



**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

December 11, 2020

Dear Parents & Guardians,

Student pictures from Lifetouch have arrived. Since the district will be on continued remote instruction for the next few weeks, we will be having a drive through pickup at Brass Castle School for both schools on the following dates:

- Monday, December 14<sup>th</sup> 1:30pm – 3:30pm
- Wednesday, December 16<sup>th</sup> 9:30am – 11:00am

Parents should drive up to the front of the school, remain in your vehicles, and a staff member will greet you at your vehicle. Be prepared to provide your child's name, grade and homeroom teacher name. Please note, some teachers may have additional student materials for instruction included in this pickup schedule. Your child(ren)'s teacher will notify you, if necessary.

Additionally, the technology department will be sending out a necessary iPad update to all student iPads today, Friday, December 11<sup>th</sup> at 7:00pm. Please ensure your child(ren)'s iPad is charged, on, and connected to wifi to receive the update.

As always, reach out to your child(ren)'s teacher or your school's main office, at any time.

Stay safe and healthy!

Jessica Garcia  
Brass Castle Principal

Michael Neu  
Port Colden Principal