

WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

256 Indiana Avenue
Iselin, New Jersey 08830
(732) 602-8518 – Phone
(732) 283-2637 – Fax
Samuel.Fancera@woodbridge.k12.nj.us

Samuel F. Fancera
Principal
Indiana Avenue School #18

June 22, 2011

Dear Parent/Guardian:

Thank you for helping to make the 2010-2011 school year a success. I wish you a safe and enjoyable summer, and please continue to encourage your child to read everyday during the summer months.

Our school's main office will close on June 30, 2011 and reopen on August 25, 2011. As you prepare for the 2011-2012 school year, please visit our district and school web sites for a variety of information:

District – <http://www.woodbridge.k12.nj.us/index.html>

School – http://www.woodbridge.k12.nj.us/elementary_18.html

On these web sites, you will also find information regarding the Honeywell Instant Alert for Schools and all required forms for the 2011-2012 school year.

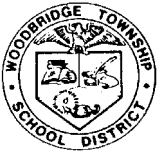
Please complete and return the following forms on the first day of school, which is Tuesday, September 6, 2011.

1. Student Emergency Form
2. Unscheduled Early Dismissal Information
3. Internet User's Contract
4. Yearbook Photo Permission
5. Photo, Video, and Audio Publication Permission

Please contact me at any time if you have any questions. I hope you have a great summer!

Sincerely,
Samuel F. Fancera





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June 22, 2011

Dear Parents/Guardians:

Please review the following procedures for student arrival and dismissal. We work hard to ensure student safety and school security, so please adhere to the following procedures at all times. We appreciate your understanding and cooperation with each of the following procedures.

1. STUDENT ARRIVAL PROCEDURES

Student arrival time is 8:45 a.m.

- All buses will drop-off students on the Elizabeth Ave. side of the building.
- All vans use our recess area as the drop-off point.
- Parent drop-off is made at the main entrance in front of our school sign.

For parent drop-off, please enter at the first right into the staff parking lot and proceed counterclockwise. Please do not block the entrance to our recess area. Have your child exit the vehicle's passenger side at the curb. Give a quick kiss, use your turn signal, and slowly pull away from the curb. Please keep the traffic moving for other parent drop-offs behind you.

Upon arrival, all students will report to their assigned areas:

- Grades K-2 will organize by class outside of Doors 10 & 11 on the Elizabeth Ave. side of the school.
- Grades 3-5 will enter through Door 1, report to the All-Purpose Room (APR), and organize by class in the APR.

On good weather days, our Safety Patrols begin escorting students in Grades K-2 into the school at 8:50 a.m. On poor weather days, students in Grades K-2 enter the school through Doors 10, 11, & 12 to line-up in the hallways beginning at 8:45 a.m.

If a parent/guardian needs to enter the building during student arrival, please park on Indiana Avenue as close to Green Street as possible to allow for parent drop-off.



2. STUDENT DISMISSAL PROCEDURES

Student dismissal time is 3:30 p.m.

All students who are transported on buses and vans board these vehicles in our recess area. If your child is transported to and from school on a bus or van, then you must provide the main office with written notification if you have made alternative transportation arrangements on any given day. Anyone who you authorize to pick-up/sign-out your child from school must be listed on your child's emergency contact information form.

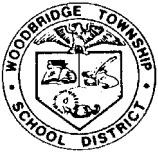
The Elizabeth Ave. area is designated for student pick-up by parents/guardians. Please make this a safe environment for all of our students. When using this area please do not double park or linger. The Woodbridge Police Department monitors parking and traffic flow along Elizabeth Ave. at random intervals. Officers have issued summonses for parking and traffic violations in the past, so please obey all parking and traffic laws.

- Students in Grades K&3-5 will be dismissed through Doors 10 & 11 on the Elizabeth Ave. side of the school.
- Students in Grades 1&2 will exit at Door 12 located at the northeast corner of our building on Elizabeth Ave. at approximately 3:30 pm.
- All students must immediately leave the premises.

