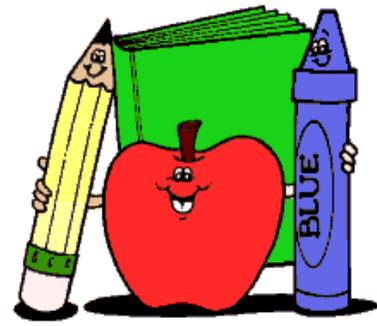


# West Ridge Elementary School



August 18, 2017

Dear Preschool Parents,

It is my pleasure to welcome you to West Ridge Elementary School. It is great to see our returning Park Ridge families and exciting to meet many new families. We are looking forward to seeing you all soon.

We are all eager to welcome your child to West Ridge. West Ridge teachers have planned many exciting activities for students, including parent shows, field trips, assemblies, bingo, concerts, and many special events as appropriate to meet your children's developmental and learning needs in preschool. Your involvement in these events is welcomed. Our goal at West Ridge is to provide a rich learning environment where children are able to reach their fullest potential. As a school, we focus on kindness, courtesy, manners, and respect throughout the school year, which helps everyone become part of our "West Ridge Family".

I would like to invite all **Parents of Preschoolers** to a **Coffee Hour at West Ridge on September 6, 2017**. We will meet in the **West Ridge Library at 6:30 PM**. Mrs. Bernardo, Director of Special Services, will also be at the Coffee Hour. Babysitting will be available, however, we will need to know the number of children who will be attending. If you are planning to bring children with you, please call the West Ridge office at 201-573-6000 ext. 3000. We are anxious to meet you and share information about West Ridge. We welcome you to attend as a new parent or as a returning parent. Everyone's questions and comments will be helpful to our conversation.

**Please note the following important information:**

- **The school day for preschoolers is:**  
**8:45-11:30 for AM students**  
**12:30 – 3:15 for PM students**



- **Drop-off:** After 8:40 you may park near the kindergarten door and walk your child to the area where the preschool teachers will meet the children. Mrs. Anderson and Ms. Randazzo will meet their students at the double doors to the small side lobby at the lower entrance to school. Please park in the large parking lot on the side of the school if you arrive earlier than 8:40 and walk your child to the door. Arrival for K-6 students is 8:35 and all K-6 students should be dropped off by 8:40. Parents cannot park in the front circle between 8:00 and 8:40 because it is a very busy "drop off area". There should not be any problem with afternoon drop-off in the circle at 12:30.
- **Pick-up:** Please pick up your child where you dropped him/her off. Pick up at 11:30 should not be any problem. However, for afternoon pick-up, it would be prudent to make sure you come right at 3:15, since the rest of the school dismisses at 3:20 and it will get very busy outside.





- Parking is at a premium and numbered spaces are assigned to teachers and staff members. If one of the numbered parking spaces looks as if it is available, please do not assume that a teacher will not be using it during the day or even in the next few minutes. Some staff members have varied working hours and other staff members travel from building to building and need to have a parking space available to them because their schedules are often tight. As previously mentioned, please do not park (or stop) in the front drop-off circle in front of school between 8:00 and 8:40. This area is used for student drop off and it must be clear of all cars so that traffic is able to flow smoothly in front of the building. We will not be able to get approximately 340 children into school in a timely manner if this area is blocked in any way. Please do not take offense if you are asked to move because this is a traditional expectation of all West Ridge parents and staff members. Please inform your spouse, grandparents, babysitter, or anyone who may drop your child off at school about this procedure. Thank you.
- If your child is ill and is not able to attend school, please call **201-573-6000 ext. 3444** and leave a message on the voicemail. Please remember to send an absence note (required by state law) when your child returns to school. Mrs. Bianchi is our school nurse and she will be able to help you with any questions that you may have regarding your child's absences. **Please make every effort to have your child at school on time. Lateness will significantly affect your child's success in school and often makes a child feel uncomfortable when he or she walks into their classroom late. Preschool attendance is as important as attendance at other grade levels.**
- Safety and security are very important to all of us, therefore when entering the building; you will always need to sign in the front office. Thank you.
- **Picture Day is September 11<sup>th</sup>. The first PTO meeting is Tuesday, September 12<sup>th</sup>, and it begins for "Newcomers" at 6:30 in the library. Back to School Night is Thursday, September 14<sup>th</sup>.** We look forward to seeing you at these events.

At West Ridge, we always work to keep the lines of communication open. When school begins please make sure that the office, WR PTO, and your child's teacher all have your email address. During the past few years we moved away from many paper notices and we will be emailing you all school information. We ask that you check our website regularly and read your email for school announcements. The PTO website, [www.wrpto.org](http://www.wrpto.org), always has lots of information for you. If any questions or problems arise, I encourage you to contact the school and speak to those who might be of help. When your question deals with in-class issues, please contact the teacher directly by note, phone, or email. If it deals with administrative issues or emergencies, please contact me and remember that you can set up an appointment to see me for any reason.

It is very exciting to begin this school year with your children. We are ready to have a great year! I am fortunate to have the best job in the world because I am with your beautiful, bright, and talented children every day. Please contact me at 201-573-6000 ext. 3000 or [christinemccaffery@parkridge.k12.nj.us](mailto:christinemccaffery@parkridge.k12.nj.us), if you have any questions.

Sincerely,

Christine McCaffery  
Principal

