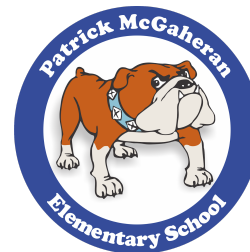


**Patrick McGaheran School**  
**63 Allerton Road**  
**Lebanon, NJ 08833**  
908-735-5151  
908-730-7744 FAX

Melissa Goad, Principal



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August 2019

Dear Patrick McGaheran School Families,

On behalf of the entire staff at Patrick McGaheran School (PMG), I am pleased to welcome you to the 2019-2020 school year! I hope you enjoyed an exciting summer, spending lots of time doing what you love (and reading lots of books!) and that you are now ready for the beginning of a fabulous new year of learning. We are eager for the children to arrive on the first day of school – ***Tuesday, September 3, 2019!***

We are very excited about our upcoming school year! Our school teams have been busy getting PMG ready for September! New air conditioning units have been installed, bathrooms have been upgraded, walls have been painted and now all kindergarten classrooms have bathrooms in the classroom.

Please note that kindergarten, first and second grade students may enter the building at 8:35 am on school days. PMG staff is assigned to assist in this process. A separate Traffic Pattern Information letter is enclosed detailing the drop off and pick up procedures for parents choosing to transport their children.

We will be holding a School Visitation Day on Thursday, August 29, 2019 from 2:00 to 3:00 PM at PMG. This will provide students an opportunity to take a self-guided walk through the building, find their classrooms and say a quick hello to their teachers prior to the first day of school. In addition, kindergarteners and new students will have an opportunity to take a quick bus ride between 1:45 and 2:45 in preparation of the bus on the first day of school. Children should remain under parents' supervision when visiting the building. Please look for our color-coded signs to locate the classrooms.

**Kindergarten = Red**  
**First Grade = Green**  
**Second Grade = Blue**  
**Special Areas = Yellow**

We are going to have a great year "building a "PAWsitive foundation for the future" together at Patrick McGaheran School. If you have any questions, please do not hesitate to call or email me at any time. I look forward to working with you and your child throughout the school year. Enjoy the remaining days of summer! I am looking forward to seeing you soon!

Sincerely,

*Melissa A.R. Goad*  
Melissa A. Robinson Goad, Principal

## Contact Information

**Office Hours:** 8:00 am – 4:00 pm

**Phone:** 908.735.5151 x5

**Fax:** 908.730.7744

### Secretaries

Mrs. Sherry Ann Bobal, ext. 9201

Mrs. Nancy Paul (AM), ext. 9202

Mrs. Diane Malecki (PM), ext. 9202

### Principal

Mrs. Melissa Goad, ext. 9201

### Guidance Counselor

Mrs. Carole Frey, ext. 9206

### School Nurse

AM-Mrs. Lori Jentsch, ext. 9205

PM-Ms. Catherine Kane, ext. 9205

### District Website

[www.ctsdnj.org](http://www.ctsdnj.org)



PATRICK McGAHERAN SCHOOL 2019-2020

# Info At A Glance

## Absence Notification/Early Alert

**Call 908.735.5151: press 1**

If your child will be absent or tardy, please call and leave a message on our 'Early Alert' line. State your child's name, grade, teacher and reason for absence or anticipated time of arrival for tardiness. If sick, please be specific with symptoms/illness. Do not leave this message on the teacher's voicemail or email. We are required to verify each absence daily. If you do not leave a message on the early alert, you will receive a phone call from the main office. **You may call this number 24/7 to leave a message.**

## School Hours

*Students may enter the building at 8:35 am on regular days and are encouraged to arrive as close to 8:35 as possible.*

### Kindergarten, First Grade & Second Grade

Regular Hours: 8:55-3:15

Early Dismissal: 8:55-12:55

Delayed Opening: 10:55-3:15



## Buses/Transportation

Please know your child's bus number. This will help us assist you if there are concerns with pick-ups or drop-offs. PMG buses are designated with a letter P and a number, for example P1. (Please note that this is NOT the number on the side of the actual vehicle, but is posted in the window.)

Students may NOT ride a bus other than their own. Children are permitted to get off their own bus at a different stop if we have a note from **both** the 'sending' and 'receiving' parents.

Bus drivers WILL NOT drop off students unless a parent or designated guardian is present at the bus stop.

