

August 2024

Good Evening, Northvail Families.

I would like to welcome you to the start of the 24-25 school year! I hope you and your family have had the opportunity to relax and enjoy the summer with family and friends! We are looking forward to an exciting and productive school year, and cannot wait to see our students this fall. I cannot thank our school community enough for their support and dedication to Northvail over this past year. Additionally, we will also host our Kindergarten open house/orientation on **August 29th** for our “newest wise owls”. Our Kindergarten parents received a school messenger regarding Kindergarten Open House/Orientation and information to be held on Thursday, August 29th. Northvail families, we look forward to a fantastic school year. Please read the information reminders below prior to the start of the new school year at Northvail.

Student Schedules 24-25 Supply Lists:

Student schedules can be found on Genesis and indicate your child’s class homeroom teacher. The Parent Portal opened on Wednesday, **August 21st**. Additionally, student supply lists can be found on our Northvail web page under our “Northvail Live Feed Section.”

Attendance Procedures:

We are all aware of the importance of having our children arrive at school safely and on time. With this in mind, the elementary schools sponsor a program called “Child Safe”. If your child is going to be tardy or absent for ANY reason, **please access the Genesis Parent Portal by 8:30 AM and input the absence or tardy including the reason for the absence or tardy.** We are aware that no method is foolproof but feel that the “Child Safe” program is a precautionary measure that will give parents peace of mind.

PROCEDURES FOR REPORTING STUDENT ABSENCE

When your child will be absent or tardy from school please log into the Genesis Parent Portal to report a student absence. Follow the steps below to report a student absence:

1. Click the “Notify the Attendance Office” link on the summary screen
2. Enter the date of absence/tardy
3. Student(s) that will be absent/tardy
4. Type the reason for the absence/tardy

Our main office staff will process the attendance notes each morning. Only if you are unable to enter the student absence in the Genesis Parent Portal should you call the school at 973-263-7070 and at the prompt, leave a message.

Nurse Reminders:

- If your child is home sick, please make sure to indicate in Genesis what symptoms your child is having. Please do not write, “My child is not feeling well.” This only results in the nurse having to call you to discuss symptoms.
- An Example Symptomatic Response: “My child has a cough and a fever.”

Pomptonian Lunch Services:

Students are welcome to bring their own lunch from home or purchase lunch from our Pomptonian Food Service. The monthly menu calendar is located on the district website under the tab family resources, food services. The link is [Menus](#). Please see attached information from Pomptonian regarding students with allergies and pre-ordering. Additionally, you will locate information for your child's meal account on PaySchool Central under the food services tab.

- If you are purchasing from Pomptonian you have two options:
 1. Go online and register with the link provided above.
 2. Your child may bring an envelope with money that must be handed in during homeroom clearly marked with your child's name, grade and homeroom teacher.
- The pre-order allergy-aware menus will be posted with the traditional lunch menus, on the District's food service website: <https://parsippany.fdmealplanner.com/FOOD-ALLERGIES>
At the elementary level, we will not prepare foods that contain coconut in the manufacturers list of ingredients. *It is important that students with food allergies pre-order off the appropriate allergy-aware menu so they receive a meal that is safe. For example, bagels can be produced in a facility with sesame and therefore may contain sesame.*

School Visitation and Lunch/Items Drop-off:

Northvail families, if you need to drop off any necessary items, we will continue to house our brown drop-box located outside the main entrance doors at Northvail. Please use our security system at the main office doors to notify main office personnel you are dropping an item/s off and we will have someone retrieve the items when we have a moment. If you are visiting for a scheduled meeting, please communicate that to personnel on the visitor security system. No unannounced visitations will be permitted at our school. Please remember to have your driver's license available when coming to the school for picking up your child, meetings, etc.

Northvail Arrivals and Dismissal Procedures: (I have attached a diagram in Thrillshare).

Arrivals:

Students may enter the building at 8:55 AM and immediately report to homeroom. Our elementary school doors will open for students to enter the building at 8:55 AM. It is expected that **students will not arrive prior to 8:55 AM.** Homeroom will run from 8:55 to 9:05 AM, where attendance will be taken.

Parents waiting with their children outside the school should wait at the following entrances:

Reminder: Grades K & 1 Parents→ Students and Parents arrive at designated areas for student handoff to NV Staff.

