

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

SCHOOL INFORMATION

Emergency Closing – Station 1010 WINS, Fox 5/WNYW, CBS and NJ 12 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. In the event school is to be closed due to inclement weather, we will activate our *SwiftReach* calling system.

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 holiday 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.

Telephones – The main office is not able to deliver phone messages to students. Personal after school appointments should be made before school.

Lunch – When children eat at home, please observe the following times for their return to school.

	Grades K & 1	Grades 2, 3 & 4	Grades 5 & 6
Lunch:	11:20 – 11:46	12:20 – 12:46	11:46-12:12
Recess:	11:46 – 12:12	12:46-1:12	11:20-11:46
PM Session:	12:20	1:20	12:20

Inclement Weather: Recess will in the old gym.

There is a milk program available as per notices sent to parents. Our PTO provides special lunches daily. Notices will be on-line under PTO notices.

Gymnasium – Kindergarten through grade 6 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 email. 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).

School Protection – As a protection to our children, all school doors will be locked at all times. The doors can be opened from the inside but are locked to the outside. 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, not emails. Parents must sign out their children in the main office. **CHILDREN MUST BE MET AT THE SCHOOL OFFICE ON ALL EARLY DISMISSAL REQUEST.**

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

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

TIME SCHEDULE

<u>AM SESSION</u>	<u>GRADES</u>		
	<u>K – 6</u>	<u>K, 1, 5 & 6</u>	<u>2, 3 & 4</u>
Signal - Students may enter	8:25 AM		
Tardy	8:35 AM		
Dismissal AM Session		11:20 AM	12:20 PM
<u>PM SESSION</u>			
Signal - Students may enter		12:16 PM	1:16 PM
Tardy		12:20 PM	1:42 PM
Dismissal AM Session	3:00 PM		