



August 20, 2024

Dear Jeffrey Clark Families,

Welcome to the 2024-2025 school year at the Jeffrey Clark School! We are excited to welcome everyone back to school. We are busy preparing classrooms and gathering resources to support instruction for our students. This letter contains a great deal of important information, including upcoming dates and procedural information. Please check your email and our district website frequently for updates.

I am very excited about the upcoming school year! As we embark on a new school year, I am excited to share with you our inspiring theme for the year: **“Ignite Your Light.”** This theme encourages our students to shine brightly in both their character and academics, lighting the way for personal growth and success.

We understand that achieving this vision requires a collective effort. Partnering with you, our dedicated parents and the broader community, is essential to fostering an environment where students can thrive. Your support, encouragement, and involvement play a crucial role in helping our students achieve their fullest potential.

To ensure a great start for each child, EG teachers have worked diligently on summer planning committees to ensure we continue to provide a safe environment with high-quality and engaging instruction. Our custodial staff has worked hard to clean and prepare our building to welcome our students for **our first day on September 5th.**

Together, let's ignite the light within our students and support them in shining brightly throughout the year. We look forward to working closely with you to make this an exceptional and transformative year for all. It is an honor to serve the East Greenwich community. In this letter, you will find several pieces of information. Please read them carefully. I look forward to an amazing school year!

Sincerely,

Jessica Loggia

Jeffrey Clark Principal

Summer Save the Dates!

Open House and Medication Drop-Off: All families are invited to attend one of our Medication Drop-Off and Open House events. Our buildings will be open on the dates and times listed below for self-guided tours and medication drop-off. *Students must be accompanied by an adult.*

August 20, 2024: 4:00 pm-5:30 pm

August 29, 2024: 10:30 am-12:00 pm

Beginner Orientation and Bus Ride Beginner students and their parents are invited to come for our Beginner Information Presentation. Topics we will be covering include: what to expect for arrival and dismissal, academics, lunch and recess, and preparing for the first day of school! At the conclusion of the session, your child and one parent will also be able to go on a brief bus ride to familiarize themselves with riding the bus ahead of the school year. Please [click on the link](#) to sign up for one of two sessions.

August 27, 2024: 1:00-1:45 pm, 2:00-2:45 pm

Preschool Orientation: Preschool students and one parent are welcome to attend the preschool open house to meet their teacher and walk to his or her classroom. Students will meet their teachers at the preschool entrance doors at the front of the building. This time is also ideal to bring student supplies in his or her backpack. Homeroom teachers and sessions will be shared in late August. Please reference the date and session times below.

September 4, 2024:

- Morning Session 11:00 am-11:30 am
- Afternoon Session 11:30am-12:00pm

Beginner Teacher Meet and Greet: Beginner students are invited to our Beginner Teacher Meet and Greet on September 4th. Your child will meet his or her teacher and classmates. This time is also ideal for bringing your child's supplies in his or her backpack. Teachers will provide student name tags to wear on the first day of school. Students will meet their homeroom teacher by the bus lanes. They will enter and exit the building with their homeroom teacher during their designated time. This event is for students only. Students will enter the building with their Beginner teacher(s).

September 4, 2024: 3:00-3:30pm

Medical Information

- All students entering Preschool and Beginners (K) for the first time must enroll with a current physical report (dated no older than September 1, 2022).
- Please use one of these two forms: [EG Report of Physical Exam](#) or [Universal Child Health Record](#).
- VACCINATION RECORD: Per N.J.A.C. 8:57-4, each child enrolling in school must present documentation of immunizations or valid medical or religious exemption to vaccines. Review the links below to review the requirements.

[Kindergarten Vaccinations Requirements](#)

[Preschool Vaccination Requirements](#)

- If your child will need medication administered during school hours, please review and find our [medication guidelines here](#).
- To administer medication in school, a doctor's order will be required on an East Greenwich Twp. school form. Your doctor will not have our school forms. Use this link to print the required [East Greenwich medical dispensing forms and /or Emergency Action Plans](#) *before* you head to the doctor.
- Please email the school nurse at calhounc@eastgreenwich.k12.nj.us to discuss your child's medical concerns before school starts.

Student Name Tags

Name tags have been prepared for our Jeffrey Clark students displaying your student's name and grade level. We are requesting that families send their students in wearing their name tag on the first day of school to help ensure a smooth arrival. Name tags are available for pick-up beginning August 20th through 12pm on August 30th. All Beginner students will be provided their name tag on September 4th.