- Grade K (Maier & (Soden) Intermediate Wing -Door 7 (back of school first door)- You must accompany your child- handoff to an adult.
- Grade 1 Students: Primary Wing-Door 6 (back of school, far right)-You must accompany your child-handoff to an adult.

- All Bussed Students & Grades 2-5 Students: Will enter the main entrance doors of Northvail
- Walkers- Go to Designated Doors. If you are a walker from behind the school, please utilize the primary or intermediate wing back door.
- **Doors will open at 8:55 AM to allow students to report directly to their homerooms.**
- **Homeroom/School begins promptly at 8:55 AM.** Attendance will be taken during homeroom. Please make sure your child arrives on time or your child will be marked tardy to school. The only door that will remain open after 9:05 AM is the main entrance door. Please make sure to accompany your child to the main entrance door anytime after 9:05 AM. Your child must then report to the nurse for a tardy pass before going to class.

Dismissals: (All students other than bussed students are dismissed via the back of the school.)

- Grades K-Grade 1 and their Siblings- Students will dismiss at 3:18 PM through the doors indicated on the dismissal diagram. Kindergarten and Gr. 1 parents must pick up their child at the indicated doors.
- Walkers- Students will be dismissed via the back of the building at 3:25 PM.
- Parent Pick-Up- Parents will remain in cars and pull all the way up in front of the school.
- Bussed Students- Will be staggered by bus number and dismissed via the main entrance to board school buses. Some buses will leave the school at 3:20-3:25 PM.
- PM SKIP Students-Students will report to their SKIP Locations.

First Two Days of School Only: September 3rd & 4th AM Arrival:

- All students will line up on the blacktop near the playground at 8:55 AM. Teachers will greet students and bring them to their classrooms so they know their classroom location and their teacher.
- If there is inclement weather and the “IN” sign is up in the main office window, the students will enter the school from the main entrance doors and report directly to the gym/multipurpose room to meet up with their teacher.

Starting September 5th:

- We will resume regular school procedures with drop-off arrival. Students will enter the building at 8:55 AM. Our elementary school doors will open for students to enter the building at 8:55 AM. It is expected that **students will not arrive prior to 8:55 AM.** Homeroom will run from 8:55 to 9:05 AM where attendance will be taken. Please refer to the Northvail School Arrival and Dismissal Procedures.

School Nurse Reminders:

- All parents: If your child requires an epipen, inhaler, or any emergency medication, please submit the necessary paperwork immediately. All forms can be printed off of the school's website under the nurse's tab. Medications may be dropped off to the school nurse between 9 AM and 3 PM beginning on August 28th. *Please note: updated paperwork must be submitted at the beginning

of each school year. Additionally, students are **NOT permitted** to carry any medication including over-the-counter medications on them.

Additional Reminders/Information:

- Please pack a daily snack for your child. Snacks should be something easy for students to independently open and eat. Students are not permitted to bring **glass containers** to school.
- Do not leave your car unattended within the traffic line. If you intend to walk your child while on school grounds, you must park your car before doing so. Being cognizant of the volume of traffic during arrival/dismissal times, it may be helpful to park your vehicle on Vincent Drive and walk into the school premises for drop-off/pick-up.
- Be sure to **utilize the crosswalks** when walking in the school driveways.
- If driving, pull your vehicle **as far to the front of the pick-up “line” as possible** to avoid spaces between vehicles.
- Children **must be dismissed on the passenger side** of the vehicle to ensure a safe and efficient drop off or pick up. Children should have their backpack, lunchbox and other needed school supplies on the seat next to them so they may exit your vehicle expeditiously in order to keep the line moving.
- Children are not permitted to walk in the parking lot without an adult next to them. After a group of cars pulls away, please pull all the way to the front of the pick up zone in order to allow students to be dismissed to additional vehicles.
- Be sure your parking location is not blocking or inhibiting any school entrance/exit.
- **If a child arrives after all students have entered the building (9:05 AM)**, he/she must be walked to the school’s front entrance by a parent/guardian. After you use the visitor security system to **notify the main office** your child is here, **please wait** until an office staff member comes to the front door to let your child in. Please do not let your child out at the curb and allow them to walk into the building without buzzing the office from the entrance in your presence. All students who arrive tardy must report to the nurse for a pass to class.

Please know my staff and I are here to assist you. I cannot think of a better time to underscore our school motto: *“Where the mind, body and heart are educated.”* We look forward to partnering with you-#WiseOwlStrong!

Sincerely,

Natalie Betz

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