

## **WOODBRIDGE TOWNSHIP SCHOOL DISTRICT**

98 Ira Avenue  
Colonia, NJ 07067  
(732) 499-6558  
FAX: (732) 396-1874  
Email: [scott.osborne@woodbridge.k12.nj.us](mailto:scott.osborne@woodbridge.k12.nj.us)

**Scott W. Osborne**  
Principal  
Lynn Crest School

Dear Parent / Guardian:

It is with great pleasure that I welcome you to the 2010-2011 school year. I hope you have enjoyed your summer vacation. I take this opportunity to address some items regarding the first day of school and the coming school year.

On Tuesday, September 7, 2010, Lynn Crest School will host our annual Open House at 6:30 pm so that parents may meet the teachers. Children are not permitted to attend.

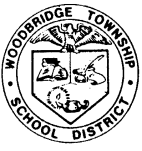
Included in this packet you will find Emergency Forms, Internet Users Contract, Video Permission Form, and Nurses Letter which all need to be filled out and returned to school with your child / children ASAP. You will also find early dismissal procedures, reporting of absence procedures, traffic procedures, and the daily time schedule.

Lynn Crest is a Secure Campus. Access can only be gained at the main entrance by ringing the bell and identifying yourself. When picking up students please present a photo ID. Parents may not be admitted to any building before reporting to the main office and receiving a visitor's pass.

If we at Lynn Crest School may be of service to you, please do not hesitate to call. On full session days, someone is available to receive calls from 8:00 am through 4:00 pm.

I am hopeful and confident that you and your child / children will have many positive experiences throughout the 2010-2011 school year.

Scott Osborne  
Principal



# 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.

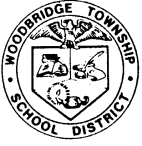
I authorize officials of New Jersey Public Schools to contact directly the persons named on this emergency information form and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child.

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](http://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](http://www.honeywell.com) to register, or click on the Honeywell link on the school district's Website, located at [www.woodbridge.k12.nj.us](http://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: \_\_\_\_\_

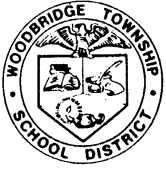
If I am not at home when my child/ren arrive/s there, he/she/they should go to the home of one of the following neighbors, with whom I have made arrangements. (Note: Your child/ren, or the designee/s listed below, should be instructed to telephone you upon your child's/ren's arrival at this destination.)

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) 602-8472  
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*<sup>®</sup> *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](http://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 black ink that reads "John A. Crowe".

John A. Crowe

JAC/z

# Honeywell Instant Alert® for Schools

## Parent User Interface

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

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### 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.

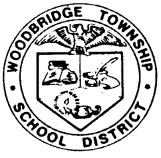
#### Identify key contacts for your children

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.



# WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

## HEALTH RECORD UPDATE

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

In order to keep our health records up-to-date, answer the following with regard to this past summer.

1. Has your child had any accidents, injuries, or surgery during the summer?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: Date: \_\_\_\_\_

2. Has your child contracted any illness during the summer (i.e., diabetes, Lyme disease, asthma, chicken pox, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_ If yes,

Explain: \_\_\_\_\_

3. Has your child received any immunizations during the summer? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list so that it may be entered on your child's health record card. **MUST INCLUDE YOUR DOCTOR'S OFFICIAL VERIFICATION**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

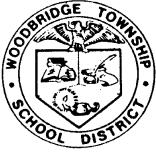
4. Is your child receiving any medications? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list medications. An MD note will be required for the new school year if the medication is to be given during school hours.

\_\_\_\_\_  
\_\_\_\_\_

5. Does your child have any chronic illness or condition that requires any specific needs or restrictions in school? An MD note will be required for the new school year.

\_\_\_\_\_  
\_\_\_\_\_



# WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

98 Ira Avenue  
Colonia, NJ 07067  
(732) 499-6558  
FAX: (732) 396-1874

**Scott Osborne**  
*Principal*  
*Lynn Crest School*

Dear Parents:

Special events may be held during the school year, which Lynn Crest would like to publicize either in local newspapers or air videotapes on the township cable channel.

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

Thank you.

Sincerely,

Scott Osborne

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## **Photograph**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Please check:

\_\_\_\_ Yes, I give permission for my child's photo to be used in publications.

\_\_\_\_ No, I do not want my child's photo published.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

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## **Video Tape:**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Please check:

\_\_\_\_ Yes, I give permission for my child to be videotaped during class/school activities.

\_\_\_\_ No, I do not want my child videotaped.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature



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Email: [scott.osborne@woodbridge.k12.nj.us](mailto:scott.osborne@woodbridge.k12.nj.us)

**Scott W. Osborne**  
Principal  
Lynn Crest School

Dear Parent / Guardian:

It is mandatory that absences or late arrivals be reported to the school. Please call the main number 732-499-6558 when your child will not be at school by 8:55 am.

Please be sure that when your child returns to school he/she brings a note. If your child went to the doctor or dentist please bring a note from them as well.

Thank you for your cooperation.

Sincerely,

Scott Osborne  
Principal

SO/js

**Woodbridge School District  
Elementary School Bell Schedule  
Model Elementary Instructional Day  
2008 - 2009**

8:55 a.m. - Opening – Students are in class		Bell
- Classes begin, conduct morning exercises, take attendance, make announcements, "do nows"		
1 <sup>st</sup> Period	9:05 a.m. 9:35 a.m.	Late Bell
2 <sup>nd</sup> Period	9:40 a.m. 10:10 a.m.	Language Arts: Fundamentals – Grades 1 & 2 Reading and Writing Workshop - Grades 3-5
3 <sup>rd</sup> Period	10:15 a.m. 10:45 a.m.	
4 <sup>th</sup> Period	10:50 a.m. 11:20 a.m.	World Language-15 minutes AM  Social Studies/Health
5 <sup>th</sup> Period	11:25 a.m. – Professional 11:55 a.m.	
12:00 noon – Lunch		Bell
12:48 p.m. – Warning bell – lunch period ends in 2 minutes		Bell
12:50 p.m. – Lunch is completed – Students should be back in classrooms		Bell
6 <sup>th</sup> Period	1:00 p.m. 1:30 p.m.	Late Bell
7 <sup>th</sup> Period	1:35 p.m. 2:05 p.m.	Everyday Math – Grades 3-5 Fundamentals Math/Centers - Grades 1 & 2
8 <sup>th</sup> Period	2:10 p.m. 2:40 p.m.	
9 <sup>th</sup> Period	2:45 p.m. – Science 3:15 p.m.	
3:25 p.m. – Dismissal for bus students		
3:30 p.m. – School Dismissal		Bell

In the Elementary Schools, there should not be bells during instruction time. It is disruptive to learning. Teachers know when their professional periods are and should be able to deliver the classes to the special area teacher without bells ringing all day.



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**Scott W. Osborne**  
Principal  
Lynn Crest School

Dear Parent / Guardian:

Please be aware that, due to heavy bus traffic congestion, parking in the school parking lot is prohibited. There is ample parking on the side streets.

Regardless of weather, this procedure must be followed.

Thank you for your cooperation.

Sincerely,

Scott Osborne  
Principal

SO/js