

# Brookside School

**A MIDDLE STATES ACCREDITED ELEMENTARY SCHOOL**

The Monroe Public Schools in collaboration with the members of the community shall ensure that all children receive an exemplary education by well-trained committed staff in a safe and orderly environment.

## **PRINCIPAL'S NEWSLETTER**

**SEPTEMBER 2025**

Dear Parents & Family Members,

Welcome to the 2025-2026 School Year! I hope you all had a relaxing and enjoyable summer. We are excited to open our doors on September 3<sup>rd</sup> and welcome all of our new and returning students. For our new families to Brookside, we are glad to have you become part of our school. The entire Brookside staff looks forward to working with you to make this an outstanding year for your children.

During the last two months, we have been getting the school ready for our students. The custodial staff, office staff, and technology staff have worked extremely hard this summer to prepare the building for the upcoming school year. Additionally, I would like to acknowledge the teachers and their dedication to creating such inviting classroom environments that the students will see and become part of on the first day of school.

We have had the opportunity to welcome aboard several new staff members for the 2025-26 school year. Please join me in welcoming the following new staff to Brookside!

**Kerry Ann Barry** – Special Education Paraprofessional; **Erika DeFelice** – Lunch Paraprofessional; **Sharon DeNise** – Lunch Paraprofessional; **Simone Kizel** – Teacher of Special Education; **Michelle Mendes** – Teacher of Grade 4; **Matt Verdun** - Custodian; and **Rachael Zychowski** – Teacher of Grade 3.

The Barclay Brook/Brookside PTA is an important part of our school community. The PTA Officers are as follows: **Jenifer Olcott** (President); **Jessica Glavan** (Vice President); **Anna Move** (Treasurer); and **Melissa Vince** (Secretary). I would like to take this opportunity to thank the Barclay Brook/Brookside PTA for all that you do for our students! It is most appreciated, and our students are very lucky to have you.

Attached to this newsletter is our student arrival and dismissal procedures. Please take a moment to review these procedures. We appreciate your support and cooperation in helping to keep all our students safe!

Each new school year brings with it some anticipation and excitement. The opportunity given to us to help your children grow and develop in all areas is something we hold in very high importance. Please engage with our school as a partner in your child's growth and progress this year. It truly takes a village, and we are eager to work with you to help your child be successful.

Respectfully,

Scott Sidler  
Principal

VISIT US ON THE INTERNET AT <http://www.monroe.k12.nj.us>

## SCHOOL HOURS

Regular School Day	9:05 - 3:34 p.m.
Four Hour Session Day	9:05 - 1:05 p.m.
Delayed Opening	11:05 - 3:34 p.m.

## BACK TO SCHOOL NIGHT

Brookside's "Back to School Night" is on September 16 at 6:30 p.m. This is a great opportunity to visit your child's classroom, meet his/her teacher, and get an overview of our educational programs. Please make time to attend this informative evening. Parking is available at Brookside School in addition to the bus lot between Barclay Brook and Brookside.

## SCHOOL PICTURES

We have scheduled school pictures for September 17, 2025. We have scheduled the make-up picture day for November 19, 2025. Information regarding ordering options for our picture day will go home in September.

## STUDENT ABSENCES

If your child is going to be absent or tardy, please enter it into Genesis (Parent Portal) so the main office and the nurse can prepare attendance for the day. If you have any questions, please contact the school nurse at 732-521-1101 ext. 7505 or the main office at 732-521-1101. **Please do not enter notes about your child leaving early.** There is a new procedure in place to notify the main office if you plan on picking up your child from school. Please refer to the new procedure section of this newsletter. Please do not email your child's teacher directly because if your child's teacher is absent that day, security will not be expecting you.

