

Logan Township School District

110 School Lane
Logan Township, NJ 08085



Logan Elementary School
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August 27, 2021

Dear Logan Elementary School Families:

Welcome to the 2021-22 school year! The excitement and enthusiasm that comes with a new school year is building and I am thrilled to welcome all of our new and returning students in Grades 1-4 to Logan Elementary School. We are looking forward to an exciting, fun-filled school year where every child will receive a high quality education in an inclusive learning environment that promotes student success and safety and values their emotional well being.

The first day of school is Tuesday, September 7, 2021. The school day begins at 8:30 a.m. and we ask that students not arrive on school grounds until 8:25 a.m. at which time there will be staff on duty. The school day ends at 3:20 p.m. Tuesday, September 7 is a full day of school with breakfast and lunch being served. Breakfast and lunch is free of charge for ALL students in the district. Breakfast will be available in homerooms to anyone who would like it. Lunch will be served in the cafeteria. A breakfast and lunch menu can be found on the Logan Elementary School website at www.logantownshipschools.org under the "Important Links" tab.

The Alma parent portal will be open after 4:00 p.m. today. You can access the LES Alma website at les-logantownshipschools.getalma.com or you can login from our website logantownshipschools.org under the Parent header, where you will also find a link for login instructions. Access to the parent portal will allow you to view your child's teacher(s) and schedule. If you are unable to view your schedule due to a login issue, please use the "reset password" link on the Alma login page. The Logan Township IT department does not have access to current passwords. If you are still having problems after trying the password reset, contact the IT Department via email at support@logantownshipschools.org. Please review this information with your child prior to the first day of school. The most important thing they need to know is their homeroom teacher's name.

In grade 4, the partner teaching approach is our instructional model where the class switches teachers for core academic subjects. Grade 4 has one teacher for English Language Arts and one teacher for Math/Science/Social Studies. First through third grade students have one classroom teacher for all core academic subjects. This is a change for third grade this year as they have followed the partner teaching approach in previous years. The change back to a self-contained classroom (one teacher for core academic subjects) happened as a result of the enrollment in third grade and budgetary constraints. Students will have a special area class and recess each day.

The following outlines important information regarding the start of school and the procedures we will be following. I know it is lengthy but I ask that you read it through a few times to familiarize yourself and your family and I ask that you pay specific attention to the arrival and dismissal procedures. Our first and second grade students will be receiving a video for you and your child to watch that will highlight areas of our school and put some of these words into a visual. Be on the lookout for the video on Thursday, September 2. It will also be shared on our school website.

Arrival

There are three main modes of arrival and dismissal from school. Please pay closest attention to the one that is applicable to your family's needs.

Bus riders should have received their bus stop information from the transportation department. Students will be given instructions by their drivers and will have assigned seats with siblings. Please reinforce to your child how important it is for them to sit in this seat at all times, wear their seat belt, and follow all bus safety rules. All bus riders will be dropped off in the front of the school beginning at 8:25 and will enter through the Logan Elementary main entrance. There will be staff members greeting and assisting students. First and second grade students will be escorted off the bus and to their classroom by a staff member.

Family drop-off is at the back of the building and begins at 8:25 a.m. There will be staff members assigned to this area. When the staff members are on duty, cars within the zone may drop off students. Please make sure your student is ready to disembark as soon as it is your turn in order to keep the line moving. Students will go directly into the building using the Gym Entrance (E Wing) and proceed to their classroom. There will be staff inside the building guiding students to their classroom. There will be an orange cone on the grass outside the Gym Entrance where a staff member will meet the 1st and 2nd grade students and escort them to their classrooms for the first week. Please refer to [this map](#).

While this is not recommended because of safety concerns in the parking lot area, if you choose to park and walk your child to the A or B Wing door, you must park in either the south entrance or district office parking lots in the back of the building. By doing so, you are not disrupting the flow of traffic in the drop-off line of cars and minimizing the risk of an accident. Please only cross in designated crosswalk areas and always accompany your child to their designated door.

1st and 2nd grade students use the A wing door and 3rd and 4th grade students use the B wing door.

Walkers will report directly to the wing doors closest to their homeroom. All 1st and 2nd grade walkers will enter the building through the A Wing doors. All 3rd and 4th grade walkers will enter the building through the B Wing doors. A staff member will be posted there and will admit students as they arrive. Again, there will be staff inside the building guiding students to their classroom. Please be aware that no students should be arriving on school grounds prior to 8:25.

Dismissal

Dismissal from school each day will be done in stages by means of transportation.

Students who attend Amazing Place Learning Center for after school care will go to the library where they will meet the Amazing Place staff (1st and 2nd grade students will be escorted there). They will then walk to Amazing Place from Logan Elementary School. Students who attend Just Kids for after school care will go to the cafeteria where they will meet the Just Kids staff (1st and 2nd grade students will be escorted there). [Just Kids Informational Flyer](#)

Students who ride busses will be dismissed first. An announcement from the main office will call one hallway at a time. Students will be dismissed from the classroom and will exit the building through the main entrance where they entered. 1st and 2nd grade students will be escorted to their buses. Students will go directly to their assigned seat on the bus.

First grade students must be accompanied to their bus stop in the morning and met at the bus stop in the afternoon by a parent or designee (4th grade or higher). Policy states that all 1st grade students must be accompanied to their bus pickup/dropoff by a parent or designee (4th grade or above). Likewise, 1st grade students will only be released from the bus when there is a parent or designee (4th grade or above) at the bus stop. LES office staff must be notified in advance if there is a different parent/designee picking up a 1st grade student. If no parent or designee is at the bus stop, 1st grade students will be returned to the district office to wait until a parent can pick them up. Please note, a bus driver could request a photo ID when dropping off 1st grade students if the bus driver does not recognize the adult at the bus stop. Safety procedures require a photo ID (and a mask) when picking up a child at the district office.

