

**ROOSEVELT ELEMENTARY SCHOOL  
RIVER EDGE, NEW JERSEY**

**SCHOOL INFORMATION**

**Emergency Closing** – Station 1010 WINS, Fox 5/WNYW, WCBS, and NJ 23 NEWS, will be used to report all emergency closings of school beginning at 6:15 AM. You may also access this information through our website [www.riveredgeschools.org](http://www.riveredgeschools.org). In the event school is to be closed due to inclement weather, we will activate our *SwiftReach* calling system rather than a PTO phone chain to alert parents about school closings, delayed openings or early dismissals.

**Transportation of Pupils** – For the safety of our children, parents are requested **NOT** to discharge or pick up children on the dead end street of Bogert Road off Webb Avenue north of our school. Children being transported to and from school from the north may be picked up and discharged on Webb Avenue and Bogert Road, on Continental Avenue and Bogert Road or Oak Avenue. **THIS APPLIES ESPECIALLY ON INCLEMENT WEATHER DAYS.** Your continued cooperation is requested in not parking your car within 25 feet of the intersection at Webb Avenue and Bogert Road. Unless otherwise advised, children will gather, enter the building and be dismissed from the rear of the building.

**PLEASE DO NOT PICK UP OR DROP OFF STUDENTS IN THE FRONT OF THE SCHOOL**

**Absences** – Every child is required to bring a written explanation for any absence. Notes for absence for religious holidays should be brought in advance.

**Reporting of Student Absence** – To report an absence, please call **201-261-1546**, and listen to the selection or **Press 1**. **Please report child's absence by 8:30 AM.** Children present for AM session but not returning for PM session should have a parent call at the above number as well. Messages may be left 24/7. Thank you.

**Telephones** - Please try to limit request for delivery of phone messages to students. The school office is not available to students except for an emergency. Personal after school appointments should be made the day before.

**Lunchroom** – Parents are encouraged to provide lunch for the children at HOME. When children eat home, please observe the following times for their return to school.

	<u>Grades 1, 2 &amp; 6</u>	<u>Grades 3, 4 &amp; 5</u>
Lunch:	12:00-12:25	12:30-12:52
Recess:	12:30-12:52	12:00-12:25
PM Session Begins:	1:00	1:00
Inclement Weather:	Grades: 1, 2 & 6 Grades 3, 4, & 5	Recess: 12:30-12:52 New Gym Recess: 12:00-12:25 New Gym

There is a milk program available as per notices sent to parents. Our PTO will provide special lunches periodically. Notices will be sent home in advance.

**Gymnasium** - Grade one through six have physical education with our physical education instructor. Sneakers are required.

**Conferences** - Conferences between teachers and parents are valuable. Appointments for such conferences can be made by note or phone and should be requested at least one day prior to the desired conference. Parents are required to report to the school office before entering the classroom.

**Bicycles/Skateboards** – Only students in grades three through six are allowed to ride bikes to school. Once students are on school property they must walk their bikes to the bike racks located on the blacktop behind the school. **Skateboards are NOT allowed** on school property.

**Playground Use** – The playground equipment is off limits to children not enrolled in school during school hours (8:30 AM – 3:00 PM).

**Parking** – The parking lot is for staff parking only. **NO PARKING or U-TURNS AT THE CHURCH.**

**School Protection** - As a protection to our children, all school doors, with the exception of the front door by the office, will be locked after the children enter for the AM and PM sessions. The doors can be opened from the inside but are locked to the outside after the children enter. All parents and visitors are required to stop at the office to sign in prior to going to any classroom.

**Articles Delivered to Students** – Parents dropping off lunches are to be dropped off in the lobby. Eyeglasses, instruments, etc. are to be brought to the main office. Please label all items.

**Early Dismissal** – For early dismissal of children for dental or medical appointments, parents are to send a written note to the teacher. **CHILDREN MUST BE MET AT THE SCHOOL OFFICE ON ALL EARLY DISMISSAL REQUESTS.**

**Phone Numbers** – The following phone office numbers are listed for your references:

Main Office: 201-261-1546  
New Bridge Center Office: 201-261-5620  
Child Study Team: 201-261-1993  
Child Study Team Office is located at New Bridge Center (NBC)

### **TIME SCHEDULE**

		<b>Grades</b>
Signal	Pupils may enter	<u>1 - 6</u>
	Tardy	8:25
Dismissal	AM Session	8:35
		12:00

### **LUNCH**

Signal	Pupils may enter	12:52
	Tardy	1:00
Dismissal	PM Session	3:00