Thank you in advance for reviewing these important procedures. If you have any questions, please contact me at any time.

Sincerely,
Samuel F. Fancera





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Samuel F. Fancera
Principal
Indiana Avenue School #18

Dear Parents/Guardians:

Our school's yearbook coordinator, Mrs. Hartlieb, works with our photographers from *Lifetouch* to plan and design a yearbook for our fifth grade students. All students in Grade 5 will receive a yearbook, compliments of the School #18 PTO, to remember their time spent at our school.

Although students in grades K through 4 do not receive a copy of this annual yearbook, we will include group photos of all teachers with their students from the 2011-2012 school year. We feel this will add to our fifth grade students' memories of former teachers and younger students they may have worked with during many of the school's activities.

We are seeking your permission to include your child's photo in the 2011-2012 School #18 Yearbook. A signed permission slip is required for all students in Grades K through 5 for inclusion in the yearbook.

Please take some time to check the appropriate box below, sign, and return to school on September 6, 2011. If we do not receive your permission, then your child's photo will either be obstructed or omitted from this year's yearbook.

Sincerely,
Samuel F. Fancera

Yearbook Photo Permission

Yes, I give permission for my child's photo to be included in School #18's 2011-2012 Yearbook.

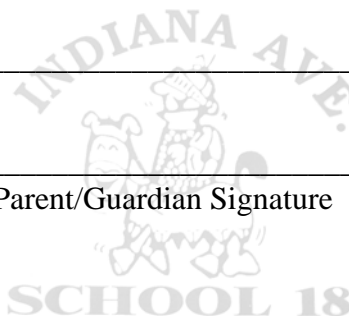
No, I do not give permission for my child's photo to be included in School #18's 2011-2012 Yearbook.

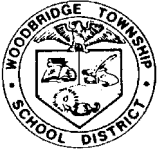
Student's Name _____

Student's Teacher _____ Grade _____

Date

Parent/Guardian Signature





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Samuel F. Fancera
Principal
Indiana Avenue School #18

June 22, 2011

Dear Parents/Guardians:

Special events may be held and/or assignments may be conducted during the school year that Indiana Avenue School #18 would like to publicize in local newspapers, on local cable channels, and/or on the World Wide Web.

Please take some time to check the appropriate boxes below, sign, and return to school.

Sincerely,
Samuel Fancera

Photo, Video, and Audio Publication Permission

Yes.
I give permission for photographs, video, and/or audio of my child to be used in local newspapers, on local cable channels, and/or on the World Wide Web.

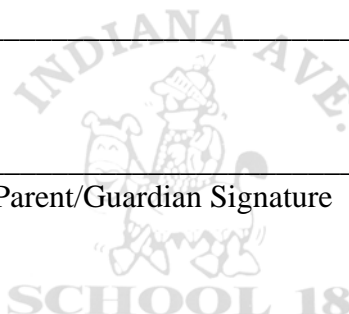
No.
I do not give permission for photographs, video, and/or audio of my child to be used in local newspapers, on local cable channels, and/or on the World Wide Web.

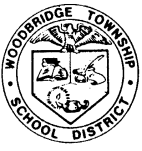
Student's Name _____

Student's Teacher _____ Grade _____

Date

Parent/Guardian Signature





WOODBIDGE TOWNSHIP SCHOOL DISTRICT

STUDENT EMERGENCY INFORMATION

Note: This is a 2 page form.

Page 1 of 2

Emergencies, such as sudden illness and injury, may make it necessary for the school to communicate with someone who can assume responsibility for the welfare of students. We, therefore, request that you complete this form in its entirety to make it possible for the school to take care of emergencies that may relate to your child.

IMPORTANT: PLEASE CLEARLY PRINT ALL INFORMATION. IF ANY INFORMATION CHANGES DURING THE COURSE OF THE SCHOOL YEAR, PLEASE CONTACT THE SCHOOL IMMEDIATELY.

