

Salt Brook Elementary School

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Natasha Feliciano-Allen, Principal

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Dear Parents/Guardians,

Welcome to the 2025-2026 school year! I hope you and your families enjoyed a restful, relaxing, and fun summer. To our new families and students, we extend a warm welcome to Salt Brook and look forward to building connections with you. To our returning students and families, we welcome you to another wonderful year. We are eager to kick off the school year and look forward to seeing everyone on the first day!

New Staff

We are very excited to welcome several new staff members to Salt Brook. Stephanie Aurilia-Miller will be joining us as the new sixth-grade science teacher, bringing with her 15 years of experience teaching science in towns including Clark and Summit. Marybeth Matthews will serve as our part-time leave replacement Reading Specialist/BSI teacher. A certified reading specialist, Ms. Matthews has previously taught first grade in Manhattan and preschool in Chatham. We are also thrilled to welcome back Ruth Orozco, who will serve as the School Psychologist for both Salt Brook and AWR. Ms. Orozco previously held this role before stepping away to raise her children, and we are happy to see her return. Sydney Prior will be joining us as a fourth-grade leave replacement teacher, bringing three years of experience teaching kindergarten, second, and third grades in neighboring towns, including Chatham and South Orange-Maplewood. Margaret Gilroy will be joining us as the fifth-grade Math leave replacement teacher beginning September 4th through the end of November. She brings with her five years of classroom experience and is also a proud alumna of the New Providence School District. We are thrilled to have her back in our community and know she will be a wonderful addition to the team. Julie Triana will join us as an aide after serving in the same position at AWR this past year, and she is excited to begin her time at Salt Brook. Joanna Brown will also be joining as an aide, bringing three years of experience in the role. We are excited to welcome these talented educators and staff members to Salt Brook.

Staff Changes

We also have some staff changes to share for this school year. Ms. Barbagallo will be covering for Ms. Hoogerhyde, who will be on leave in September before beginning her maternity leave at the end of the month. Karen Gaeta will become a member of the first-grade team after fulfilling various leave replacement positions at Salt Brook last year, and she is eager to take on her new role. Kelly Hawkins will serve as the teacher of our new R.I.S.E. Program. Ms. Hawkins brings valuable experience from her role this past school year as a Reading Specialist/BSI teacher at Salt Brook. Christina Piccirillo, member of the Child Study Team, will now be working exclusively at Salt Brook School. Ilona Lelli, AWR's art teacher, will be teaching one period at Salt Brook this year. Angela Hawes will be substituting for Ms. Bransetter until her return from maternity leave on September 15th. In addition to substituting at Salt Brook throughout the past school year, Ms. Hawes serves as a co-president of our PTA. Finally, Jill Bigham will be stepping in to support Ms. Conway's class as we begin the school year. Jill is an experienced substitute who knows our school community well, and she will provide a smooth and supportive transition for students.

I am confident that our new colleagues, as well as those taking on new responsibilities, will be successful, and I look forward to the positive impact they will have on our students and school community.

School Schedules

Students will attend school according to the following schedules:

- Kindergarten-6th-grade students: 8:30 am to 3:00 pm.

- Lunch/Recess Schedule

LUNCH TIME	RECESS TIME	GRADE
11:28 a.m. - 11:48 a.m.	11:48 a.m. - 12:08 p.m.	4
11:48 a.m. - 12:08 p.m.	11:28 a.m. - 11:48 a.m.	5 and 6
12:10 p.m. - 12:30 p.m.	12:30 p.m. - 12:50 p.m.	2
12:30 p.m. - 12:50 p.m.	12:10 p.m. - 12:30 p.m.	3
12:52 p.m. - 1:12 p.m.	1:12 p.m. - 1:32 p.m.	K
1:12 p.m. - 1:32 p.m.	12:52 p.m. - 1:12 p.m.	1

All students will eat in the cafeteria. Weather permitting, students will continue to have the option of eating outside on the grassy area behind the cafeteria. Recess will be held outdoors, weather permitting. In case of inclement weather, students will use the gymnasium and/or media center. Snack time will be offered in the classroom. Your teacher will inform you if snack time is being offered at your child’s grade level.

Morning Arrival

Kindergarten through third-grade students should line up on the upper playground at 8:15 a.m., while fourth through sixth-grade students will line up on the lower playground at the same time. Please note that students will not be supervised on school grounds until 8:15 a.m., when teachers and staff come outside for morning duty. For safety reasons, please do not drop off your child before that time or leave them unattended.

On the first day of school, teachers will be holding balloons labeled with their class name to help students easily find their line-up location.

Dismissal

Students will be dismissed at 3:00 by their teachers. Please ensure that you have indicated your child’s pick-up plan in PowerSchool and reach out to your child’s teacher for specific dismissal procedures/locations if needed.

