



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

BRASS CASTLE SCHOOL
16 Castle St.
Washington, NJ 07882
908.689.1188
Jessica L. Garcia, PRINCIPAL

**DISTRICT CENTRAL OFFICE
OLD SCHOOLHOUSE**
One East Front Street
Washington, NJ 07882
908.689.1119
Keith T. Neuhs, SUPERINTENDENT

PORT COLDEN SCHOOL
30 Port Colden Rd.
Washington, NJ 07882
908.689.0681
Michael J. Neu, PRINCIPAL

September 12, 2018

RE: Before Care Drop Off Procedure Change

Dear Parents & Guardians,

As part of an energy savings grant, we are installing a new boiler system at the Brass Castle School. While construction is ongoing, we will be changing the Before Care drop off procedure. Students participating in the Before Care program at Brass Castle School, should be dropped off in the front of the school. Before Care staff will be at the front door to sign students in to the program.

Please note, parents and guardians must park their car in the parking lot and walk their child to the Before Care program. Parents and guardians cannot park in the bus lane in the morning.

Thank you for your cooperation as we work to make improvements to the school facilities.

Sincerely,

Keith T. Neuhs
Superintendent

