

# Brookside School

*A MIDDLE STATES ACCREDITED ELEMENTARY SCHOOL*

The Monroe Public Schools in collaboration with the members of the community shall ensure that all children receive an exemplary education by well-trained committed staff in a safe and orderly environment.

## **PRINCIPAL'S NEWSLETTER**

**SEPTEMBER 2018**

Dear Parents & Family Members,

Welcome to a new school year at Brookside School! We have a great community of families here, and my hope is that you've all had an opportunity to relax and to enjoy some time with your family this summer. To our incoming 3<sup>rd</sup> grade families and families new to Monroe, we would like to welcome you to Brookside! We are excited to have you join our family! We have been very busy getting the school ready for your children, and the teachers are excited for them to arrive! We've had some exciting facility upgrades this summer here at Brookside, highlighted with the replacement of our boilers and HVAC equipment

Please join me in welcoming the following new staff to Brookside!

**Ms. Dina DiMatteo-Avitto** – Paraprofessional, **Ms. Magdalena Fidura** – Assistant Principal, **Mr. Tony Giordano** – Security, **Ms. Jaclyn Kelly** – Teacher of Grade 4, **Mr. Steve Naumik** – Security (shared with Barclay Brook), and **Mr. Geoffrey Szeto** – Teacher of the Handicapped

As you know, Ms. Fidura joined us this summer as our new, shared assistant principal with Applegarth School. She is a great addition to our team, and is very excited to meet all of our kids! She will be at Brookside on Mondays, Tuesdays, and alternating Wednesdays. Please join me in welcoming Ms. Fidura once again! On another note, our longtime security guard Ms. Chu is moving to MTMS this year. We will miss her here at Brookside, and we wish her the best at the middle school!

Thank you to our generous parents and community members that support our fundraisers and to our wonderful PTA for all you do for our kids. It is most appreciated and our students are very lucky to have you. Congratulations to the PTA Officers for 2018-19: **Jessica Balz** (President), **Jamie Juliano** (1<sup>st</sup> VP), **Cherilyn Deutchman** (2<sup>nd</sup> VP), **Debbie Kucharczyk** (Treasurer), and **Gazala Bohra** (Corresponding Secretary). Joining the PTA is a great way to get involved in our school! By attending PTA meetings and volunteering to help with events and fundraisers, you will give us the gift of your time! You will also help get your child excited about happenings at school! Please consider getting actively involved in the PTA, we would love to have you!

Each new school year brings with it a renewed sense of **excitement and eagerness for learning!** Children come prepared with their new school supplies and teachers are excited to meet the kids! The teachers have many great learning experiences planned for the students. Thank you in advance for sending us your children. Let's make it a great school year!

Antonio Pepe  
Principal

VISIT US ON THE INTERNET AT <http://www.monroe.k12.nj.us>

## **SCHOOL HOURS**

Regular School Day      9:05 - 3:34 p.m.  
Four Hour Session      9:05 - 1:05 p.m.  
Delayed Opening        11:05 - 3:34 p.m.

## **BACK TO SCHOOL NIGHT**

Brookside's "Back to School Night" is September 20 at 7 p.m. in the cafeteria. This is a great opportunity to visit your child's classroom, meet his/her teacher, and get an overview of our educational programs. Please make time to attend this informative evening. Parking is available at Brookside School in addition to the bus lot between Barclay Brook and Brookside schools.

## **VISITORS TO BROOKSIDE**

Our school district requires all visitors to identify themselves and state the purpose of their visit upon entering our buildings. **Visitors are required to sign in at the security desk in the main foyer and wear their visitor's badge in a prominent place.** We instruct our staff to question anyone who is not wearing a badge. **Visitors are also required to sign out at the security desk when they are leaving the building.**

## **STUDENT ABSENCES - CALLING PROCEDURES**

Parents should call the school prior to the beginning of the school day when your child will be absent. Please call Ms. Talocka, our school nurse, directly at **(732) 521-1101 EXT. 7705 or MENU OPTION #1**, with your child's name, the reason for their absence, and their teacher's name. There is an answering machine so you may call and leave a message when it is convenient for you.