## STUDENT PICKUPS – NEW PROCEDURE

This year, we are implementing a new procedure if you want/need to pick up your child(ren) from school. To be more streamlined, you will enter your pickup request through the Parent Portal in Genesis. A sample request is attached to this newsletter. You will select the day, enter the time, and who is the authorized person that will be picking up. You can enter this at any time since it's through Parent Portal. **The cutoff time to schedule a pickup is 3:00 p.m.** If an emergency comes up and you need to pick up your child after 2:55 p.m., you will need to call the main office, and we will notify your child's teacher and security to expect you. **If your child is a daily pickup for the entire year, you should write a note and send it in with your child on the first day of school.** We will automatically put your child on the pickup list each day.

If you have any questions about the pickup procedure, please contact the Brookside main office. We appreciate your cooperation in advance with this new procedure.

## FREE/REDUCED LUNCH

Applications for free/reduced lunch are available online on the district website under Food Services. **If you received services the previous year, you must re-apply each year.**

## **STUDENT BIRTHDAYS**

All birthday celebrations will be non-food celebrations. Students will still be recognized and celebrated on their birthday through our birthday bulletin board, loudspeaker announcement, and receipt of a birthday book. We thank you for your attention to this matter as this will help us to maintain a healthy and safe school environment for our students.

## **PARENT ACCESS – FORMS TO ACKNOWLEDGE**

To continue “going green,” you will now give permission/acknowledge the following forms (listed below) through the Parent Portal in Genesis. Please log into the Parent Portal and acknowledge these forms under the “forms” tab if you have not already done so. The forms should be noticeable when you log in for the first time to obtain your child’s class placement. You will not get your child’s placement until you acknowledge the following forms:

- **Media Consent** – under the forms tab
- **Travel Permission** - under the forms tab
- **Nurse Health Questionnaire** – under the forms tab
- **Code of Conduct** – under the documents tab
- **AHERA Notification** - under the documents tab
- **Student Technology Guidelines** – under the documents tab

You can request changes to your contact information and your emergency contacts in Genesis by emailing Patti Manziano at [patricia.manziano@monroe.k12.nj.us](mailto:patricia.manziano@monroe.k12.nj.us).

## **INSTRUMENTAL BAND**

The instrumental band program will meet during the school day for individual and small group lessons. Your child will receive their lesson schedule once lessons have begun. Students in grade 4 and students new to Brookside School in grade 5 interested in the instrumental band, please contact Lindsey Burrell, our Instrumental Band director at [linds.burrell@monroe.k12.nj.us](mailto:linds.burrell@monroe.k12.nj.us).

## **ZERO PERIOD FOR ADVANCED BAND AND CHORUS**

The Advanced Band and Chorus program will be meeting in the morning before school begins during zero period at 8:20 a.m. Zero period for Advanced Band will be held on Tuesday and Wednesday mornings. Fourth grade chorus zero period days are Monday and Friday mornings; and fifth grade chorus zero period days are Thursday and Friday mornings. Please look for more information in September from the choral director and instrumental band director.

## **PTA**

We look forward to an exciting year of PTA activities for our students. Families can show their support by joining the PTA, which is a great way to get involved in our school! By attending PTA meetings and volunteering to help with events and fundraisers, you will give the gift of your time! You will also help get your child excited about events happening at school! Please consider getting actively involved in the PTA, we would love to have you!

## A NOTE FROM OUR SCHOOL NURSE, MRS. MARIA DEBELLIS

Welcome back! A few reminders to keep your children healthy and productive in school:

- **Prepare them now for school.**
  - Set a bedtime routine.
  - Provide them with a good breakfast every day.
  - Pack them with enough water and snacks for the day.
  - Practice good handwashing before & after eating, and always after using the bathroom.
  - Practice with your child proper way of covering their nose and mouth when sneezing or coughing

- **Medication Drop Off Days:**

If your child needs any prescribed medications in school: **please have an adult drop off the medication together with the completed and signed forms by your physician** in their original, pharmacy-labeled packaging on the following days:

- **Tuesday, September 2, 2025: 11am – 4pm**
  - **Or by appointment:** email me at [maria.debellis@monroe.k12.nj.us](mailto:maria.debellis@monroe.k12.nj.us)
  - **Only adults can drop off medications.** Do NOT send any medications with your child to school.
  - **Over the counter medications also require a completed district form completed, dated, signed and stamped by your physician.**
- **Communicate with me regarding any changes in your child's health.** If you have any health-related concerns, please feel free to call me at (732) 521-1101 ext. 7505 or email me at [maria.debellis@monroe.k12.nj.us](mailto:maria.debellis@monroe.k12.nj.us).
  - **Please inform me if your child has severe food allergies that require them to sit at our Peanut-Free Table.**
  - **Attendance: Always report absences or tardiness** via your Genesis Parent Portal or by calling the school nurse (phone menu option 2). **Do not send them to school if they are sick. Call/email me if you are unsure how to proceed.**

## MESSAGE FROM TRANSPORTATION

Bus assignments will be available in Parent Access. No bus passes will be distributed. An email notification will go out to parents when their child's bus assignment is available. In addition, transportation general information and reminders will be available on the district website under "transportation."

Here are a few reminders for parents of children who will be riding the bus to and from school. Please remind your child that their **safety** is our priority. Students should remain seated and buckled in throughout the bus ride, which helps our drivers ensure that all our students have a pleasant and safe trip on the bus. Your help in reinforcing this message with your child is greatly appreciated!

**Students are required to always ride their assigned bus and are to get on and off at their assigned bus stop throughout the year. We cannot honor any change requests.** Thank you for your understanding and cooperation. In addition, please remind your child that no food or drink is permitted on any school bus – for allergy and sanitary reasons. Also, children should refrain from using any scented spray or hand sanitizer while riding the bus. Thank you for working with us to help keep your children safe!

### **VISITORS TO BROOKSIDE**

Our school district requires all visitors to identify themselves and state the purpose of their visit upon entering our buildings. **Visitors are required to sign in at the security desk at the main entrance with a photo ID and wear their visitor's badge in a prominent place.** We instruct our staff to question anyone who is not wearing a badge. **Visitors are also required to sign out at the security desk when they are leaving the building and return their visitor badge to security.**

### **PARKING PROCEDURES**

Brookside parents and visitors must use the visitor parking spots and/or an unmarked parking spot. **If you are picking your child up at dismissal in lieu of the bus, you should park your car on the side parking lot –the circular driveway is closed during student arrival and dismissal.** Please give yourself ample time to park and to sign your child out with security. Thank you for helping us provide a safe environment at dismissal.

### **SCHOOL BREAKFAST/LUNCH**

Brookside School uses a computerized electronic lunch system. This automated system is very successful in moving students through the lunch line more rapidly and giving them more time to eat as well as easing the ability for parents and students to pay for lunch in advance. Parents can send either cash or check payable to Monroe Township Board of Education in any amount desired. The cost for a student lunch listed below can be calculated weekly or monthly by the number of full school days that month; lunch is not served on half days. You can credit any denomination to your child's account for their use at lunch. Any snack purchased will be an additional debit to the account, so make allowances if you want your child to purchase a snack. **If you want any restrictions noted on your child's account regarding a maximum daily spending limit or no additional purchases aside from regular lunch; please note this when sending money to fund the account.** When an account balance is getting low, the cafeteria cashier will remind your child. If a student has a negative balance on their account, your child can purchase lunch only – no snacks.

Federal guidelines for child nutrition programs require that a student take a fruit or vegetable with their lunch to qualify as a school lunch. **If the student fails to take fruit or vegetables with their lunch, the meal is considered a la carte sale which is often more expensive and less nutritious.** A complete lunch includes a choice of entrée (with bread or grain), vegetables of the day, two servings of fruit, salad or vegetable and choice of milk.