Student's Name: _____
Last First

Home Address: _____

School: _____

Grade: _____ Home Room (if applicable): _____ Check one: Rides Bus: _____ Walks: _____

DO NOT include numbers that are beepers or pagers. Voice mail or answer machines WILL NOT be considered as a personal contact.

Home Phone: _____ - _____ - _____ Parent's e-mail address _____

Parent's/Guardian's Name: _____ Work Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Parent's/Guardian's Name: _____ Work Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

I authorize the following persons to sign-out my child from school in case of a health-related or other emergency (please list at least 2):

Name: _____ Relationship: _____ Phone: _____ - _____ - _____

Name: _____ Relationship: _____ Phone: _____ - _____ - _____

Name: _____ Relationship: _____ Phone: _____ - _____ - _____

If I am not at home when my child arrives there, he/she has permission to go to the home of one of the following neighbors with whom I have made arrangements:

Name: _____ Phone: _____ - _____ - _____

Address: _____

Name: _____ Phone: _____ - _____ - _____

Address: _____

Parent's/Guardian's Name (PRINT): _____

Parent's/Guardian's SIGNATURE: _____ Date: _____

EMERGENCY HEALTH INFORMATION

Physician's Name: _____ Physician's Phone: _____ - _____ - _____
(To be called at expense of parent/guardian in an emergency.)

Physician's Address: _____

I acknowledge that pertinent information regarding my child's health may be shared with school personnel on a need-to-know basis only.

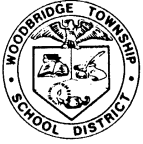
I authorize officials of New Jersey Public Schools to contact directly the persons named on this emergency information form and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child.

In the event that physicians, or other persons named on this emergency information form, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of aforesaid child.

I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

Parent's/Guardian's SIGNATURE: _____ Date: _____

CONTINUED



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

STUDENT EMERGENCY INFORMATION (Continued)

Note: This is a 2 page form.

Page 2 of 2

Does the child have health insurance?

Yes _____ If Yes, name of insurance company:

Parents Signature _____ Date _____

No _____ NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents.
 For more information call 1-800-701-0710 or visit www.njfamilycare.org to apply online.

* * * * *

You may release my name and address to the NJ FamilyCare Program to contact me about health insurance.

Parents Signature _____ Date _____

Written consent required pursuant to 20 U.S.C. § 1232g (b)(1) and 34 C.F.R. 99.30(b).



WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

UNSCHEDULED EARLY DISMISSAL INFORMATION FOR ELEMENTARY AND MIDDLE SCHOOL STUDENTS

PARENT/GUARDIAN REGISTRATION IN THE HONEYWELL INSTANT ALERT SYSTEM IS REQUIRED.

If you have not yet registered, please visit www.honeywell.com to register, or click on the Honeywell link on the school district's Website, located at www.woodbridge.k12.nj.us. Instructions on registering in the Honeywell system are attached. Please keep the attachment and return this form to your child's school.

If your family does not have a personal computer, please be advised that computers are available for public use at all public libraries throughout Woodbridge Township.

Your cooperation regarding registration in the Honeywell *Instant Alert* System is expected and appreciated.

NOTE: If any of the following contact information changes during the course of the school year, THE SCHOOL MUST BE NOTIFIED IMMEDIATELY and YOU MUST UPDATE YOUR HONEYWELL PROFILE.

PARENTS/GUARDIANS: Please review the following IMPORTANT NOTES regarding your children's safety.

1. It is the responsibility of each parent/guardian to provide their child's/ren's school with specific instructions for their child/ren in the event of an unscheduled early dismissal.
2. **KEEPING YOUR CHILD/REN AT SCHOOL AFTER DISMISSAL TIME AND WAITING UNTIL A PARENT ARRIVES IS NOT AN OPTION !**
3. All AFTER CARE programs in the schools of Woodbridge Township are CANCELLED in the event of an unscheduled early dismissal.
4. **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION REGARDING EARLY DISMISSALS** as this ties up the school's telephone lines. If the decision is made to proceed with an unscheduled early dismissal, **you will be notified via the Honeywell Instant Alert System** at the telephone numbers you identify in your family's Honeywell profile.

