

What to do "if"

(A quick reference guide)

YOU NEED TO REGISTER YOUR CHILD FOR SCHOOL	Call the appropriate school office. Grades 2 through 6 contact 908-352-7664 ext. 7400 or 7410
YOUR CHILD WILL BE ABSENT	Call School Nurse at 908-352-7664 ext. 7441 / 7400
YOUR CHILD IS LATE	Students must be signed in the office by parent/guardian.
A LUNCH IS LEFT AT HOME	Deliver it to the school office. Student will be called to the office to claim it.
YOU NEED TO PICK-UP YOUR CHILD EARLY	Send a note in with your child. For the safety of students, only parents/guardians will be allowed to pick up a child early unless stipulated in a note as to who the child can be released to.
YOUR CHILD NEEDS TO TAKE MEDICATION IN SCHOOL	Contact the School Nurse 908-352-7664 ext. 7441
SOMETHING LOST AT SCHOOL	All items found are put in the "Lost and Found." Students may claim lost articles before or after school.
YOU WANT TO TALK TO A TEACHER	Contact the teacher via a phone call to the school, a note asking for a meeting time or e-mail. The teacher will call you back as soon as possible.
YOUR CHILD CAN NOT PARTICIPATE IN PHYSICAL EDUCATION	A doctor's note is required.
YOU WANT TO KNOW IF SCHOOL IS OR WILL BE CLOSING DUE TO INCLEMENT WEATHER	A Blackboard Connect notification will be made to the number indicated in Genesis. Please make sure numbers are accurate at all times. Call the school main number 908-352-7664 ext. 7400 or 7410 after 7:30 am or listen to the radio station WINS 1010 AM; WJDM 1530 AM, and NJ 101.5 FM.
YOUR CHILD REQUIRES EXTENDED ABSENCE	If a student is expected to be out of school for a prolonged period due to illness or accident, home instruction is available. Call the director of Special Services at 908-352-7664 ext. 8448
CHANGE YOUR ADDRESS, TELEPHONE NUMBER OR CUSTODIAL STATUS	Advise the school office immediately
YOU PLAN TO MOVE	Notify the school office. At least one week notice is needed to prepare transfer materials. Pick up transfer card on the last day of your child's attendance. All other records will be forwarded upon request of the receiving school.
YOU HAVE A PROBLEM	First, contact the person closest to the problem. We encourage using the "ladder" of contact, ie Teacher, Principal, Director, Superintendent.