We now offer a breakfast program. Please see the attached letter for more information. Should you not want to take advantage of the automated system described above, your child can purchase breakfast/lunch with cash:

*Student Breakfast - \$2.25      Student Lunch - \$3.25      Milk - 90¢      Student 2<sup>nd</sup> lunch - \$4.35*

## **DATES TO REMEMBER:**

### September:

- 2 District Opening/Staff In-service/School's Closed for Students
- 3 First Day of School for Students
- 11 Patriot Day – Wear red, white and blue
- 16 Back to School Night beginning at 6:30 p.m.
- 17 Picture Day / Board of Education Meeting/Public Session Begins at 7:15 pm
- 22 4-Hour Session Day for staff and students
- 23-24 School's Closed

### October:

- 1 4-Hour Session Day for Staff and Students
- 2 School's Closed
- 13 4-Hour Session Day for Students / Staff In-service
- 15 4-Hour Session Day / Parent-Teacher Conferences /  
Board of Education Meeting/Public Session Begins at 7:15 p.m.
- 16 4-Hour Session Day / Parent-Teacher Conferences /  
Brookside Evening Conferences
- 17 4-Hour Session for Staff and Students
- 20 School's Closed
- 28-29 PTA Book Fair
- 31 Halloween Class Celebrations

### November:

- 3-7 School's Closed
- 11 4-Hour Session Day for Students/Staff In-Service Day
- 17-21 American Education Week
- 17 Marking Period 1 Ends
- 19 Make up Picture Day and Group Pictures / Board of Education Meeting/  
Public Session Begins at 7:15 pm
- 26 4-Hour Session Day for Students and Staff
- 27-28 School's Closed

**PLEASE NOTE: On 4-Hour session days, dismissal is at 1:05 p.m. and no lunch is served.**

## **NEW PROCEDURE FOR STUDENT PICKUP**

Brookside is implementing a new procedure for picking up your child from school. You will now enter your student pick up notification through the Parent Portal (Genesis).

**You can enter the pickup notice in advance and up to 3:00 p.m. for the same day pickup.**

### **Instructions are as follows:**

- Log into the Parent Portal
- Under Student Data, go to "ATTENDANCE," then select "PICKUP."
- You will see a form to complete.
  - Enter the date
  - Release type is "pickup"
  - Name of Authorized Adult
  - Authorized Adult's contact number (Do not complete if parent is the authorized adult)
  - Pickup Time (up to 3:15 p.m. for early pickup or 3:34 for dismissal)
  - Do not complete "Pickup Method"
  - Click "I have reviewed all information."
  - Click "Save"

### **ADDITIONAL INFORMATION:**

The person picking up will need to have a photo ID.

You may pick up your child up to 3:15 pm or at dismissal (3:34 pm).

If you have an emergency, you may contact the main office at 732-521-1101 for assistance and further instructions.

We are implementing this new procedure to make it easier for parents to enter a pickup notification at a time most convenient for them.

### **EXCEPTIONS:**

If your child is an everyday pickup for the entire year, you will need to write one note and send it in with your child. We will then have your child on the pickup list each day.

If you need any assistance or have any questions, please contact the Brookside main office at 732-521-1101.

We have attached a sample pickup release on the next page to reference.

Thank you,

Brookside Administration

Student Data

- Attendance
- Attendance
- Attendance
- Daily Attendance
- Daily Attendance
- Pick up
- Pick up
- Pick up
- Pick up
- Pick up
- Pick up
- Pick up
- Pick up
- Pick up
- Pick up
- Pick up

### Daily Pickup Release for Jackson

You may only set Daily Pickup Release for today and for future dates.

#### Daily Pickup Release ☐

**Today's Date:** 01 Oct 2025

**Student Name:** Jackson John

**Release Type:** Pickup ▾

**Authorized Adult/After School Activity:**

**Authorized Adult Contact Telephone:**

**Pickup Time:** 12:00 am ▾

**Pickup Method:**

**Notes:**

I have reviewed all information in this form

\*Releases cannot be created or changed for today after 02:00pm

Close



# Welcome Back to School!

## MONROE TOWNSHIP SCHOOL DISTRICT

Metz Culinary Management is excited to welcome you back into the cafeteria! School meals are important to fuel minds and bodies, and we strive to offer student favorites that are both delicious and nutritious.