\*\*\*\*\*

**Transportation Concerns/Questions before 8:00am or after 3:30 pm** contact our district transportation coordinator, Ms. Carmela Shaw at:

908.236.7235, ext. 9-521 or by email at: [transportation@ctsdnj.org](mailto:transportation@ctsdnj.org)

## Drop-Off & Parking

**Students are not permitted to enter the building until 8:35 AM; when staff members are present for duty.**

Drop off/arrival begins at 8:35 AM for all students on the side of the building only. When dropping off students during morning arrival between 8:35 and 8:50 AM, do not get out of your car. Students may only exit from the passenger side of car. If your child must exit from any other seat, you must park and walk your child to the sidewalk. Staff members are available to assist students as they exit the cars from the passenger side. Parents may not park in the drop-off lane. Do not pull around other vehicles that are waiting in line, as this creates a safety hazard. If you need to get out of your car, park in the parking lot and utilize the sidewalk. Drop-off time is a very busy vehicular time.

The front entrance is reserved for buses only.



## Pick-up & Dismissal

We expect your child is riding the bus home unless we are notified **in writing** that he/she is getting picked up or staying for Work Family Connection.

Dismissal begins at 3:15 PM. Parents picking up students should park in the **side lot**. The gym door will open at 3:15. Please sign your child out. Identification is required.

*If you must pick your child up earlier than dismissal time for an unavoidable reason, please do so BEFORE 2:45 pm from the main office.*

**Be sure to send all changes in dismissal routines in writing via backpack with your child. Please do not make such requests with phone calls/emails to the teacher. Unless there is an emergency, we need this information in writing first thing in the morning.**

## Tardiness

The school day begins with opening announcements at 8:55 AM. Arrival BEFORE 8:55 AM provides adequate time to unpack and prepare for the day, so it is best to plan to arrive at 8:35. If a child is arriving at 8:55 AM or later they are considered TARDY. Please park in the front lot and escort your child to the main office to be signed in.

## Lunch

All students may purchase lunch daily (\$2.95). Snacks are sold for an additional fee. The lunch menu is posted monthly on the district website under the 'Lunch Menus' tab. Students may use cash or the web-based lunch account system, 'PaySchools Central.' Please visit the district website for more information.

## Allergies

Our school has a number of children with life-threatening food allergies. In order to maintain a safe environment for everyone, all classrooms are designated peanut and tree nut free for snacks.

Some classrooms may have additional restrictions. This restriction is only for classroom snacks.

***Students are permitted to bring any type of lunch to the cafeteria.***

## Notes to School

Please direct all notes to your child's homeroom teacher and always include the date, teacher's name, child's first and last name (especially if it's different from yours.)

If you go away without your child, please notify the office in writing of the person who will be caring for your child. We will not release children to anyone not listed on your emergency contact form, including grandparents and siblings, without written permission from parents.

## Grades/Report Cards

Conferences are held at the conclusion of the first marking period and progress will be documented on a conference report form in November. At the conclusion of the 2nd, 3rd, & 4th/final marking periods, grades may be viewed in the PowerSchool Parent Portal. You may access the portal at <https://ctsd.powerschool.com/public>. In addition to the grades, teachers write comments specific to each child. These can be found by clicking on the dash '-' under the homeroom box for each marking period. A hard copy of your child's report card is sent home at the end of the school year. If you have any questions about your child's progress, please contact your child's teacher.

## The School Day

The special areas are Art, Library, Music, Physical Education, Health, Technology and World Language.

## Forgotten Items/Lost & Found

When bringing forgotten items to school (lunch money, homework, clothing, etc.), **please deliver to the "Courtesy Crate" in the entryway labeled with your child's name, grade and teacher.** We will deliver them to your child.

Lost items are placed in the Lost and Found area. **Labeling clothing and other possessions with your child's first and last name is helpful in ensuring a speedy return of any lost items.**

## Visiting the School

To maintain building security, all visitors - including volunteers, homeroom parents, etc., are required to sign in to the main office and wear a "Visitor" badge at all times while in the building.

## Questions

If you have any questions, please do not hesitate to contact us! We are happy to assist you. Thank you for supporting our school!

VISITORS  
WELCOME!  
PLEASE SIGN IN  
AT OFFICE

## School Website & Emergency Closings

Information pertinent to the school will be posted on the Clinton Township School District (CTSD) website ~ [www.ctsdnj.org](http://www.ctsdnj.org)

Regular sessions of school are canceled only in cases of emergency and inclement weather. Parents will be contacted via phone, text, and/or email through the CTSD SchoolMessenger Alert System. Contact information is pulled from PowerSchool, so it is very important to keep your information current. Notice of closings may be found on our website.