## **PARKING PROCEDURES**

Brookside parents and visitors must use the visitor parking spots and/or an unmarked parking spot located to the right of the school. **If you are picking your child up at dismissal in lieu of the bus, you must park your car on the side parking lot – do not park in the circular driveway – it is reserved for our walker parents (placard must be present on dashboard).** Please give yourself ample time to park and for security to call for your child to come to the main foyer if you have time restraints. Thank you for helping us provide a safe environment at dismissal.

## **FREE/REDUCED LUNCH**

Your child will receive applications for free/reduced lunch on the first day of school. If you received services the prior school year, you must re-apply each year. **Please use the provided envelope to mail the application back in a timely manner.** If you do not return the application on time and you received services last year, the services will end.

## **STUDENT BIRTHDAYS**

**All class birthday celebrations will be non-food celebrations.** Students will still be recognized and celebrated on their birthday through our birthday bulletin board, loudspeaker announcement, and receipt of a birthday book from the PTA. Please refrain from sending in food for your child's birthday. We thank you for your attention to this matter, as this will help us to maintain a healthy and safe school environment for our students.

## **PARENT ACCESS – FORMS TO ACKNOWLEDGE**

In an effort to continue “going green,” You will now give permission/acknowledge the following forms (listed below) through Parent Access. Please log into Parent Access and acknowledge these forms.

**GENESIS VERIFICATION FORM** – you will have an opportunity to make changes to your contact information (email and/or phone numbers). If you need additional information updated, please contact the main office at 732-521-1101 MENU OPTION 5. We prefer to receive these requests in writing. Please do not make a change to your parent access email. You should contact the main office if a change is necessary – they will be sure to have your Parent Access account updated.

**MEDIA CONSENT FORM** – Please take a moment to review the district Media Consent letter. This letter explains that Monroe Township videotapes and/or photographs various programs in the district and your child may be photographed/videotaped during these school programs. Please take a moment to review this letter and follow the instructions to acknowledge it.

**TRAVEL PERMISSION** – Brookside travels within the school district for various programs, i.e. assemblies, concerts, Empty Bowls, etc. In order for your child to travel to another school in the district by bus and/or walking, you will need to review the letter and follow the instructions to give permission for your child to travel within the district.

**CODE OF CONDUCT** – Please a moment to review the Code of Conduct with your child and follow the instructions to acknowledge it. The Code of Conduct helps students and parents to understand the responsibilities and expectations of our students.

## **INSTRUMENTAL BAND**

The instrumental band program will meet during the school day for individual and small group lessons beginning the week of September 17. Students in grade 4 and students new to Brookside School in grade 5 interested in the instrumental band, please contact Janet Kaufman, our Instrumental Music Teacher on Tuesdays at Brookside School or through the school website, under “contact” along the top menu tabs.

## **ZERO PERIOD FOR ADVANCED BAND AND CHORUS**

The Advanced Band and Chorus program will be meeting in the morning before school begins during zero period at 8:20 a.m. Zero period for Advanced Band will be held on Tuesday and Wednesday mornings. Fifth grade chorus zero period days will be Monday and Friday mornings; and fourth grade chorus zero period days will be Thursday and Friday mornings. Zero Period will begin the week of September 24.

## **TALENTED AND GIFTED / BASIC SKILLS INSTRUCTION PROGRAMS**

Our Talented and Gifted Program and our Basic Skills Program will begin on Monday, October 1. The program calendars are available on the website. If you have any questions about the TAG Program, please call Laurie McConnell at 732-521-1500 ext. 5221. If you have any questions regarding Basic Skills Instruction, please contact Mrs. Fidura at 732-521-1101 MENU OPTION 6.

