



PUBLIC SCHOOLS PENNSAUKEN
BENJAMIN FRANKLIN ELEMENTARY SCHOOL

James R. Bevere, Ed.D.
Superintendent of Schools

JoAnn Young
President – Board of Education

Susan P. Galloza, Ed. D.
Principal

August 15, 2025

To the parent/guardian of:
Last Name, First Name
Street Address
City, State Zip

Your teachers and the staff here at Benjamin Franklin Elementary School are excited to welcome new and returning families to the 2025-2026 school year. This school year will be filled with new and exciting learning opportunities.

Below, please find a summary of information that will guide you through the first few opening days:

- **The first day of the new school year for your student in kindergarten thru Third Grade is Thursday, September 4, 2025, Pre-K is Monday, September 8, 2025. Students will be dismissed promptly at 3:37 p.m. Pre-K dismisses at 3:20. School begins promptly at 8:55 a.m. for Kindergarten thru Third grade and 9:05 for Pre-K. Doors will open at 8:50 a.m. for Kindergarten - Third grade and 9:05 for Pre-K, please do not drop your student off before this time. For K through 3rd LAM will be holding the before and after school program, if you have any questions please view their website on Pennsauken.net or call them at (856) 577-5075. Please do not call the main office for LAM information. If your child arrives at school after 9:05, an adult must bring him/her to the front door near the flagpole to sign them in. Do not leave them at the door by themselves. Breakfast will not be served after 9:05. Please ring the doorbell but do not enter unless you are buzzed in. Only enter the first set of doors unless asked to come into the school. We are trying to take all precautions to keep all students safe.**
- **All students will line up on the black top at Collins & Finlaw Avenue except kindergarten. Kindergarten will line up next to the playground near the blacktop on the first day.**
- Your child's teacher will be _____. Your child's teacher will send home important documents for you to sign and read during the opening weeks of school. Please return these documents as soon as possible. **Please pay close attention to all school correspondence and information, this is very important.**
- **Students are expected to attend the whole school day. Please try to avoid early pick-ups and lates since students will be missing instruction. NO STUDENTS WILL BE DISMISSED FROM THE MAIN OFFICE AFTER 3:00 OR 1:00 on 1/2 DAY DISMISSALS. Attendance is very important for your child's education. Students must arrive at school between 8:50 and 9:05. 9:06 is considered late. Parents of students with excessive tardies, early dismissals, and absences will have a letter sent home and a conference with our counselor Mrs. Banks and the Principal, Mrs. Galloza.**
- **Franklin Elementary School Back to School Night for grades 1st-3rd is on September 15, 2025 at 6:00-7:30 p.m. Mark your calendar now for this very important event, where your child's teacher will give valuable information on how to achieve success throughout the year. Lunch will start on the first day of school and breakfast starts on September 8, 2025. Please fill out the lunch application from Food Services that will come home on the first day of school and return as soon as possible. Lunch PINs will be given out on the first day as well. Breakfast and lunch will not be free unless eligible.**

7201 Irving Avenue
Pennsauken, NJ 08109
856-662-6455, Ext. 7101
sgalloza@pennsauken.net

- Please feel free to contact Pennsauken Food Services at 856-662-8500 ext. 5233 with any questions pertaining to breakfast/lunch or lunch money accounts. The main office is not able to help with student lunch accounts.
- Students use computers daily that require headphones. Parents may supply headphones for their student use.

Temperature Checks:

- Each family must report to the school nurse if a child has a temperature of 100.4 degrees or more. (do not send your child to school with a fever or send to school once given tylenol for a fever) you must keep the child(ren) at home. Please call the main office at (856) 662-6455 and/or leave a message on the extension for attendance to report your child absent.

Uniforms:

- There is a district wide **uniform policy** for all students except for Pre-K. Pre-K may wear school appropriate clothing. Your child is required to wear a dark blue collared polo shirt and either dark blue or khaki slacks, shorts, or shorts/skirts/jumpers. Flip flops, crocs, slippers or slides are not allowed due to safety concerns. **Please have your children wear sneakers every day.** Students go outside for recess daily.

Transportation:

- The transportation department will send out busing information to those that qualify.
- **Important - Please have your students wear their name tag (included in letter) with their first and last name, bus # or state walker if they do not have a bus and other important information on the first 2 days of school. This insures your child will get on the correct bus or to the walker door. If you were assigned a bus and would like your child to be a permanent walker please call transportation to do so, we can not do that at the main office. If you are assigned a bus and your child will be a walker for just that day instead of taking the bus please call the main office as early as possible to let us know. The end of the day gets extremely busy and it is hard to call into rooms to prepare your student and their teacher for that change.**
- Seats will be assigned on the bus, transportation assigns the seats not the school.
- If your transportation seems incorrect or if you have any questions, please **contact transportation at (856) 662-8502. Please do not call the main office of the school. If your bus is late or you have trouble with the pick up or drop off of your student, also call this same number, they will be able to help you at the transportation office.**

Miscellaneous:

- The **school calendar** can be found on Pennsauken.net under the Parents tab as well as in this mailing. This will list all holidays as well as when marking periods end. **This is important for you to know half day schedules and to pick up your child on time or be at bus stops on time.** If you are not at your child's bus stop on time for **drop off your student will be taken to the High School on Hylton Road near the transportation office.** The High School phone number is (856) 662-8500 ext. 5223.

Sincerely,
Susan P. Galloza, Ed.D
 Principal