

☞ 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  
Roger A. Jinks, *Superintendent*

Port Colden School  
30 Port Colden Rd.  
Washington, NJ 07882  
908-689-0681  
Keith T. Neuhs, *Principal*

January 17, 2014

Dear Parents,

In the interest of keeping traffic flowing smoothly during arrival and dismissal, and most importantly the safety of the children, we are asking parents who choose or need to transport their children to school to adhere to the following procedures:

During arrival times, please drive to the upper parking lot and drop your child off at the beginning of the walkway. Staff members will monitor students entering school between 8:45am – 9:00am. If a staff member is not assisting students in the walkway, please park your car in the upper parking lot and walk your child to the main entrance of the building. At dismissal, park in upper lot and wait for dismissal in front of main entrance. If you are picking up your child at the end of the day please make sure the office knows your intentions with a note prior to pick up.

Do not park on the main road in front of the Port Colden School and the Old School House. This roadway must remain clear for traffic. There is a town ordinance prohibiting parking in this area from 8:30 – 9:30am and 3:00 – 4:00pm. It is very important to keep this roadway clear during these times for the safety of all children.

As a reminder, students being transported by parents should not arrive any earlier than 8:45am and must be picked up at 3:35pm. Personnel will be available to supervise the children at those times. For the safety of our students and staff the building is locked at all times therefore, students cannot gain access to the building prior to 8:45am when supervision is provided.

We appreciate you adhering to the school rules for the safety of all our students.

Thank you for your cooperation.

Sincerely,

Keith Neuhs  
Principal, Port Colden School