



WASHINGTONTM
TOWNSHIP
SCHOOL DISTRICT

Brass Castle School 2025-2026 Preschool Orientation

Dr. Jessica L. Garcia, Principal

August 2025



Introductions

10 Administration

- 10 Dr. Garcia – Brass Castle Principal, Child Study Team Director, & Preschool Director
- 10 Mrs. McDonagh – Port Colden Principal
- 10 Mr. Neuhs – Superintendent

10 Preschool Team

- 10 Mrs. Pare, Homeroom Teacher
- 10 Miss M. Ward, Homeroom Teacher
- 10 Miss Soles, Homeroom Teacher
- 10 Mrs. Morea, Paraprofessional
- 10 Mrs. Hepp, Paraprofessional
- 10 Mrs. Seiz, Paraprofessional
- 10 Mrs. C. Ward, Paraprofessional
- 10 Mrs. Bitecola, Paraprofessional
- 10 Miss Anema, Paraprofessional
- 10 Mrs. Whalen, Preschool Intervention & Referral Specialist
- 10 Mrs. Rodrigues-Silva, Preschool Instructional Coach





So much to learn and do!

⑩ The Creative Curriculum

⑩ Language & Literacy Skills

⑩ Mathematics Skills

⑩ Executive Functioning Skills

⑩ Social Emotional Learning

⑩ So much more...





Nurse / Health Reminders

- ⑩ The New Jersey Health Department mandates certain health documentation for students entering Preschool. We are not able to make exceptions to these mandates. For your child to begin school, documentation must be submitted as requested.
- ⑩ Please ensure all medical documentation is submitted prior to the start of the school year. The Brass Castle School Nurse, Mrs. Henderson, may be contacted via email at jhenderson@washtwpsd.org or by calling 908-689-1188 ext. 3607 with any questions.
- ⑩ If your child will be out/absent from class, please call the attendance line:
 - ⑩ 908-689-1188 ext. 1





Lunches, snacks, and more...

- ⑩ Preschool students will be eating breakfast, lunch, and snack in the classrooms.
- ⑩ You may receive a notice regarding an allergy in your child's classroom setting. Please be mindful of this, when preparing snacks and lunches for your child.
- ⑩ All items should be easy for your child to open/eat independently.
- ⑩ Send in needed spoons, forks, or sporks. Do not send in knives (including plastic) for meals. If needed, food should be precut, at home.
- ⑩ Student breakfast and lunch is available for purchase, each school day. Families may add monies to student meal accounts - <https://payschoolscentral.com/>. Please note, adding monies to the account is preferred to minimize the potential for lost money. However, cash will also be accepted. Staff are not responsible for any monies lost.
- ⑩ To align to state guidelines regarding food in the classroom, please note the following district policies:
 - ⑩ In order to comply with nutritional regulations, **students should not bring in treats (birthday or otherwise) to their classroom.** If a student brings in treats to share with the class, the treats will be sent to the office and parents / guardians will be called to pick up the items.



Maschio's Food Service

- ⑩ Visit the district website, www.washtwpsd.org – Parent Tab
- ⑩ Reminder – Please complete the Free & Reduced Meal Application located on the district website, if your family is in need of financial assistance for meals, at any time during the school year.
- ⑩ New Families: Register for lunch account access in Payschools Central - <https://payschoolscentral.com/>. Use your student's local ID (ID can be found in the OnCourse Parent Portal, Student Info tab).
- ⑩ Returning Families: Log into Payschools Central and link your student to your existing account. Use your student's local ID (ID can be found in the OnCourse Parent Portal, Student Info tab).





Things to know...

⑩ Student Schedules

⑩ Students will follow a daily schedule, specific to the homeroom.

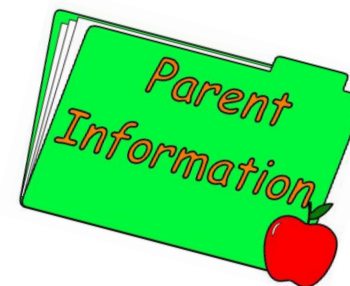
⑩ OnCourse Connect – Parent Portal

⑩ Student indicators/grades, teacher assignments, annual registration updates, and more can be found in this portal. Families may also update emergency contact information, as needed. Note, all school messages are sent using the information in this system. Please ensure your email addresses and phone numbers are accurate.