## SCHOOL PICTURES

We have scheduled school pictures for October 23. We have scheduled the makeup picture day for December 4. Information regarding ordering options will go home as we approach that date. On the makeup day, December 4, we will also take group photos. If your child is involved in TAG, safety patrol, student council, band or chorus, they will have their picture taken on that day.

## A MESSAGE FROM OUR SCHOOL NURSE, MS. TALOCKA

Welcome to the new school year! Please be advised that many of the medical forms you may need during the year are available on the district homepage on the website under Health Offices; then on the left hand side, click on health forms. Any student who may need medication during school hours must have a medication administration form completed by their physician. Asthma medications require an asthma action form (also available on the website). Medications will be accepted once the proper form is submitted, and all medications must be brought to school by an adult. If your child has food allergies or other medical concerns, please contact the school nurse. If you have any questions for the school nurse, please feel free to contact me at 732-521-1101 EXT. 7505 during school hours. You may leave messages regarding student absences at the same number EXT. 7705.

## SCHOOL LUNCH

Brookside School uses a computerized electronic lunch system. This automated system was very successful moving students through the lunch line more rapidly and giving them more time to eat as well as easing the ability for parents and students to pay for lunch in advance. As was the practice last year, parents can send either cash or a check payable to Monroe Township Board of Education in any amount desired. Please keep in mind the cost for lunch daily is \$2.25 and can be calculated weekly or monthly by the number of full school days that month; lunch is not served on half days. You can credit any denomination to your child's account for their use at lunch. Any snack purchased will be an additional debit to the account, so make allowances if you want your child to purchase a snack. **Also, be aware if you want any restrictions noted on your child's account regarding a maximum daily spending limit or no additional purchases aside from regular lunch; please note this when sending money to fund the account.** When an account balance is getting low, the cafeteria cashier will remind your child. If a student has a negative balance on their account, your child can purchase lunch only – no snacks.

Please note, should you not want to take advantage of the automated system described above, your child can purchase lunch with cash:

*Student Lunch - \$2.25 White/Unflavored Milk - 60¢ Flavored/Lactose Free Milk - 65¢ Student 2<sup>nd</sup> lunch - \$3.15 Reduced Lunch - \$.40*

Federal guidelines for child nutrition programs require that a student take a fruit or vegetable with their lunch to qualify as a school lunch. **If the student fails to take a fruit or vegetable with their lunch, the meal is considered an a la carte sale which is often more expensive and less nutritious.** A complete lunch includes choice of entrée (with bread or grain), vegetable of the day, two servings of a fruit, salad or vegetable and choice of milk.

## **A+ BONUS BUCKS PROGRAM**

Brookside School has signed up at Stop and Shop for a rewards program. The incentive program gives a percentage of reward dollars back to the school. We encourage parents to take a moment to sign up at [stopandshop.com](http://stopandshop.com) and register your frequent shopper card number with our school.

## **CHILD FIND**

### **RE: Potentially Disabled Students**

The Monroe Township Public schools is again seeking to identify resident students between the ages of 3 and 21 who may exhibit difficulties with mobility, voice or hearing, visual acuity, physical limitations due to orthopedic or muscle abnormalities, cognitive, language or emotional difficulties. If you have identified a child who resides in Monroe Township with any one or a combination of difficulties listed above, please encourage the parent to contact the Department of Pupil Personnel Services at (609) 642-6128 to schedule an appointment. A member of the Child Study Team will initiate a referral for possible evaluation. If you have any questions regarding this service, please feel free to call (609) 642-6128 to request additional information.

## **VOTER REGISTRATION FORMS**

Attached to this newsletter is a voter registration form for anyone who recently moved into Monroe Township and needs to register to vote. You must be a registered voter to vote in public elections. Fill out the attached form and follow the instructions on the back to fold and mail the form.

## **MESSAGE FROM TRANSPORTATION**

Here are a few reminders for parents of children who will be riding the bus to and from school. Please remind your child that their **safety** is our first priority. Students should remain seated and buckled in throughout the bus ride, which helps our drivers ensure that all of our kids have a pleasant and safe trip on the bus. Your help in reinforcing this message with your child is greatly appreciated!

