

September

2010

## New Bridge Center

### IMPORTANT INFORMATION

#### ABSENCES

If your child is going to be absent or late for any reason, call the school at 201-261-5620 and press 1, before 8:30 AM. Leave the following information: child's name, grade, teacher and reason for absence.

To help prevent the spread of communicable diseases, we remind you of our guidelines. If your child has any of the following symptoms, he / she must remain at home until symptom free for 24 hours: persistent cough, diarrhea, vomiting, strep throat, fever of 100 or higher, difficulty breathing, unusual rash, and pink eye. *If symptoms persist, please contact your doctor.*

A note is required for all absences (illness and religious reasons). It should be presented to your child's teacher upon his / her return to school. Should your child need to be excused before the end of any given school day a note from the parent must be brought to the office.

When it is necessary for someone else to pick up your child, please indicate this on your request and advise that person to have identification with him or her. Children will not be permitted to leave the building alone.

#### ARRIVAL AND DISMISSAL

Children are asked to arrive at school between 8:25 and 8:45 AM. Students can be dropped off as a rider in the NBC parking lot or as a walker at the Project Room doors. During inclement weather, please do not have your child arrive any earlier than 8:25 AM. Teaching your child the responsibility of getting to school on time is excellent training for his / her future. Children will be dismissed depending on the preference indicated on the walker/rider survey. Dismissal begins at 2:40 and ends at 3:00 PM. Don't forget to bring your colored identification with you every day.

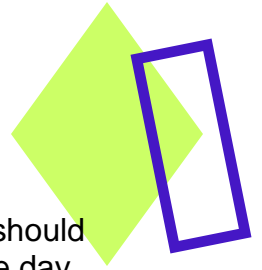
#### DAILY PREPARATION FOR SCHOOL

Children should come to school prepared. Please check their schedule to see what special subject they have each day. Make sure to pack a nutritious snack and lunch for your child.



## CONFERENCES

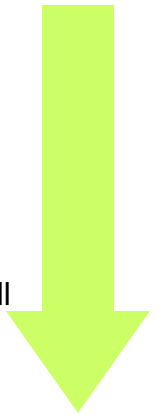
Conferences between parents and teachers are valuable. Appointments should be made by note, telephone or email and should be requested at least one day prior to the desired consultation. Please report to the office before going to the classroom. Our scheduled parent teacher conferences dates are as follows: Tuesday, November 30, Thursday, December 2nd and Thursday, March 17<sup>th</sup>.



## DELAYED OPENINGS / EARLY DISMISSALS

A 10:00 AM delayed opening may be necessary in case of bad weather. Parents will be notified by phone of delayed openings and early dismissals. In the event of a delayed opening, all students will remain in school for the duration of the school day. Essentially we will follow a Wednesday schedule. If the weather turns for the worse during the school day, the school will make every attempt to notify parents of early dismissal. In the event of an early dismissal, no child will be released prior to 2:40 PM, unless he / she is picked up by a parent or other adult authorized by the parent.

When the district has a 12:45 dismissal, NBC will follow the early dismissal A/B schedule. Half-day students will be dismissed at 11:45 and full day students will be dismissed at 12:30 PM. Please follow the school calendars for this information. Reminder there is not a lunch period on these days.



## EMERGENCY CLOSINGS

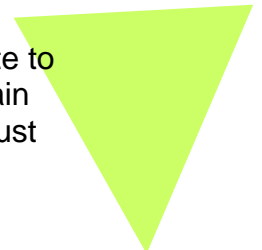
WOR 710 AM and 1010 WINS AM radio will be used to report all emergency school closings beginning at 6:15 AM. The website, [www.riveredgeschools.org](http://www.riveredgeschools.org), is also a source of information regarding school closings. Parents will be notified by phone of emergency closings. An automated phone message will be activated in cases of school closings or emergencies.



## EMERGENCY SITUATION PLAN

In the event school should need to be closed while in session, every attempt will be made to phone parents with information concerning the situation. The River Edge Police Department in conjunction with the River Edge school system has reverse 911 procedures in place. A message will be sent to participating parents via telephone in the event of an emergency.

## LUNCH

Lunch begins at 11:45 AM and ends at 12:37 PM. Students must bring a note to school indicating permission to leave for lunch. Parents must come to the main office to sign their child out for lunch. Upon returning from lunch, a parent must





escort their child to the main office to sign the student in. Please observe parking signs when picking up and discharging children during the lunch hour. Do not park in reserved spots.

Parents are strongly encouraged to send a nutritional lunch with their child to school in the morning. Please label their lunch with their name and teacher. To foster independence, children are encouraged to open prepackaged snacks and beverage on their own. To have an orderly and safe lunch, all children staying for lunch must observe certain lunchroom and playground rules. If a child continually breaks these rules, he or she will lose the privilege to eat in the lunchroom. On inclement weather days, all students will remain indoors and eat lunch at their regular times.

## PARENT / GUARDIAN RESPONSIBILITY



Discuss plans of dismissal with each child and instruct him / her in these procedures:

- Anyone responsible for picking up a student must have a colored identification card. If you forget your identification card you will be required to sign your child out from the main office.
- If person picking up the child is running late please call the main office so the teacher can be notified accordingly.

## SCHOOL SAFETY

All visitors must report to the office to sign in and receive a Visitor's Badge. This includes parents. NO exceptions will be made.

## TRANSPORTATION OF CHILDREN

Students can be discharged or picked up via the NBC parking lot on Greene Avenue or at the Project Room doors. Please observe the parking signs when picking up and discharging students.

**PLEASE DO NOT BLOCK RESIDENT'S DRIVEWAYS OR THE INTERSECTION AT BOGERT ROAD.**

There are parking spaces in the front lot of the school on Greene Avenue. There are 3 spaces designated "Visitor" parking and are meant for visitors to the school, but not for drop-off or pick-up of children. One space is designated as "Handicapped" and proper identification is required for this space. Please refrain from parking in the reserved spots at all times.



For more on New Bridge Center information, please visit our web site

[www.riveredgeschools.org](http://www.riveredgeschools.org)

