



**WASHINGTON
TOWNSHIP
SCHOOL DISTRICT**

BRASS CASTLE SCHOOL
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PORT COLDEN SCHOOL
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Jessica K. McDonagh, PRINCIPAL

October 27, 2022

Dear WTSD Parents/Guardians,

On Monday, October 31, 2022 students will have their annual Fall Parties. We very much appreciate our Parent Teacher Association for coordinating this activity.

Students may wear costumes/festive clothing that is school appropriate on October 31, 2022. Clothing must meet the following criteria:

- Clothing may not contain inappropriate language/inappropriate subject matter;
- Clothing must be worn to school as students will not be allowed to change during the school day;
- Clothing must be able to be worn safely to school (i.e. footwear must be school appropriate);
- Clothing should not contain props, i.e. weapons of any nature or hand-held devices; and

Classes will have their parties at the times noted below:

Preschool	10:00-11:00 am
Grades 1, 2 & 3	2:00-3:00 pm
Grades K, 4, 5 & 6	1:45-2:45 pm

PTA room representatives attending the fall party must not bring in younger children, as this party is for students in the classroom. As a reminder, no more than two room rep parent(s) are permitted to attend this event. If you are responsible for any refreshments/snacks, you may drop items them off at the school's main office, labeled with your child's name and homeroom. We kindly request you avoid dropping items off during student arrival and dismissal times. Office personnel will ensure items get to your child's classroom.

If you do not wish for your child to participate in the Fall Party, please send a note to your child's teacher indicating your wishes.

Thank you in advance for your cooperation and we are looking forward to a great day!

Sincerely,

WTSD Administration