



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

BRASS CASTLE SCHOOL
16 Castle Street
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 Road
Washington, NJ 07882
908.689.0681
Jessica K. McDonagh, PRINCIPAL

April 18, 2024

Dear Parents/Guardians,

We hope this message finds you well. We want to inform you that Take Your Child to Work Day is approaching on April 25, 2024. This day provides a unique opportunity for children to gain insight into the world of work by accompanying their parents or guardians to their workplaces.

If you plan to participate in Take Your Child to Work Day and your child will not be attending school on this day, we kindly ask that you notify your child's school by sending a note to their teacher. This note should state that your child will be participating in Take Your Child to Work Day, and it will serve as documentation for an excused absence.

Please ensure that the note includes the following information:

- Child's full name
- Child's grade level
- Date of the absence (April 25th, 2024)
- Reason for the absence (Take Your Child to Work Day)

We want to emphasize the importance of sending this note to the school so that the absence can be properly recorded as excused. This helps us maintain accurate attendance records and ensures compliance with district policies.

Sincerely,

Keith T. Neuhs
Superintendent