School Supply Lists 2024-2025

Please click on the links to find your student's school supply list for the upcoming school year.

Preschool Supply List	Beginner Supply List
Grade 1 Supply List	Grade 2 Supply List

Classroom Teacher Assignments

Homeroom teacher assignments and student schedules will be available in Realtime's Parent Portal on August 27th. Please note the district is closed on Friday, August 30th and Monday, September 2nd. If you need assistance with your parent portal login, please contact the Jeffrey Clark main office at 856-423-0613. When you login to the portal, you will be asked to confirm your contact information and read some important documents before accessing your student's homeroom information.

Welcome New Staff!

Please welcome to Jeffrey Clark School the following staff members:

- Cassandra Wright, school psychologist
- Ashley Thomas, second grade resource teacher
- Kate Apgar, Beginner aide

We congratulate Mrs. Samaniego and Mrs. Leheny in their new roles as Beginner teachers! We also congratulate Mrs. Aregood and Mrs. Imperiale in their new roles as first grade teachers!

First Day of School

We look forward to seeing all of our students for the first day of school on **Thursday, September 5, 2024. The first day of school is an early dismissal day.** On an early dismissal day, the school day begins at 8:40 am. Beginner to grade 2 students may begin entering the building at 8:25 am and dismissal is at 12:55 pm. AM Preschool is held from 8:50 am - 10:20 am. PM Preschool is held from 11:00 am - 12:30 pm. Please send a snack in with your child as lunch will not be provided. Friday, September 6, 2024 will be the first full day of school for students.

For the first couple of weeks of school, Beginner students will gather in the gym or cafeteria where they will be met by school staff to help guide them to their homeroom and better familiarize them with the building and where to go.

School Hours

B, 1, 2 Regular School Day	8:40 am - 3:20 pm
B, 1, 2 Early Dismissal Day	8:40 am - 12:55 pm

Full Day Preschool Regular Day	8:50 am - 3:00 pm
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AM Preschool Regular School Day	8:50 am - 11:20 am
PM Preschool Regular School Day	12:30 pm - 3:00 pm

AM Preschool Early Dismissal Day	8:50 am - 10:20 am
PM Preschool Early Dismissal Day	11:00 am - 12:30 pm

Parent Drop-Off

Preschool

- Preschool parent drop-off students enter in the front of the building at the doors labeled “preschool entrance/exit”. They will be met by teachers and aides and will be guided into the building and to their classrooms. Parents have the option to park and walk their student to the preschool entrance to meet their teacher OR park behind the buses and walk their children to their teacher at the preschool entrance. Please advise that if you park behind the buses, for safety reasons you must wait for them to depart before leaving yourself.
- Any students arriving late should report to the main office. Parents should park their vehicles and walk their child to the door in order to sign them in.

Beginners to Grade 2

- Beginner to second grade students are permitted to enter the building at 8:25am. Parents are permitted to park and walk their child to the first grade side entrance of the building and remain with them until they are able to enter the building.
- If students are able to unbuckle themselves and exit the vehicle on their own, parents/guardians are permitted to drive through the car lane to drop their child off at the side entrance to enter the building. Students are not permitted to exit their vehicles prior to arriving at the drop off location. Students may not exit their vehicles unless directed by a staff member to do so.
- Any students arriving late should report to the main office. Parents should park their vehicles and walk their child to the door in order to sign them in.

Transportation

- Bus Passes will be mailed out in late August.
- The bus route number will be on a sign in a window on the passenger side of the bus.
- East Greenwich contracts with BR Williams and Holcomb to transport our students.
- Beginner - Grade 2 Jeffrey Clark students will receive a color-coded band for their book bag on the first day of school to help staff identify how the student goes home.
- Please advise that any Pre-K to 2 student will not be permitted to be dropped off if an older sibling, parent or guardian is not present at the bus stop.

Lunch/Cafeteria Services

School lunches consisting of a daily entree, assorted fruit and/or vegetable, 1% milk and/or juice will cost **\$3.50** for students. Bottled water can be purchased separately, \$1 for a 16.9 oz bottle or \$.70 for an 8 oz bottle. Milk can be purchased for \$.60. Snacks are also available each day ranging from \$.80 to \$1.50. Prices are subject to change. For additional information regarding My School Bucks Payment Platform and information regarding free or reduced lunch, please [click here](#).

