

REGISTRATION OF NEW PUPILS

A transfer card, health immunization card, birth certificate with raised seal, proof of residency, and divorce/custody/guardianship papers and other required materials must be presented at the time of registration. Students who are entering late as kindergarteners or those who are transferring are asked to call our Main Office to obtain a registration packet and to set up an appointment to register.

ENTRANCE POLICIES

It is the policy of the Kingwood Township School District to admit children who will have reached the age of five years on or before October 1st into our Kindergarten program, and to admit children who have reached the age of six years on or before October 1st into our Grade One (1) program.

SCHOOL VISITORS

All visitors **must** register at the School Main Office, where they will be required to sign in, receive and wear a visitor's badge, and sign out when they exit. This policy pertains to all persons not employed by the Kingwood Township Board of Education. Parents are asked to sign in at all times, even if they wish to escort their children to their classrooms. We are concerned about the safety of all our students and know that your cooperation will ensure the safety of the occupants of our building.

Parents are invited to visit our school. In order that educational programs are not unduly disrupted, Board Policy and Regulations #1250 require that visitors obtain permission from the Chief School Administrator 24 hours in advance. Classroom observations are limited to your own child's classroom for a time not to exceed two class periods and by appointment only. No preschoolers will be allowed during visitations. The Administration may prohibit visits by persons whose reasons for visiting are in doubt or whose past activity has proven disturbing to the school program. A copy of the policy and/or visitation form is available from the Main Office.

No visitor may confer with a student in school unless it is with the specific approval of the principal. Should an emergency situation require the student to be called to the office to meet a visitor, the principal must be present during the conference. A student is never permitted to leave the school with anyone who is not clearly identified as his/her parents, legal guardians, or an authorized person.

Any item that needs to be given to your student may be dropped off in the Main Office. Students may not receive any mail or personal gifts through the school.

The only entrance open during school hours is located on the front side of the building where the Main Office is located. Visitors will be asked to identify themselves and their purpose before getting access to proceed through the locked vestibule doors. This measure was instituted to ensure the safety of our children.

Parking is only permitted in the parking lot within the lines designated for parking. The roadway surrounding the school is patrolled by the local police department, i.e., the NJ State Police.

Procedures for an orderly drop-off of students by parent transportation will be sent home prior to the start of the school year. For special school events, notices will be sent home or staff will direct you to parking locations.

BUS TRANSPORTATION

Bus transportation is provided to all students. No student may walk or ride a bike to or from school. Bus routes and schedules are provided through the DVRHS Transportation Coordinator. All students will be notified in advance of their bus route number, the location of their pick-up and drop-off site, and time of bus arrival. Any questions or concerns can be posed to our Transportation Coordinator at 908-996-2941 X556.

Students are assigned one seat on one bus route. The assigned seat will be on the route of the child's residence of record. In the event that permanent child-care arrangements have been made, parents may request in writing that the assigned seat be on the route of the childcare provider. In this case, the child will forfeit the original seat on the resident route for both pick-up and drop-off for the entire school year. Please know that if the established route to the childcare provider is full due to resident students, this type of arrangement CANNOT be accommodated.

Students may be transported to another student's home that is on the same route with permission notes from both sets of parents. Notes must be received in the Main Office in the morning.

Bus transportation rules follow on the next page. These rules have been designed for the protection of your child and will insure his/her safety coming to and going from school.

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