In addition, please remind your child that **no food or drink** is permitted on any school bus – for allergy and sanitary reasons. Also, children should refrain from using any scented sprays or hand sanitizer while riding the bus. Thank you for working with us to help keep your children safe!

Students are required to ride their assigned bus at all times and are to get on and off at their assigned bus stop throughout the year. We cannot honor any change requests. Thank you for your understanding and cooperation.

## **ANNUAL IPM NOTICE**

In accordance with requirements of the New Jersey Integrated Pest Management (IPM) Act, please visit the Brookside website ([www.monroe.k12.nj.us/brookside](http://www.monroe.k12.nj.us/brookside)) to find our required Annual Notice along with the school IPM policy and plan for Brookside. A copy of the annual notice is also attached to the newsletter e-blast. Hard copies of this information are available upon request. Should you have any questions pertaining to the IPM program, please contact the Facilities Department at Central Office.

## **BROOKSIDE ELEMENTARY SCHOOL**

### *Arrival & Dismissal Procedures*

Regular school day hours are from **9:05am** to **3:34pm**.

**Attendance for a full school day** serves to benefit each child's academic, social, and emotional growth. While we realize there may be circumstances throughout the year that might cause a student absence, tardy, or early sign out, we thank you in advance for understanding the importance of all students arriving for the start of the school day, and staying through dismissal. As parents, prioritizing this will help your children realize their maximum educational benefit.

#### **ARRIVAL PROCEDURES FOR CHILD DROPOFF**

- No child should be dropped off at school, at any time, without a staff member in attendance.
- Zero Period students in band and/or chorus may be dropped off **after 8:00am** in the front circle. Note that we will not have staff on duty prior to this time.
- Parent Drop-Off Arrival Time: **8:45am – 9:05am**.
  - Parent drop-off for the regular school day will begin no earlier than 8:45am. Note that we will not have staff on duty prior to this time.
  - Morning arrival for parent drop-off will occur on the side of the school next to the gymnasium:



- Heeding the direction of the staff member on duty **creates a safe situation** for all. On-duty staff may ask parents to pull up as far as possible prior to dropping their children off, in order to improve the flow of traffic. Please do not allow your child to exit the vehicle until receiving the OK from the staff member on duty.
- After dropping your child, please await the direction from the staff member on duty before pulling away. Do not try to pull around or pass other cars in the drop-off loop.

- After 9:05am, the start of the school day, parents dropping off their children must park in the main parking lot and escort them inside to the security desk in order to sign them in.

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### **DISMISSAL PROCEDURES FOR CHILD PICKUP**

- Every child that is to be picked up before or at dismissal **must provide written notification** that is to be given to the classroom teacher at the start of the day.
- **PHOTO ID:** All persons picking up a child **MUST** have photo ID, with no exceptions.
- **EARLY PICK-UP:** If your child needs to be picked up early from school, please do so during the “early dismissal” time, **prior to 3:15pm**. If there is not a need to pick your child up prior to 3:15, we ask that you wait for regular pickup at dismissal (3:34pm). With a written note, we’ll have your child dismissed to the main foyer security desk for pickup at dismissal.
  - Your assistance in this regard will help minimize unnecessary disruptions to the classroom at the end of the school day.
- **ROUTINE, DAILY PICKUP:** A standing, written note stating a routine pickup at dismissal must be submitted with the days of the week your child will be picked up on a regular basis. Once this note has been provided, no additional written notification for this routine is needed **unless you are making a change**. If a change in pick-up routine is needed, a new written request must be submitted to the classroom teacher at the start of the day.
- **E-MAIL: Please do not email your child’s teacher** regarding a change in your child’s dismissal for that day. Please contact the Main Office per the instructions below.
- **NOTES:** Written notes for a change in dismissal must be written legibly, and include:
  - Date
  - Child’s full name
  - Grade
  - Teacher
  - Parent/Guardian signature
  - Time of pickup
  - Person picking child up (if it is not the parent or guardian)
- **UNFORESEEN CIRCUMSTANCES:** Sometimes unforeseen circumstances arise during the course of the day, requiring an unexpected early pick up of a student. When this happens, please contact the Main Office at **(732) 521-1101, menu option 5**, to share any pertinent information.
- **DISMISSAL BELL:** Once students have been dismissed to buses at 3:34pm, **no child will be removed from a bus**, except in the event of an emergency situation. Emergency

