

☞ Washington Township School District ☞
“*Making a Difference*”

Brass Castle School
16 Castle St.
Washington, NJ 07882
908-689-1188
Valerie Mattes, *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
Marjorie Levine, *Interim Principal*

October 3, 2014

Dear Parents / Guardians:

The Washington Township School District will be hosting a parent visitation day this year on Wednesday, October 15, 2014. We invite parents/guardians to visit their children's classrooms. We will be sending home an invitation with two times listed. Please check your schedules and indicate the session you plan on attending by returning the bottom portion of the invitation to your child's teacher.

In order to have the least amount of disruptions to our classes, the staff and we ask you to adhere to the following necessary requests:

- For security reasons you must check in at the main offices before proceeding to your child's class;
- Quietly enter the room without speaking to the teachers, pupils or other visitors;
- Limit your stay to the time indicated on the invitation. Session A or Session B;
- Siblings may **not** accompany you in the classroom. Please make childcare arrangements;
- Please turn off cell phone or place on vibrate while in the classroom; and
- Please be on time. Visitation times will start as scheduled.

We hope you will be able to attend one of the sessions to see your child in his/her classroom environment.

Should you have any questions please feel free to contact your child's teacher or your child's building principal.

Sincerely,

Mrs. Marjorie Levine
Interim Principal, Port Colden School

Mrs. Valerie Mattes
Principal, Brass Castle School