### WHY CHOOSE SCHOOL MEALS?

School meals include nutritious foods including fruits, vegetables, lean proteins, milk, and whole grains. Consistent exposure to a wide variety of foods not only encourages students to try something new, but also helps build lifelong healthy habits and a positive relationship with food. School meals are also a great value. Each lunch meal comes with a **PROTEIN, GRAIN, FRUIT, VEGETABLE, & MILK**. Breakfast comes with a **GRAIN, PROTEIN/GRAIN, FRUIT, & MILK**. Students must take at least 1 serving of fruit or vegetable, but can select up to 2 servings. Where else can you find that kind of deal?

### MONTHLY MENUS ARE POSTED ONLINE & THROUGH SCHOOCAFE, ON THE DISTRICT WEBSITE:

[HTTPS://WWW.METZMONROETOWNSHIP.COM](https://www.metzmonroetownship.com)

Starting this school year, monthly menus will be posted online through SchoolCafe. **To view: click the link, choose Monroe Township, VIEW MENUS AS A GUEST. Do not set up an account.** SchoolCafé - School Menus ([schoolcafe.com](http://schoolcafe.com)). You can also visit our District Dining website, [www.metzmonroetownship.com](http://www.metzmonroetownship.com). While we try our best to follow the posted menu, ongoing supply chain issues necessitate substitutions at times. Please contact us if you have questions or concerns about menu changes or product substitutions. We appreciate your patience, understanding, and flexibility as we work to provide nutritious school meals in this challenging and changing environment.

### FREE AND REDUCED MEAL APPLICATIONS

This year the State requires that all families complete an application for Free and Reduced Price School Meals or Check the Box that they do not want to apply. You can find the Application at District Documents - [www.myschoolapps.com](http://www.myschoolapps.com)

### WHAT IF MY STUDENT HAS A FOOD ALLERGY OR OTHER SPECIAL DIETARY NEED?

We take food allergies and other special dietary needs very seriously, we work with you and the school nurse to provide a safe meal to your student. If your student has a food allergy or other dietary need, please let your school nurse know prior to the start of the school year so that an appropriate plan can be put in place. If your student is diagnosed with a new food allergy or dietary need, please provide an update to the school nurse as soon as possible. **Lunch service starts 9/3/25. Breakfast & Kindergarten Milk service starts as of 9/8/25.**

School Name	Breakfast Time	Location
Monroe Twp HS	6:45-7:20	Cafeteria
Monroe Twp MS	7:50-8:10	Cafeteria
Barclay Brook ES	8:50-9:10	Pick up in the Cafe
Brookside ES	9:05-9:15	Pick up in the Cafe
Mill Lake ES	9:05-9:15	Pick up in the Cafe
Woodland ES	8:00-8:15	Pick up in the Cafe
Apple Garth ES	Lunch Only	
Oak Tree ES	Lunch Only	

### MEAL PRICING

Breakfast (per state mandate)	Lunch
Elem School: \$2.25	Elem School: \$3.25
MS & HS: \$2.35	MS & HS: \$3.35
Free & Reduced: \$0.00	Free & Reduced: \$0.00
	*Second Lunch: \$4.35
	Kindergarten Milk: \$0.35

\*a la carte & snack options also available\*

For your convenience, **online prepayments** are possible using the site [www.myschoolbucks.com](http://www.myschoolbucks.com) with your child's student ID. Cash or a check can also be applied to your child's account by any cashier.

Wishing you a happy and healthy school year!

Have questions, or just want to say hi? Contact us!

