

Woodfern Elementary School

Home of the Roadrunners!



Dear Parent/Guardian,

Woodfern School has been busy preparing for the new school year. We are excited to greet our new and returning students. Please see the information below with important dates and information for the opening of school.

[CLASSROOM/TEACHER ASSIGNMENTS AND BUS INFORMATION](#)

Classroom and teacher assignments are scheduled to be launched in the Genesis Parent Portal on Friday, August 23, 2019 after 4:00 p.m. Bus assignments, including bus number, pick up/drop off location, and anticipated pickup times are scheduled to be launched in the portal shortly thereafter. You will receive a separate email from Transportation with the exact date and times.

[NEW FAMILY SOCIAL – Wednesday, August 28, 6:00 PM](#)

Families and friends new to Woodfern School are invited to our New Family Social event on Wednesday, August 28th at 6:00 p.m. here at Woodfern School. This event is sponsored by our Home and School Association. Come and meet the WHSA officers, learn about our parent group (the WHSA), meet the principal, tour the school, and conclude the evening with some fun social time on our school playground.

[OPEN HOUSE – Wednesday, September 4, 8:00 am to 8:30 a.m.](#)

Please join us for our annual Open House on **Wednesday, September 4th, at 8:00 a.m. sharp!** Parents and students are invited to meet their teacher for the new school year, see the classroom, and meet their classmates. Deposits for *Mealtime* lunch accounts may be dropped off in the office at this time. The school health office will also be open to drop off any student medications or last minute forms. Please join us promptly at 8:00 a.m. Open House will last for 30 minutes and **will conclude promptly at 8:30 a.m. DON'T BE LATE!**

KINDERGARTEN ORIENTATION – Wednesday, September 4, 8:30 to 9:15 a.m.

All kindergarten students and their parents are invited to Kindergarten orientation immediately following our school-wide Open House on Wednesday, September 4th at 8:30 a.m. **Please gather in the gymnasium** at 8:30 a.m. for the beginning of our orientation, followed by a short classroom visit. We respectfully request that only kindergarten students and their parents attend kindergarten orientation due to limited space in the classrooms. Kindly make childcare arrangements for older/younger siblings for this 45-minute event.

FIRST DAY OF SCHOOL – Thursday, September 5, 2019

Our first day of school for the new school year will be Thursday, September 5, 2019. This will be a full day of school. Students in grades 1 through 4 will attend from 8:30 a.m. to 3:05 p.m. The morning kindergarten schedule runs from 8:30 a.m. to 11:17 a.m. and the afternoon session runs from 12:17 p.m. to 3:05 p.m. Please take note of the following:

- **School buses** - Your child's bus information will be available in your Genesis Parent Portal prior to the start of the school year. PLEASE BE PATIENT the first few days of school as school buses will be late picking up in the morning and late arriving back home in the afternoon. The morning pick up may be delayed a short time as students board their buses for the first time this school year. Additionally, Woodfern School will take special care at the end of each school day to make sure every child is placed on the correct bus going home, which will understandably delay bus departure for the first few days. Our students' safety is our utmost concern and we appreciate your understanding during these first few days of school as students familiarize themselves with arrival and dismissal procedures.
- **Lunch** will be served for all full-day students. Please visit the Food Services site on the District website for our September lunch menu, including opening day selections at https://https.us/services/food_services/school_menus/elementary_schools. The *Mealtime* POS service will be up and running. Please log into your child's account at [mymealtime.com](https://www.mymealtime.com) (<https://www.mymealtime.com>) to view your child's lunch money balance or deposit additional funds. Money may also be sent directly to the school for deposit.
- **Absences** – please remember to inform the school if your child will be absent or late. The easiest way to do this is to log into your Genesis Parent Portal and follow the steps to report an absence. You may also report an absent for a future day in Genesis. Alternatively, you may still call the school district phone number (908-431-6600) and follow the prompts to report an absence. It is **IMPERATIVE** that we hear from you each day child will be absent from school.

- **Dismissal Changes** – If your child will not be riding their regularly assigned school bus home any specific day, you MUST send a written note to the school in the morning with your child. Examples would be for students being picked up as a 3:00 “Walker”, early dismissals due to appointments, etc. Students designated as “Walkers” will be dismissed promptly at 3:00 p.m. at the main door of the school. The parent/guardian designated in the note must be present **promptly at 3:00 p.m.** at the front door of the school to sign their child out. If your child will be a “Walker” for the entire school year and not ride their assigned school bus, please send in a “Standing Note” with specific details to be kept on file for the entire school year. We ask that a written note, as opposed to an email, be sent in with your child so it may follow our proper routing channels in the morning. Please plan accordingly on the days your child will not ride their bus home. We ask that only EMERGENCY exceptions be called into the school office, and those exceptions must be called in no later than 12:30 p.m. Thank you for your assistance!
- **Genesis** – please remember that Genesis and your parent portal is your gateway to the school. Your child’s emergency contact information is saved here, report cards are launched here, bus information, teacher information, attendance information, grade placement is all available in Genesis. All messages sent electronically from Woodfern School or the School District, either by emergency telephone or non-emergency email use the information stored in Genesis, so please make sure your information is always up to date.

We are very excited about the start of our new school year and look forward to seeing everyone on Wednesday, September 4th at 8:00 a.m. for our Open House. Please do not hesitate to contact the school office if you have any questions about the above. Welcome back to school!

Very truly yours,

Steven M. Kerrigan, Ed.D.
Principal