Lunch/Recess Rotations

Students will eat together with grade-peers each day at lunch. Students will also enjoy recess with grade-level peers. Grade levels will play and eat in two sessions, 24 minutes each. Three to five classes will eat together or play together, then rotate to the cafeteria or playground to eat or play.

Special Areas

Special areas rotation schedules include art, library, music, physical education (2 times weekly), and Spanish. Homeroom teachers will provide a detailed schedule in September. Please ensure students are wearing appropriate attire (shorts or pants) and footwear on their P.E. days.

Dismissal Information

- **The Daily Dismissal Form should be completed by Wednesday, September 4, 2023.** The form can be found by [clicking here](#).
- If a child is to be picked up early during a regular school day, a *Change of Dismissal* form should be sent to your child's homeroom teacher.

- Paper copies of the Change of Dismissal Form are available in the main office. It can also be found on the district website under the Parents tab by clicking on “Forms and Documents”. It can also be found by [clicking on this link](#).
- If the person picking up the student is someone other than the parent, it is expected that this individual is listed on the Emergency Contact Form.
- If, for some reason, this individual is not on the Emergency Contact Form, his/her name MUST be provided on the *Change of Dismissal* form.
- If a note is not sent in and the name is not on the emergency form, the student will not be allowed to leave the building.
- Upon arrival at the school for early dismissals, parents/guardians must fill out the Student Sign Out Sheet on the cart outside the building. Once completed, parents/guardians must ring the day bell. The school will require a photo I.D. upon student pick up. For safety reasons, parents/guardians must remain outside the building when waiting for their student. An office staff member will ensure your child is dismissed to you.
- If changes have to be made during the school day for an early pickup, a phone call must be made to the school’s main office no later than 11:00 am on an early dismissal day and no later than 1:00 pm on a regular day by the parent or guardian.
- Early parent pickups should occur no later than 12:00 pm during an early dismissal day and no later than 3:00 pm on a regular day. After this time, students will be dismissed at the regular dismissal time. This requirement has been put into place to ensure the safety of all students and that all children are in the right place at the right time.
- If a student is dismissed prior to 12:40, it will be recorded as a “half-day” absence.

Parent Pick-Up Dismissal- BRING YOUR ID

- At the conclusion of the school day, students who participate in parent pick-up will be dismissed to the Clark Library. Staff members will confirm the parent or guardian identity and dismiss students out the door connected to the library.

Non-Transported Dismissal-BRING YOUR ID

- Staff members will confirm the parent or guardian identity and dismiss students out of the building through the first grade hallway doors. Please utilize the sidewalks on the school property and cross the street using the crosswalks when available.

Transported Student Dismissal

- At the conclusion of the school day, students will be dismissed from their classrooms and will be walked by their classroom teachers to the Jeffrey Clark gym. Students will be lined up according to bus numbers and will be walked out by a staff member to their assigned bus.
- Any Clark student that is not met by an adult or older sibling at the bus stop will be returned to the building. The parent or guardian on record will be called to pick up the student.

Beyond the Bell Dismissal

Beyond the Bell students will report to the cafeteria at the end of the day during dismissal.

Summer Work Assignments

Summer work assignments were distributed prior to the end of the school year consisting of choice boards. Students may submit their completed hard-copy complete choice board assignments or the digital scrapbook in order to receive a certificate and a prize for their hard work. Please submit completed assignments by September 11, 2024.

School Calendar

Please [click here](#) to reference the 2024-2025 East Greenwich Township School calendar. A monthly paper calendar will be sent home with students on the first day of each month. The calendar lists important events and activities at the Jeffrey Clark School. This information can also be found on the district website.

Parent Handbook

Please take a moment to review pertinent information found in our East Greenwich Parent Handbook. A copy of the 2024-2025 Parent Handbook can be accessed [here](#).

September Save the Dates

September 16, 2024- Clark Back to School Night, Early Dismissal Day

- Information about Back to School Night will be sent closer to the scheduled date. Please check your email or the district website for additional information.

September 17, 2024- Early Dismissal Day

Additional District Updates

- **Visiting the Building:** We are always happy to welcome our EG families and community members into the building for various activities and events! Due to safety reasons, we have updated our protocols for visitors entering the hallways of the building when students are present. If you are coming as a visitor to the building, **please remember your ID**. You will be required to scan your ID in our Raptor Technology System, as well as provide your ID in order to obtain a lanyard identifying yourself as a visitor in the school. IDs will be returned upon leaving the building and returning the lanyard at the end of your visit.