

# Totowa Borough Public Schools

## Washington Park School

10 Crews Street, Totowa, NJ 07512

Phone: 973-956-0010 Ext. 2103 Fax: 973-389-2270

E-mail: totowacapitelli@Yahoo.com/totowaobrien@Yahoo.com

www.totowa.k12.nj.us

Patricia Capitelli  
Chief School Administrator

Michael O'Brien  
Principal

August, 2016

Dear Parents and Guardians:

I would like to welcome you to the 2016-2017 school year that will begin on Thursday, September 8, 2016. In this mailing you will find the following information. Please edit/add ALL information as necessary and return forms to school by Friday, September 9, 2016.

- **Transportation information is to be returned to school no later than Thursday, September 8, 2016.**
- Parent Portal internet information
- Contact Verification Listing
- Medical Verification Listing
- Medical Verification Listing (Health Insurance form required by State)
- 3<sup>rd</sup> Grade Orientation information (**third grade only**)
- Grade level supply lists are located on the **Parent Portal page located under Documents**

Please follow the instructions on the Parent Portal page and set-up your account for access to student information as indicated on the enclosed parent portal letter. Your child will receive a copy of their schedule from their homeroom teacher on the first day of school. You may access student schedules through the Parent Portal after August 31, 2016.

Your child's **homeroom** can be found on the Contact Verification form. Remember to notify the main office of any changes to this information if any should occur during the school year.

Please have your child memorize their five-digit ID number (located on the Contact Verification Listing). This number is also listed on each schedule in the upper left-hand corner. This will be an advantage when students are ordering/buying lunch and also will prevent the loss or mis-placement of lunch cards. **Lunch will be served beginning on the first day of school.**

#### **Additional information:**

Upon arrival to school on Thursday, September 8, 2016, all students will line up in the hallways next to their **homerooms. It is important that students who walk or students transported by adults do not arrive at school before 8:50 am.** Students will not be allowed to congregate outside on school grounds before the school day begins.

**All visitors should enter the school through the main doors in the front of the building and report directly to the Principal's office.** There are a limited number of visitor parking spaces near the front doors. Please do not attempt to use any other doors of the building during school hours. You will only be able to enter with proper ID.

If you need to contact Washington Park, dial the main 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.

I am looking forward to seeing everyone very soon.

Sincerely,



Michael O'Brien

cc: Ms. Patricia Capitelli, Chief School Administrator  
Mr. Jonathan Kruzel, Vice-Principal, Washington Park School  
Ms. Lauren Terranova, Supervisor of Special Education  
Ms. Nicki Mc Grane, Supervisor of Curriculum and Instruction