

Totowa Borough Public Schools

Washington Park School

10 Crews Street, Totowa, NJ 07512

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

Patricia.Capitelli@totowa.k12.nj.us

David.Bower@totowa.k12.nj.us

www.totowa.k12.nj.us

Patricia Capitelli  
Chief School Administrator

David Bower  
Principal

August 31, 2023

Dear Parent/Guardian

I would like to welcome you to the 2023-2024 school year, which begins on Thursday, September 7, 2023.

Please view the parent portal to access your child's schedule and other important school related information, which will be accessible Friday, September 1, 2023. **Please print a copy of your child's schedule for the first day of school**, as this may alleviate any anxiety for them finding their classrooms. Please be sure to update any important insurance information, parent contact information with current phone numbers, contacts, and current email address, as this is the way of communicating with our parents. The necessary information **MUST be updated no later than Friday, September 8, 2023, at which time your child's portal will be closed. If you have trouble accessing your portal call 973-956-0010 ext. 2104 or send an email to [Linda.Gutekunst@totowa.k12.nj.us](mailto:Linda.Gutekunst@totowa.k12.nj.us)**

Please note, school hours are from 9:00 A.M. to 3:20 P.M. School doors open at 8:45 A.M. If your child wishes to purchase breakfast, they may enter at 8:35 A.M. and proceed directly to the cafeteria. **Your child will be considered tardy if they are not seated in the classroom by 9:00 A.M.**

Cafeteria service will start lunches beginning Thursday, September 7, 2023. Please see the "Pay For It" cashless system information on the District website.

**All visitors should come to the main doors at the front of the building.** Please do not attempt to use any other doors of the building during school hours. **DO NOT** leave your vehicle parked or idling by the front entrance gate. There are a limited number of visitor parking spaces near the front doors (**Only visitor spots may be used, all numbered spots are reserved for staff only**). You will only be able to enter the building with proper ID and by appointment **ONLY**.

If you need to contact Washington Park School, call 973-956-0010 and listen to the prompts, in their entirety, to get the extension of the party you wish to speak with. Should you receive a call from school, please listen to the complete message prior to calling school, as all our staff members are directed to leave a message. This will help the office in connecting you to the correct party.

If your child is unable to attend school due to illness or other reasons, please make sure you call the attendance office at 973-956-0010 ext. 2010 or send an email to [wpsattendance@totowa.k12.nj.us](mailto:wpsattendance@totowa.k12.nj.us) before the start of the school day. Please be advised due to changes in enrollment, bus route numbers and stops may have changed from previous years. Check your child's portal under transportation. For early dismissal or your child's transportation plans are changed, an email (**written consent**) is **always** required. We **will not** release a student to anyone **NOT** on your contact list or allow a change in dismissal **without** an email sent to the attendance office before 12 P.M. If you do not receive a confirmation response, please contact the main office immediately. (**Please keep in mind that any student that does not attend school on a day of any after school function, will not be permitted to participate.**)

I am looking forward to seeing everyone very soon!

Sincerely,



David Bower  
Principal