Cindy Sue Schaller, Food Service Director 732-521-6042 ext. 2042



**Metz**  
CULINARY MANAGEMENT  
ENVIRONMENTAL SERVICES

**Monroe Township School District**  
**Elementary Breakfast Menu:**  
 Barclay Brook, Brookside, Mill Lake, & Woodland

# September 2025



Meet Your Nutritious Friend:  
 At Peace Apple

Monday	Tuesday	Wednesday	Thursday	Friday
1 	2 <b>Breakfast is being served starting Monday 9/8/2025.</b>	3 	4 	5 <b>Help Wanted:</b> We are taking applications for substitutes:  Contact Cindy Sue: 732-521-6042, Ext. 2042
8 Fudge Poptart w/ Cheese Stick (WSD)  Assorted Cereal Bars with Graham Crackers	9 Strawberry Nutri-Grain Bar w/ Graham Crackers (WSD)  Assorted Cereal Bars with Graham Crackers	10 Chocolate Chip Muffin (WSDE)  Assorted Cereal Bars with Graham Crackers	11 Reduced Sugar Cinnamon Toast Crunch Cereal (WSD)  Assorted Cereal Bars with Graham Crackers	12 Strawberry Yogurt w/ Cheesestick (D)  Assorted Cereal Bars with Graham Crackers
15 Strawberry Poptart w/ Cheese Stick (WSD)  Assorted Cereal Bars with Graham Crackers	16 Strawberry Nutri-Grain Bar w/ Graham Crackers (WSD)  Assorted Cereal Bars with Graham Crackers	17 Chocolate Chip Muffin (WSDE)  Assorted Cereal Bars with Graham Crackers	18 Reduced Sugar Trix Cereal (WSD)  Assorted Cereal Bars with Graham Crackers	19 Strawberry Yogurt w/ Cheesestick (D)  Assorted Cereal Bars with Graham Crackers
22 Fudge Poptart w/ Cheese Stick (WSD)  Assorted Cereal Bars with Graham Crackers	23 <b>School Closed</b> <b>Rosh Hashanah</b>	24 <b>School Closed</b> <b>Rosh Hashanah</b>	25 Reduced Sugar Cinnamon Toast Crunch Cereal (WSD)  Assorted Cereal Bars with Graham Crackers	26 Strawberry Yogurt w/ Cheesestick (D)  Assorted Cereal Bars with Graham Crackers
29 Strawberry Poptart w/ Cheese Stick (WSD)  Assorted Cereal Bars with Graham Crackers	30 Strawberry Nutri-Grain Bar w/ Graham Crackers (WSD)  Assorted Cereal Bars with Graham Crackers	1 Chocolate Chip Muffin (WSDE)  Assorted Cereal Bars with Graham Crackers	2 Reduced Sugar Trix Cereal (WSD)  Assorted Cereal Bars with Graham Crackers	3 Strawberry Yogurt w/ Cheesestick (D)  Assorted Cereal Bars with Graham Crackers

### What is a Meal?

Students must choose at least 3 of the 4 components available for the school breakfast price.

- Choice of Whole Grain
- Choice of Protein
- Choice of Fruit or Vegetable
- Choice of Milk

A minimum ½ cup serving of fruit or vegetable must accompany a breakfast.

### Whole Grain Cereal Bars

(served with graham crackers)

Cinnamon Toast Crunch, Trix, Cocoa Puffs (WSD)

### Whole Grain Cereals are all Reduced Sugar

### Choice of Fruit

Seasonal fresh fruits, canned fruit in light syrup, 100% fruit juice

### Choice of Milk

1% white, fat-free white, fat-free chocolate

### ALLERGIN KEY

W – WHEAT/GLUTEN

S – SOY

D – DAIRY

E – EGGS

All Breakfast items served are Vegetarian

These items do not contain meat, poultry, or seafood, but may contain dairy and/or egg.

Cindy Sue Schaller, Food Service Director  
 732-521-6042 ext. 2042  
 Cindy.Schaller@monroe.k12.nj.us

### Meal Prices

Student Breakfast	\$2.25
Reduced Breakfast	\$0.00
Faculty Breakfast	\$3.25