School: _____

Please list below all children in your household who attend this school

Child's Name	Grade	Teacher or Homeroom Teacher

Check one: Child/ren Ride/s bus _____ or Walk/s _____

Home Address: _____

Parent/Guardian Name/s: _____

List below the instructions you have given your child/ren to follow in the event of an unscheduled early dismissal.

REMEMBER: KEEPING YOUR CHILDREN AT SCHOOL AFTER DISMISSAL TIME AND WAITING UNTIL YOU ARRIVE IS NOT AN OPTION !

The following information will help us in making safe decisions about your child/ren.

I give permission for my child/ren to be picked up and/or driven home by the following local person/s (list name/s and phone number/s):

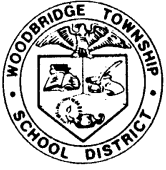
Name/s: _____

If I am not at home when my child/ren arrive/s there, he/she/they should go to the home of one of the following neighbors, with whom I have made arrangements. (Note: Your child/ren, or the designee/s listed below, should be instructed to telephone you upon your child's/ren's arrival at this destination.)

Name/s: _____

I have instructed my child/ren on what to do in the event of an unscheduled early dismissal and I agree to the responsibilities noted above.

Parent's/Guardian's Signature: _____ **Date:** _____



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

P. O. Box 428, School Street
Woodbridge, New Jersey 07095
Telephone: (732) 602-8550
Fax: (732) 750-3493

Dr. John A. Crowe
Superintendent of Schools

To Parents and Guardians of the Woodbridge Township School District:

Keeping parents informed and involved helps to insure student safety and to improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why the Woodbridge Township School District utilizes the Honeywell *Instant Alert*[®] System for Schools.

Instant Alert for Schools is an essential tool for notification and communication which will eliminate the need for parent "call chains." Within minutes of an emergency, school officials can use the *Instant Alert* system to deliver a single, clear message to our students' parents and guardians through communication by telephone, cell phone, e-mail, pager and/or PDA, or any combination of these communication devices. *Instant Alert* can also be used to notify families of school closings due to inclement weather. It is also an equally effective way to keep families informed of everyday activities, such as event times and locations, and any schedule changes.

Instant Alert is Internet-based, which allows parents and guardians to maintain secure, password-protected online profiles. Instructions for accessing the system and for creating your profile are provided on the following page.

You will have the ability to log into your profile as needed to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed. Your online profile will enable you to:

- Input your personal contact information;
- Select which type of school information you would like to receive on each of your contact devices;
- Add contact information of other caretakers of your children, such as a grandparent or neighbor.

The *Instant Alert* system will be the only communication you receive with regard to inclement weather school closings and other important school information.

In order to use the *Instant Alert* system, parent registration is required.

Log-on to <https://instantalert.honeywell.com>. A link has also been provided on the district's Website, located at www.woodbridge.k12.nj.us. As the school district will be utilizing this system for most school-to-home communications, I urge you to register as soon as possible.

Note: Messages listed under the heading of "SCHOOL CLOSINGS" will include school closings for a full day, notices of delayed openings, and unscheduled early dismissals.

Messages listed under the heading of "HIGH IMPORTANCE" will include messages regarding school evacuations, bomb threats, lockdowns, and any other emergency situation that occurs at individual schools.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the "Help Request" link on the lower right hand side of the page. (Please be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.)

If you do not have access to a computer, please contact your child's school.

Thank you for your participation in this very important communication system.

Very truly yours,

A handwritten signature in cursive script that reads "John A. Crowe".

John A. Crowe

JAC/z

Honeywell Instant Alert® for Schools

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
 2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
 3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
 4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.
-

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

Identify key contacts for your children

1. Click on 'Other Contacts.'
 2. Click on 'Add New Contact' and complete the form.
 3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
 4. Click on 'Save' when complete.
 5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.
-

For Assistance: <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.