Family pick up students and walkers will be dismissed next from their assigned Wing doors. Families who are picking up students will be asked to park in one of the two lots in the back of the building - the South Entrance or the District Office Entrance. For the safety of all, please do not park in the front parking lot as the front of the building is reserved for the buses and their departure. If you have two or more children to pick up, please go to the wing entrance of the youngest child first.

- All 1st grade students **must** be picked up at the A wing door by a designated adult or student who is in 4th grade or higher. First grade students will be released in this order (Teacher's last name): Sweeney, Reilly, Sorbello and Adams
- 2nd grade families will report to the A Wing black-topped playground area. Ms. Williams and Mrs. Graber will release their students from this spot.
- 3rd and 4th grade students will be released from the B Wing door with 3rd grade first and then 4th grade.
- Please have a piece of paper with your child's name written on it so the staff is able to easily identify who you are picking up.
- While I understand this procedure is cumbersome and causes some inconvenience for families, I feel it is the only way that we can ensure that our elementary students are adequately supervised in the parking lot at all times based on the staffing we have available.

Below are two links for a Dismissal Instruction Form for all students. One is for 1st grade students and one is for students in grades 2-4. Please take a few minutes to complete it for each child regarding the manner in which he/she will be getting home from school each day. This survey information is used particularly for students who are able to walk home alone or will be meeting their siblings/neighbors and walking home together. I appreciate your assistance with this survey so that we know how each student is getting home each day.

Please complete by Wednesday, September 1:

[1st Grade Dismissal Instructions Form](#)

[2nd - 4th Grade Dismissal Instructions Form](#)

[Name/Identification Stickers for 1st and 2nd grades](#)

First and second grade families will receive in the mail four stickers for your child to wear on the first four days of school. Please fill it out and place it on your child each morning. This helps us to identify who they are, who their teacher is and if they are a bus rider or walker.

Access to LEMS Building by Vehicle

Please use School Lane to enter and exit the school grounds during arrival and dismissal times. The access road that the buses utilize for pick-up and drop-off is closed at these times. There is visitor parking on the Logan Elementary side of the building which can be used at other times of the day when entering the building to pick-up your child.

Main Office Procedures

We respectfully ask that parents/guardians refrain from picking up their child during dismissal via the main office. However, if you need to pick up your child early for an appointment etc., please notify the main office and your child's teacher. Visitors may use the designated visitor parking spots in the parking area on the Logan Elementary School side. Please do not park along the yellow curb as you will be asked to move your car prior to entering the building. You must show a Photo ID in order to pick up your child. When visitors enter the building, they must wear a mask.

Snacks and Water at School

Information regarding snack time for your child will come from his/her teacher, but please keep the following in mind.

- Any snack that is sent to school should require no preparation to eat. Please consider things like grapes, a granola bar, or a small package of crackers.
- Please send a water bottle with your child. Students will be able to refill water bottles from sinks in the classrooms. Please consider this when sending water with your child.

Lunch and Recess

Students have a 25 minute recess period and 25 minute lunch period. Recess is a time for students to actively interact with their peers. Students play on the equipment, play organized games, and engage in free play activities. As masks are not required outside, students will be reminded to follow distancing guidelines whenever possible. Students will have three lunch options--a hot entree, a cold entree, and a PB&J option. Students will pick up their lunch from their homeroom's cart and sit in an assigned seat (that they get to pick) at an assigned table with their classmates. No snacks will be available for purchase during lunch at this time.

School Supplies

Check out the School Supply List for your child's designated grade level. The lists can be found [here](#). Please bring your supplies on the first day of school.

Student Chromebooks

Please make sure your child brings their chromebook and charger to school each day. They will be carrying them back and forth each day.

Commonly Asked Questions about LES for families new to our school

If you are new to Logan Elementary, check out the Top 11 Commonly Asked Questions about Logan Elementary School [here](#).

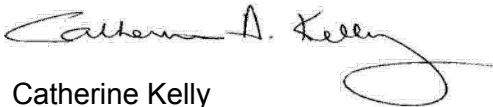
Mark your calendars, Back to School Night is scheduled for Monday, September 20. This event will be held virtually this year as just one more precaution to keep our staff and students healthy. Presentations from all your child's teachers will be sent home to you on Monday, September 20 by 4:00 pm. I encourage you to view these presentations with your child as a way to get to know what they will be learning and all that is expected of them throughout the year.

The education, well-being and safety of your child is of the utmost importance to me and the staff of Logan Elementary School. It is my goal to work collaboratively with your child's teacher and you to ensure he or she has a positive and productive school experience. Please don't hesitate to reach out to me with any questions or concerns. I can be reached at (856) 467-5133 x 300 or ckelly@logantownshipschools.org. If you have any further questions regarding the return to school after reading this letter and the health and safety protocol letter from Mrs. Haney, which will be coming early next week, feel free to contact me using the link below. Based on questions received, a FAQ sheet will be put out to all families toward the end of next week.

[Return to School Q&A Form](#)

Enjoy these remaining days of summer and we look forward to seeing your child(ren) at Logan Elementary School on Tuesday, September 7.

Sincerely,

A handwritten signature in cursive script that reads "Catherine A. Kelly". The signature is written in dark ink and is positioned above the printed name and title.

Catherine Kelly
Principal