Arrival & Dismissal



10 Arrival

- 10 Parent drop off begins at 8:30am and ends at 8:45am, promptly.
- 10 Parent drop off will take place on the Midland Ave. side of the building (closest to the playground). Students and parents must remain in their cars and drive through the Brass Castle Loop. **Safety is a priority.** Please ensure your child remains in the car, until directed by a staff member to exit the car. If a student needs assistance to exit the car, a parent/guardian must provide assistance.
- 10 Late arrivals must drop off using the front entrance of the building.
- 10 Reminder - On time arrival is crucial for a good start to the school day. Please do your best to arrive on time daily!

10 Dismissal

- 10 The safety and security of our students and staff is of utmost importance. Therefore, please follow dismissal procedures and keep in mind, disruptions in the process will cause delays.
- 10 Parent Pickup – *We have found it helpful and efficient to have a sign with your child's name for staff to view through windows, as cars are lining up for pickup. These signs will be offered during morning dropoff, on the first day of school.*
 - 10 Full Day dismissal begins at 3:10pm and ends at 3:20pm
 - 10 Early Day dismissal begins at 12:40pm and ends at 12:50pm
- 10 Parent pickup will take place on the Midland Ave. side of the building (closest to the playground). Parents should remain in their cars and drive through the Brass Castle Loop. **Safety is a priority.** Staff will release students to a set of cars, as they are lined up. Please do not call your child to the car, unless directed by a staff member. If a student needs assistance to enter the car and buckle up, the parent/guardian must provide the assistance.
- 10 If pickup is required earlier due to an appt, the office must be notified in advance (email to the homeroom teacher and rrhinehart@washtwpsd.org). A handwritten note may also be sent in with your student, on the morning of the appointment.



Housekeeping

⑩ Extra Set of Clothes

- ⑩ All students should have a Ziplock bag with an extra set of clothes, labeled with the student's name. This will be kept in the student's cubby area.

⑩ OnCourse Connect

- ⑩ Please be sure to log into OnCourse Connect to review Student Emergency Contact information, complete/submit necessary documentation, and more.

⑩ Intrado – School Messenger

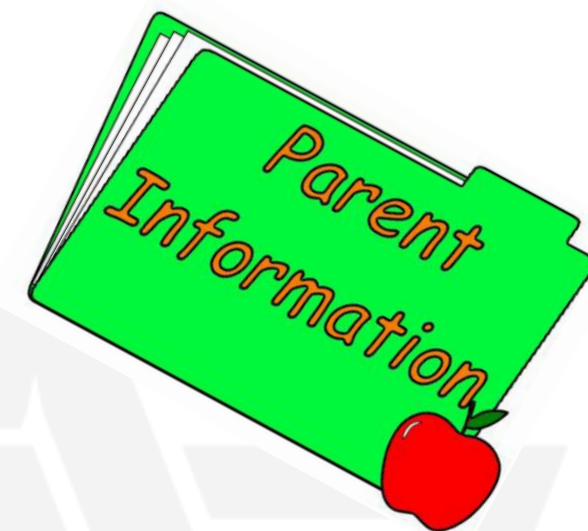
- ⑩ Please be sure to keep all contact information up to date in OnCourse Connect, as the district's messaging integrates with this system.

⑩ Extended Day Program/Childcare – AlphaBEST

- ⑩ Please be sure to register your child directly for the program, if needed. The district does **NOT** manage the program and is unable to assist with confirming registration.

⑩ First Day of School

- ⑩ Please return the golden-rod form, included in your summer letter, to indicate method of pickup transportation for your child.





- ⑩ Don't forget
 - ⑩ Like us on Facebook: [@washtwpsd.wc](https://www.facebook.com/washtwpsd.wc)
 - ⑩ Follow us on Twitter: [@washtwpsd](https://twitter.com/washtwpsd)
 - ⑩ Visit our website for school information: www.washtwpsd.org
 - ⑩ Dr. Jessica L. Garcia, Brass Castle Principal: jgarcia@washtwpsd.org
 - ⑩ Mrs. Jessica K. McDonagh, Port Colden Principal: jmcdonagh@washtwpsd.org
 - ⑩ Mr. Keith T. Neuhs, Superintendent: kneuhs@washtwpsd.org