situations, where no prior written notification has been provided, must be addressed at the Main Office and receive administrative approval.

- **PARKING:** Parents arriving to pick up a student should park in **Visitor Parking** if available, or in an unoccupied (non-reserved) spot on the side or rear of the building. Please do not pull into the front loop for pick up.
- **WALKERS:** For dismissal, the loop in front of Brookside is reserved for students who are “Walker” zoned and do not have assigned bus transportation. Families who are zoned for a walking dismissal should adhere to the instructions received in the summer packet. If your child is not a walker, please **do not** pull into the front loop to pick up.

*We ask for your assistance, cooperation, and understanding that children signed out before dismissal will be missing valuable instructional time which could affect their learning. While it is inevitable that circumstances may arise throughout the year that warrant early pick-up for your child, we ask that you avoid this whenever possible to allow your child to benefit from the full school day.*



## DATES TO REMEMBER:

September	5	- Welcome Back to School!
	10-11	- School's closed
	12	- Board of Education meeting @ 7 pm – MTHS
	14	- Forms due back to school: Yellow Emergency Form Free and Reduced Lunch Application
		- Safety Patrol assembly – Grade 5
	17	- Band lessons begin
	18	- 4-hour session day / no lunch served
	19	- School's closed
	20	- Back to School Night @ 7 pm – Cafeteria
	24	- Zero Period begins
	26	- PTA Meeting @ 7 pm - BES
October	1	- TAG/Basic Skills Begins
	5	- Final day to acknowledge the school forms through Parent
Access		
	8	- School's closed / Staff in-service
	10-12	- PTA Scholastic Book Fair
	11	- Grades 4/5 MP1 Progress reports available on Parent Access
	16-18	- Grade 4 Lenape field trip to Holmdel Park
	17	- Board of Education meeting @ 7 pm – MTHS
	19	- Fire Safety assembly for grades 4/5 / Fire Safety House for grade
		3
	22	- PTA Meeting @ 7 pm - BES
	23	- Picture Day / No TAG classes
	24-26	- 4-hour session days / no lunch served
	24-25	- Parent/Teacher Conferences/No TAG and Basic Skills Classes
	24	- Brookside evening conferences
	31	- No TAG and Basic Skills classes
November	6	- Election day – Voting in building
	7	- School's closed / Staff in-service
	8-9	- School's closed
	12	- School's closed
	16	- Marking period 1 ends
	20	- Board of Education meeting @ 7 pm – MTHS
	21	- 4-hour session day
	22-23	- School's closed
	27	- Grades 4/5 Report cards available on Parent Access/ PTA Meeting @ 7 pm - BES



# New Jersey Voter Registration Application

Please print clearly in ink. All information is required unless marked optional.