## School Info

School Color: **BLUE**

School Motto: "Building a PAWsitve Foundation for the Future"

### Our school rules:

*Take Care of Yourself*

*Take Care of Others*

*Take Care of our School Environment*



## Words of the Month

Sep ~ Friendship

Oct ~ Respect

Nov ~ Self-Control

Dec ~ Generosity

Jan ~ Courage

Feb ~ Kindness

Mar ~ Fairness

Apr ~ Responsibility

May ~ Caring

Jun ~ Honesty

## Birthday Celebrations

Student birthdays are celebrated in the following way:

Student's names are announced on the PA system during morning announcements.

Students visit the office to receive a birthday pencil.

Our focus is truly on your children and their importance in the PMG community. We want the children to be the main attraction; we ask that you NOT send in any food or party favors as part of the celebration.

Please contact your child's homeroom teacher for specific grade level birthday guidelines.

## Celebrations/Parties

PTA-sponsored classroom celebrations are held for Fall, Winter and Read Across America. Parents may volunteer to assist with parties and **must sign up in advance**. Homeroom parents are selected by the PTA in September, and manage the coordination of the parties. Siblings are NOT permitted to attend parties.



# The Patrick McGaheran School

## Paw Print Family Newsletter

*Where Children Come First*  
**Welcome Back!**



2019-2020 ~ Volume 01

August 2019

### Upcoming Event

#### August

8/29 PMG School Visitation Day, 2:00-3:00 pm  
Bus rides for kindergarten & new students @ PMG - 1:45-2:45 pm

#### September

9/2 **SCHOOL CLOSED** ~ Labor Day  
9/3 First Day of School for Students  
9/6 PMG Ice Cream Social 4:30-6:00p @ PMG  
9/9 PMG Back to School Night  
9/23 Picture Day  
9/30 BOE Meeting @ CTMS - 7:30pm

**8/29/19-Kindergarten & New Student Bus Ride:** We are very pleased to offer our kindergarten students and any new students the opportunity to take a short bus ride prior to the first day of school during our School Visitation Day on August 29th. Bus rides will be available on a first come, first serve basis, departing from the front entrance of PMG approximately every 15 minutes. The first run will start approximately at 1:45 PM and the last run will be at 2:45 PM. This is an opportunity for students only, to ride the bus, buckle themselves independently without parent assistance, and to ride without parents. The purpose is to prepare our kindergarteners and new students for the bus ride on the first day of school. Younger/older siblings are not permitted to ride with our kindergarteners.

**Kindergarten Name Tags:** Please pick up your kindergartener's name tag in their classroom during Visitation Day on August 29th. We ask that your child wear the name tag on the **first day of school**. If you are unable to attend school visitation day, please contact the school to make other arrangements or send your kindergartener with your own name tag (noting teacher name) on the first day of school.

**Class Assignment:** Please see the email this week with information regarding your child's teacher and room assignment information. A letter regarding transportation and the cafeteria system will be sent separately.

**Attendance:** One of the most important things your child can do to achieve academic success is also one of the most basic: going to school every day. In fact, research has shown that your child's attendance record may be the biggest factor influencing their academic success. PMG students may arrive and go to their classrooms at 8:35 AM to get ready for the school day. The school day begins with opening announcements and instruction at 8:55 AM.

**Tardiness:** Students who arrive at 8:55 AM or later are considered tardy and do not have adequate time to unpack and prepare for the day. Students arriving tardy miss the beginning of their morning class and lose valuable instruction time, as well as disrupting the attention of the teacher and the learning of fellow students.

We understand there are times when tardiness cannot be avoided due to unexpected situations. Planning for an 8:35 AM arrival will help alleviate some of these stressful situations.

**Drop-Off:**

Morning arrivals start at 8:35 am. When dropping off students, please use the side parking lot of the school near the gym. Staff members will be available beginning at 8:35 am to ensure students' safety. For the safety of our students and parents who are crossing the lot, cars must yield to pedestrians. Please help us keep everyone safe by remaining in the car line. DO NOT pull around the other cars waiting in line, even if your child has exited your car. If you need to get out of the car, please park in the front lot and utilize the designated walkways and sidewalk.

**Important Pick-Up and Dismissal Information:**

*On September 3 we will begin automatic dismissal, as indicated on this Google form: [Automatic Dismissal Form](#) Please complete this form prior to August 27 at 9:00 am, at which time responses will no longer be collected.*

Please use this form to indicate regularly occurring pick up days or Work Family days, thus eliminating the need to write a note each day. **The information on this form will take effect on Tuesday, September 3, 2019.**

Dismissal begins at 3:15 pm. When picking up students please use the SIDE LOT. Your child will be waiting for you in the gym under the supervision of staff members. You must bring identification when picking up your child. Thank you!

