - 9:00 PM at Forest Avenue School. Parents will receive notice soon after school begins advising them of the Back to School Night schedule. This is an opportunity for parents to meet teachers and learn about the classroom setting and expectations of students for the school year.

### **2023-2024 District & School Calendars**

Please make a note of the Forest Avenue School Calendar with the 6-Day Rotation Cycle. It includes all of our school events, early dismissals and school closings, scheduled holidays, and our 6-day rotation cycle.  **FAS Fridge Calendar with 6-Day Rotation Schedule 23-24**

Link to the 2023-2024 District Calendar (Note: This calendar does not include all primary school Early Dismissals: **2023-2024 School Calendar - FINAL - 22.23 calendar (2).pdf**

Link to the: [2023-2024 FAS Calendar on the FAS Website](#)

The FAS staff and I are excited to see all of our children and families returning to school.. Working together, we will have another great school year! As always, please feel free to contact the Main Office at (973) 429-8308 if you have questions.

Sincerely,



Matthew J. Murphy, Principal 


## Back to School Playdate Reminder!

# BACK TO SCHOOL PLAYDATES

FOREST AVENUE PLAYGROUND

**MONDAY  
AUGUST 28TH  
PRE-K: 3-4PM  
K: 4-5PM**

**TUESDAY  
AUGUST 29TH  
GRADE 1: 3-4PM  
GRADE 2: 4-5PM**



PETRUZZI: BLUE  
GOLDSTEIN: BLUE  
POLLARA: RED

**WEAR YOUR CLASS COLOR  
AND FIND YOUR FRIENDS**

LAPONE: BLUE  
HERTZ: RED  
BACHA: WHITE  
KANASKY: BLUE  
MILLIEN: RED