<b>1</b> Check boxes that apply: <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Signature Update <input type="checkbox"/> Political Party Affiliation or Non-affiliation Change						<b>FOR OFFICIAL USE ONLY</b>  Clerk  Registration #  Office Time Stamp          <input type="checkbox"/> by mail <input type="checkbox"/> in person
<b>2</b> Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If No, DO NOT complete this form)</small>		Will you be 18 years of age by the next election? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If No, DO NOT complete this form)</small>				
<b>3</b> Last Name		First Name	Middle Name or Initial	Suffix (ex. Jr., Sr., III)		
<b>4</b> Date of Birth (MM/DD/YY)						
<b>5</b> NJ Driver's License Number or MVC Non-driver ID Number			If you DO NOT have a NJ Driver's License or MVC Non-Driver ID, provide the last 4 digits of your Social Security Number.			
<input type="checkbox"/> "I swear or affirm that I DO NOT have a NJ Driver's License, MVC Non-driver ID or a Social Security Number."						
<b>6</b> Home Address (DO NOT use PO Box)		Apt.	Municipality	County	State	Zip Code
<b>7</b> Mailing Address if different from above		Apt.	Municipality	County	State	Zip Code
<b>8</b> Last Address Registered to Vote (DO NOT use PO Box)		Apt.	Municipality	County	State	Zip Code
<b>9</b> Former Name if Making Name Change				Day Phone Number (Optional)		
<b>10</b> Do you wish to declare a political party affiliation? (Optional) <input type="checkbox"/> Yes, the party name is _____ <input type="checkbox"/> No, I do not wish to be affiliated with any political party.						
<b>11</b> Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Declaration - I swear or affirm that:</b> <input checked="" type="checkbox"/> I am a U.S. Citizen <input checked="" type="checkbox"/> I live at the above address <input checked="" type="checkbox"/> I will be at least 18 years old on or before the next election		<input checked="" type="checkbox"/> I will have resided in the State and county at least 30 days before the next election <input checked="" type="checkbox"/> I am not on parole, probation or serving a sentence due to a conviction for an indictable offense under any federal or state laws		<input checked="" type="checkbox"/> I understand that any false or fraudulent registration may subject me to a fine of up to \$15,000, imprisonment up to 5 years, or both pursuant to R.S. 19:34-1	
Signature: Sign or mark and date on line below  X _____  Date _____				If applicant is unable to complete this form, print the name and address of individual who completed this form.  Name _____ Date _____  Address _____		

## Important Instructions for sections 5, 6 and 10

- 5) Registrants who are submitting this form by mail and are registering to vote for the first time: If you do not have any of the information required by section 5, or the information you provide cannot be verified, you will be asked to provide a COPY of a current and valid photo id, or a document with your name and current address on it to avoid having to provide identification at the polling place.  
 Note: ID Numbers are Confidential and will not be released by any governmental agency. Any person who uses such numbers illegally shall be subject to criminal penalties.
- 6) If you are homeless, you may complete section 6 by providing a contact point or the location where you spend most of your time.
- 10) You may declare a political affiliation or you may declare to be unaffiliated, regardless of any prior party affiliation. Completing section 10 is Optional and will not affect the acceptance of your voter registration application.

### Need More Information? Check boxes below if you would like to receive more information about:

- voting by mail
- polling place accessibility
- available election materials in this alternative language:
- becoming a poll worker
- voting if you have a disability, including visual impairment



# New Jersey Voter Registration Information

## You can register to vote if:

- You are a United States citizen
- You will be 18 years of age by the next election
- You will be a resident of the State and county 30 days before the election
- You are NOT currently serving a sentence, probation or parole because of a felony conviction

## Registration Deadline: 21 days before an election

Your County Commissioner of Registration will notify you if your application is accepted. If it is not accepted, you will be notified on how to complete and/or correct the application.

**Questions?** visit [www.NJElections.org](http://www.NJElections.org) or call toll-free **1-877-NJVOTER (1-877-658-6837)**

**1** FOLD



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**  
 FIRST-CLASS MAIL    PERMIT NO 206    TRENTON NJ  
 POSTAGE WILL BE PAID BY ADDRESSEE

MIDDLESEX COUNTY COMMISSIONER OF REGISTRATION  
 777 JERSEY AVE  
 NEW BRUNSWICK NJ 08901-9896

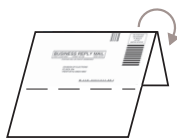


**2** FOLD

**Important:** Print out at 100% - DO NOT REDUCE. Fold as illustrated to ensure proper mailing.



Put both pages together as shown



**1** fold top down



**2** fold bottom up



**3** Tape top shut

TAPE HERE **3**