If you need to pick up your child earlier than dismissal time for an unavoidable reason, please do so BEFORE 2:45 pm and pick up your child from the main office. Please be sure to send all changes in normal dismissal routines in writing to the office first thing in the morning. **Please do not email teachers with dismissal changes.** For safety reasons, we are unable to accept dismissal changes over the phone.

**Bus/Transportation Information:** Specific information regarding bus routes for students will be sent separately. The number of your child's bus will be indicated, as well as pick-up/drop-off times and bus stop. If you did not receive this information, please contact the transportation office. PMG buses are identified with the letter P and a number, such as P-1. This number is posted in the window of the bus near the door. Please refer to this posted bus number and not the number on the side of the bus when calling with any bus issues.

- The drivers WILL NOT release children at their bus stop unless a parent/guardian is present.
- Students are not permitted to ride a different bus than assigned.
- Students are permitted to get off their own bus at a different stop, if we have a written note from both the *sending* and *receiving* parent/guardian. A bus pass will be delivered to students in their homeroom.

Please be aware that dismissal on the first couple of days takes time at PMG as we assist our young students in learning this process.

Appropriate behavior is expected at all times on the bus. Please review the following bus rules with your child before they ride the bus:

- 1) Be respectful - Respect and follow the driver's instructions.
- 2) Be safe - Stay in your seat, keep your seat belt on and face forward until the bus stops completely.
- 3) Be kind - Please keep your hands, feet and objects to yourself.
- 4) Be polite – Use manners and talk quietly.

***If you have questions related to transportation, please first email Mrs. Carmella Shaw at [transportation@ctsdnj.org](mailto:transportation@ctsdnj.org). The transportation phone number is 908-236-7235: press 9, then ext 521.***

**Important School Information:** Please see the attached “PMG Info at a Glance” document for important contact and procedural information about Patrick McGaheran School. Please keep in a handy location so that you may refer to it throughout the school year.

**Lunch and Recess:**

Recess will occur each day. On early dismissal days, lunch is not served. You may want to send in a larger than usual snack on these days.

**Communication:** In the event of an emergency school closing or unexpected situation, parents will be notified via phone and email through the Clinton Township School District (CTSD) alert system. In addition, an email will be sent each week to PMG parents with upcoming events and important school/district news. Valuable information is shared on the CTSD website at [www.ctsdnj.org](http://www.ctsdnj.org) Visit the Patrick McGaheran School website for information specific to PMG.

**Parent Portal:** Is part of the district’s PowerSchool student information system. Parent Portal allows parents/guardians to view their students’ grades and attendance, submit updated contact information, and get in touch with teachers via email. To access the portal, use the following link: <https://ctsd.powerschool.com/public>

Please note that if you have not previously setup your guardian account, you will need the linking codes (Access ID and Access Password) unique to each student to link pupils to your login. These codes are sent out early in the school year. If you have not received your access code/information or are having difficulty accessing the site, please email: [parenthelp@ctsdnj.org](mailto:parenthelp@ctsdnj.org). More detailed instructions for using the Parent Portal may be found on our Parent Portal webpage using the following link: [http://ctsdnj.org/resources/parent\\_resources/parent\\_portal](http://ctsdnj.org/resources/parent_resources/parent_portal)

**Welcome New and Returning Staff to PMG:**

Mrs. Sara Arthurs - 1st Grade Teacher  
Mrs. Julie Bruen - Art Teacher  
Mrs. Alina Chauvette - Health Office Aide  
Mrs. Sandra Engelhardt - Lunch/Recess Aide  
Mrs. Carole Frey - Guidance Counselor  
Mrs. Taylor Gibson - 1st Grade Teacher  
Ms. Catherine Kane - School Nurse  
Ms. Julie Tepper - Special Education Teacher  
Ms. Emily Perkalis - Special Education Teacher  
Mrs. Christine Quinn - Lunch/Recess Aide  
Ms. Terrie Sostorecz - Special Education Teacher

**Back to School Night:** We look forward to working with you as your child either begins or continues his/her educational journey at Patrick McGaheran School! Please mark your calendar for Back to School Night on September 9th for Kindergarten, First and Second Grades. Additional details will follow.

**Patrick McGaheran School**  
**Traffic Pattern Information**  
**2019-2020**

Please review this information regarding traffic patterns, drop-off and pick-up procedures, details for late arrival and early pick-up of students at Patrick McGaheran School.

All buses arrive at Patrick McGaheran School using Allerton Road. Buses drop-off and pick-up students at the front of the school building. Patrick McGaheran School staff is assigned to assist in this process. Cars may not drive near the front entrance when buses are present.