Attendance

As we did last year, parents should report their child’s attendance through PowerSchool. Should you have any questions about this process, please reach out to the main office. Please note that the attendance regulation has been updated. Beginning this school year, student absences due to illness will only be recorded as “Excused” if they are accompanied by a note from a doctor or physician. Please refer to [Mr. Ugialoro’s letter](#) from August 19th for additional details regarding the updated attendance regulation.

Health Protocols

We will also continue to follow our Nursing Office Protocol. Do not send sick students to school. Parents should report illnesses to the school nurse using PowerSchool or via email, or by phone. If you have any health-related questions, please contact Ms. Kral, the Salt Brook School Nurse. Ms. Kral will determine when students need to be sent home. Each child will be supervised by an adult until the parent is able to pick the child up. Parents are strongly encouraged to have a plan in place in the event their child needs to be picked up from school. In most cases, ill students can return to school when fever-free for 24 hours (without the use of fever-reducing medication), and vomiting or diarrhea have been absent for 24 hours. Students should be feeling well, able to fully participate in the school day, and tolerating normal meals. Respiratory illnesses, including Flu, Covid, and RSV, are now managed similarly. Students can return to school after being fever-free, feeling well, and symptoms have been significantly improved for a full 24 hours. Parents are encouraged to refer to their family physician and consider home-testing when their children display symptoms of respiratory illness. Please reach out to Ms. Leon with any specific questions regarding the return to school after an illness. Ms. Kral will review medical situations and communicate with families prior to the child(ren) returning to school. If your child has a medical condition that may require care during the school day, please contact Ms. Kral.

Keeping students healthy and preventing illness-related absences is a primary goal of the health office. Please keep sick students home to prevent the spread of illness in the school. Speak with your child’s physician and consider Flu and Covid

vaccinations when available. Encourage frequent handwashing and teach students to cover coughs and sneezes with their elbows. All students and staff are encouraged to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- after being outside for physical activity
- before and after snack time/lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing the nose

Visitor Procedures

Located in each of our schools' security vestibules is a self-service kiosk (iPad), where visitors will be asked to scan their government-issued ID. Navigate 360, our visitor management system, can scan state IDs, passports, green cards, and other countries' IDs. In the event that a visitor does not have one of these IDs, the front office staff will enter his/her name and date of birth manually into Navigate 360. The visitor's name and date of birth will then be scanned through the state and national sex offenders database. Once the visitor is cleared to enter our school building, he/she will receive a temporary visitor badge from the front office staff to wear while inside the building. All visitors will be escorted by a staff member to and from their destination within the building. At the end of the visit, we ask that the visitor scan his/her badge at the self-service kiosk, return the visitor badge, and exit the building.

Field Trips and Class Celebrations

Field trips can be valuable educational experiences in elementary school. Field trips are planned and scheduled accordingly by grade level.

We are committed to providing a safe and supportive environment that enhances the joy of learning for all of our students. Food allergies have increased and continue to be a growing concern in schools. Non-food options for birthday celebrations are welcome in the classroom (i.e., pencils, stickers, activity books) after checking with your child's homeroom teacher. Food at holiday celebrations should be kept to a minimum. Teachers and room parents will collaborate to attend to the allergy needs of students within a particular classroom. When planning these celebrations, please follow the guidelines listed below:

- Complete the "Celebrations Request Form" located on our web page under "Site Shortcuts".
- Fully complete the list of ingredients in the food items.
- Consider purchasing items on the "List of Recommended Items" (Located on the celebration form).
- Goodie bags are permitted with non-edible items, i.e., pencils, stickers, books, etc
- If a child has a food allergy, a safe snack can be stored in their classroom for use at the appropriate times.

Use of Electronic Communication Devices

Please reference [Dr. Zirpoli's letter](#) from August 12th regarding the revisions to Policy #5516-Use of Electronic Communication Devices. Although there will be significant revisions at the high school, elementary students will see no changes. Students must continue to keep their personal electronic communication devices (cell phones, smartwatches, Bluetooth earbuds) turned off and in their backpacks or lockers throughout the school day, starting when they enter the school building and concluding when they leave.

Parent Resources and Communication

The New Providence School District places a strong emphasis on communication and partnerships with students and parents. The [NPSD Program of Studies](#) provides a comprehensive overview of the content that students will be learning in each grade level and discipline. Also, refer to the [NPSD](#) website for more information and helpful links. Please note that all district correspondence will be sent via email on Thursdays, and all school-based and PTA communications will be emailed home on Fridays.

Enjoy the rest of your summer, and we will see everyone on August 28th!

Sincerely,



Natasha Feliciano-Allen