



Ira W. Travell Elementary
340 Bogert Avenue
Ridgewood, New Jersey 07450

Dr. Margaret Leininger
Principal

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September 5, 2018

Dear Parents/Guardians,

WELCOME BACK! I hope you are as excited as I am to begin the new school year. The beginning of the school year is always a wonderful time filled with great anticipation. We are thrilled to be starting a new year and look forward to providing your child with the very best education.

Attached to this letter are several important items. In order to cut back on the numerous paper notices sent home, most information is being sent by **ENEWS** today. Please be sure to check your Travell **ENEWS**. Most school and community information is sent via **ENEWS**. Look for the school's information each **Tuesday**. You can also follow school events on Twitter @ RPS_Travell.

The School Dismissal Form was sent home today (sent in backpacks). It **MUST** be completed and returned by tomorrow, **September 6th** by **everyone**:

The following notices are informational:

- FERPA Letter (sent in backpacks)
- Lunchtime Letter (sent in backpacks)
- Safety: Drop Off & Parking (sent in backpacks)
- **2018-19** School Calendar (sent in backpacks)

On the **Travell Website** you will find:

- Request Building Use forms
- All school-wide related events at our school
- rps.eNews
- Teacher email addresses

DISMISSAL:

- Dismissal is at 3:00 p.m. **You must send a note (dated and signed) to school with your child in the morning** (please do not call or e-mail changes or requests to the office after your child's lunch time unless it is an emergency or an unavoidable situation).
- There is no supervision available for the playground after 3:00 p.m. You must supervise your children after school.
- Your child will be dismissed at the same exit every day. Please do not ask your child to be dismissed from a different exit. Teachers are responsible to make sure students leave the building. If a child must return to his classroom after he/she is dismissed, he/she should enter the Bogert door and check with the office.

STUDENT EXITS:

Students exit through the following designated areas:

Kindergarten – Kindergarten Blacktop

Grades 1 & 3 – Fairfield Avenue

Grades 2, 4 & 5 – Courtyard by playground outside of Nurse's office

LUNCH TIMES:

Kindergarten: Lunch – 11:30-11:50 / Recess – 11:55-12:15
Grade 1: Lunch – 11:55-12:15 / Recess – 11:30-11:50
Grade 2: Lunch – 11:55-12:15 / Recess – 11:30-11:50
Grade 3: Lunch – 12:15-12:35 / Recess – 12:40-1:00
Grade 4: Lunch – 12:15-12:35 / Recess – 12:40-1:00
Grade 5: Lunch – 12:40-1:00 / Recess 12:15-12:35

LUNCH TIME CROSSING GUARDS – Please note that The Village of Ridgewood will not be staffing crossing guards at any of the schools during the lunch periods from 11:15 a.m. -1:00 p.m.

SCHOOL HOURS:

- Please do your best to help your child get to school on time. **Instruction begins each day at 8:45 a.m.** The opening bell rings at 8:35 a.m. The second bell at 8:45 a.m. signals tardy. Children are tardy if they report to their class after the second bell.

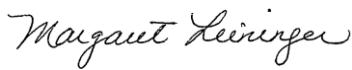
STUDENT ABSENCE:

- In the event your child will be absent from school, please do not call the main office. Please call the Absence Verification Number (201) 444-8225 **anytime day or night** and follow the voice prompts to report an absence. Please provide your child's name, the classroom teacher, and provide the reason for absence.

Once again, I look forward to a fantastic school year. As always, we will provide your children with a quality education focused on each individual student. I look forward to working with each of you.

Please feel free to reach out if you have any questions.

Sincerely,



Margaret Leininger
Principal

ML:tm

Attachments:

FERPA Letter
Lunchtime Letter
Safety: Drop Off and Parking
School Dismissal Form
2018-19 School Calendar