Parents transporting tardy students shall park in the front lot and walk their child to the building using the designated crosswalk/sidewalks. Tardy students (arriving after 8:55 AM) must be escorted into the building by the parent and signed in at the Main Office.

If you need to pick-up your child prior to dismissal at 3:15 pm, early pick-ups should be made no later than 2:45 pm in the Main Office as to not interfere with regular dismissal. The child must be signed out in the Main Office and escorted out of the building.

All visitors must park in the parking lot and enter the front of the building. ALL VISITORS MUST GO DIRECTLY TO THE MAIN OFFICE, SIGN-IN AND OBTAIN A 'VISITOR' BADGE.

**ARRIVAL begins at 8:35 am for ALL STUDENTS**

**Students Arriving/Dismissing by Car:**

Students arriving/dismissing by car must be dropped-off beginning at 8:35 AM and picked-up at 3:15 PM at end-of-day.

- **AM drop-off 8:35 – 8:50 am** – cars should line up in the side parking lot, passenger doors facing toward the school/sidewalk. \*\* Arrivals after 8:50 AM will occur at the front main office entrance.
- Children exit cars on the school/sidewalk side only for safety reasons and enter through the **gym doors**. Patrick McGaheran School staff is assigned to assist in this process. If the child must exit the car from any other locations, the car must be parked and the child escorted by parent to sidewalk.
- Once students are dropped off, the driver proceeds around the perimeter of parking lot to exit out to Allerton Road. Please exit the parking lot immediately. If you have school business, please park in the designated parking spaces.
- **PM pick-up begins at 3:15 pm** – park in the side lot and proceed to **BLUE** Gym door at the side of the school to sign out your child.

***Please be extremely vigilant and use extreme caution when driving through our school parking lots. Please adhere to posted speed limits and traffic patterns. Thank you for your support and assistance in ensuring the safety of our school community!***

# **Patrick McGaheran School**

**63 Allerton Road, Lebanon, NJ 08833**

Melissa A. Robinson Goad, Principal

(908) 735-5151 Phone  
(908) 730-7744 Fax

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August 2019

Dear Patrick McGaheran Families,

Each year we welcome students with food allergies to our classrooms. We request your cooperation to help them stay safe.

We have students who are allergic to peanuts, tree nuts and other foods or food groups. Reactions range from mild to life threatening. There are several practices in place to help prevent allergic reactions:

1. Students are encouraged to wash their hands upon arrival to the classroom and again before or after eating.
2. All classrooms are designated as peanut/tree nut free spaces. Please do not send in snacks containing peanut or tree nuts. There will be no classroom projects with peanut butter or peanut shells. Please do not send any of these projects into the classroom with your child.
3. Parents who send a lunch from home for their children are free to pack foods of their choice for students to eat in the cafeteria.
4. There are special days and occasions during PTA Celebration Days when parents bring in snacks to share. Please contact the Health Office for additional information regarding "allergy safe" foods.

We look forward to working together to have a wonderful year at Patrick McGaheran School. If you have any questions regarding our "Allergy Aware" classrooms, please contact your teacher or the Health office. My contact information is Mrs. Lori Jentsch, at 908-735-5151 x9205 or via email at [ljentsch@ctsdnj.org](mailto:ljentsch@ctsdnj.org). Thank you!

Sincerely,

Lori Jentsch, MSN, RN, CSN  
Patrick McGaheran School Nurse

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**Clinton Township School District ~ Where Children Come First**

[www.ctsdnj.org](http://www.ctsdnj.org)

Michele Cone, Ed.D, Superintendent of Schools

*The Clinton Township School District, in partnership with the community, achieves excellence for each child by ensuring a meaningful and challenging educational experience in a supportive environment, developing life-long learners who are responsible and productive citizens.*



# **PATRICK McGAHERAN SCHOOL**

## **Important Pick Up & Dismissal Information**

### **For the First Week of School:**

On September 3 we will begin automatic dismissal, as indicated on the google form, Automatic Dismissal Form at <http://bit.ly/PMGDDismiss19>. Please take a few minutes to indicate how you would like your child dismissed each day by noting regularly occurring bus, pick-up days and/or WFC preferences, thus eliminating the need to write a note each day. This information is due back no later than Tuesday, 8/27/19.

**The information from this form will go into effect on  
Tuesday, September 3, 2019.**

Please ensure accuracy.

As a reminder, during the course of the year, please be sure to send any and all changes in normal dismissal routines in writing via your child's backpack, which will be forwarded to the main office first thing in the morning.

If your child will be attending WFC, be sure to notify *BOTH* the school and WFC regarding any changes in dismissal.

Always be prepared to show ID when picking up your child.