

Totowa Borough Public Schools

Washington Park School

10 Crews Street, Totowa, NJ 07512

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

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www.totowa.k12.nj.us

Patricia Capitelli
Chief School Administrator

David Bower
Principal

September 2021

I would like to welcome you to the 2021-2022 school year which begins on Thursday, September 9, 2021.

Please view the parent portal to access your child's schedule and other important school related information, which will be accessible September 4, 2021. 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 by September 17, 2021, at which time that portion of the portal will close. If you have trouble accessing your portal call 973-956-0010 ext. 2104.

Additional information:

Upon arrival to Washington Park School on Thursday, September 9, 2021, all students will go directly to their **homerooms**. Students should not arrive to school prior to their designated time. **Adhering to CDC Guidelines, we are encouraging students not to congregate outside on school grounds before the school day begins. All students dropped off by their parent/guardian must be dropped off in the back parking lot of the school by Peterson Road. POST OFFICE drop-offs are strictly prohibited for safety concerns.**

- o Grades 7 and 8 will arrive at **8:45 A.M.** (Grade 7 will enter the back doors at the blacktop. Grade 8 will enter the doors by the Post Office. ****If driven to school, students must be dropped off in the back parking lot of the school and must walk through the playground****
- o Grades 4 - 6 will arrive at **8:50 A.M.** (Grades 4 and 5 will use the back playground doors entering directly into their classrooms. Grade 6 will enter the back doors at the blacktop. ****If driven to school, students must be dropped off in the back parking lot of the school and must walk through the playground****

Students must wear a mask all day, when inside the building. Please be reminded to adhere to all social distancing mandates when picking up and dropping off your child. Also, the cafeteria service will start lunches beginning Thursday, September 9, 2021. Please see the "Pay For It" cashless system information on the parent portal.

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 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 if your child's transportation plans have 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 no later than 12 P.M. If you do not receive a confirmation response, please contact the main office immediately.

I am looking forward to seeing everyone very soon!

Sincerely,



David Bower
Principal