

# Totowa Borough Public Schools

## MEMORIAL SCHOOL

"Where Little People Learn Big Things"

294 Totowa Road, Totowa, NJ 07512

Phone: 973-956-0010 Fax: 973-553-2257 E-Mail: [Joseph.Compel@totowa.k12.nj.us](mailto:Joseph.Compel@totowa.k12.nj.us)

[www.totowa.k12.nj.us](http://www.totowa.k12.nj.us)

Joseph Compel  
Principal

Patricia Capitelli  
Superintendent of Schools

Dear Parents/Guardians of Memorial School,

Welcome to the 2020-2021 school year. We are very excited for the opening of the school year that will begin on Tuesday, September 8, 2020. Please be advised that due to changes in enrollment, bus route numbers and stops may have changed from previous years.

You may access student information for the school year through the Parent Portal. Please be reminded to log in to the Parent Portal and edit/add ALL information as necessary on the contact verification page by **September 18, 2020**. Please make sure we have two telephone numbers for the "Notification Alert Automated Phone System" and email addresses for both parents. Also, please update important insurance information. In addition, if you need to update this information throughout the school year, please call the main office.

If you need to contact Memorial School, dial the main district number **973-956-0010** and listen to the prompts, in their entirety, to get the extension of the party you wish to speak with. If you receive a call from school and find that a message has been left for you, please listen to the complete message prior to calling school. This will help the office in connecting you to the correct party. Several of Memorial School's extensions are as follows:

Principal's Office: Ms. Voorhis/Mr. Compel ext. 1101

Attendance Office: Ms. Campilango ext. 1102 – Reminder: If your child (both in-person or virtually) is unable to attend school, please make sure you call the attendance office at ext. 1102 or email at [msattendance@totowa.k12.nj.us](mailto:msattendance@totowa.k12.nj.us).

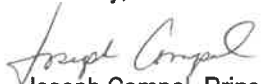
Nurse's Office: Ms. Johnson ext. 1200

I would also like to provide the following information:

- **All students must wear a mask all day (including entering and exiting the building). Please be reminded to adhere to all social distancing mandates when picking up and dropping off your child.**
- **All students may bring a drink and a snack to school every day.**
- Cafeteria service will start take home lunches beginning Tuesday, September 8, 2020 on a Grab and Go basis. Please go to [www.payschoolscentral.com](http://www.payschoolscentral.com), formerly "Pay For It", for the cashless payment system information.
- **Kops 4 Kids** before and after school program will begin on Tuesday, September 8, 2020. Please see the Totowa website [www.totowa.k12.nj.us](http://www.totowa.k12.nj.us) for the registration forms.
- Please be reminded that a note is **always** required when your child's transportation plans are changed. We **will not** release a student to others or allow a student to change plans **without** this note.
- **Arrival:** Students should not arrive to school prior to their designated time.
  - TPK will enter through the front door closest to William Place at 9:00 A.M.
  - Kindergarten will enter through the front door closest to Elizabeth Place at 9:00 A.M.
  - First grade will enter through the playground door closest to Elizabeth Place at 9:00 A.M.
  - Second grade will enter through the playground door closest to Elizabeth Place at 9:05 A.M.
- **Dismissal:** TPK Full Day students will be dismissed out the front door closest to William Place at 1:00 P.M. Kindergarten students in rooms 109 and 110 will be dismissed out the front door closest to William Place at 1:12 P.M. Kindergarten students in rooms 111 and 112 will be dismissed out the front door closest to Elizabeth Place at 1:12 P.M. We ask that parents wait for the children at the base of the stairs to allow the teachers to safely dismiss the children.
  - The first grade students will be dismissed out the playground door closest to Elizabeth Place at 1:12 P.M.
  - The second grade students will be dismissed out the playground door closest to Elizabeth Place at 1:15 P.M.
  - At dismissal, parents may meet their child on the playground.
- **Please be reminded that the Laurel Grove Cemetery is private property. Parking for drop off and pick up is not permitted there. Thank you for your cooperation.**

In closing, we hope you have a wonderful Labor Day weekend and look forward to seeing you on **September 8, 2020**, for the opening of school. As always, please contact me with any additional questions or concerns at any time.

Sincerely,

  
Joseph Compel, Principal