### **MORRIS ALEXANDER HAMILTON**

**SCHOOL DISTRICT**

##### **24 Mills Street, Morristown, NJ 07960 Edward Cisneros, Principal**

**973-292-2190 973-292-2194 Fax**

**August 26, 2019**

**Dear Alexander Hamilton Parents and Guardians:**

**It is with great pleasure that I welcome those of you who are new to our school and those of you who are returning. We have been preparing all summer long for our opening day and are excited about the beginning of a new school year. Please find important information for your review.**

**OPEN HOUSE: September 3 (9:30 to 11:00 a.m.)**

**We invite Parents/Guardians to bring 3rd grade students, as well as 4th and 5th grade students who are new to Alexander Hamilton, to visit our school and familiarize themselves with the location of their classrooms and the general layout of the building. Please note that this is a tour of the school building and will not provide an opportunity to meet with teachers. The Open House will be run by the Alexander Hamilton HSA . Please enter the building through the main entrance and sign in at the table in front of the Auditorium before taking a guided tour of the building.**

**OPENING DAY: September 5 (8:55 a.m. to 3:25 p.m.)**

**\* Students may enter the building at 8:55 a.m.**

**\* Students will go directly to their classrooms. There will be adults in the front entrance ways and hallways to assist students in finding their classrooms.**

**BUSSES:**

**You should have received your bus number assignment in the mail from the Transportation Department. Transportation problems may be referred to Ms. Debbie Smith at 973 292-2066. Please assist your child by informing him\her of the bus number for the return trip home. Please understand that students will not be permitted to ride a bus different from the number you receive from our Transportation Office. Changes can only be made through Ms. Smith.**

**ARRIVAL:**

**Students enter the building at 8:55 a.m. We ask that those students who ride with parents or walk arrive at school no earlier than 8:55 a.m. We do not have the ability to supervise children prior to 8:55. If this is a need we strongly suggest that you enroll your child in the Sunrise Program which starts at 7:00 a.m.**

**PARENT DROP-OFF:**

**Enter at the main driveway and stay to the right, where a staff member will direct you to drive slowly and carefully around the back of the building. Upon reaching the first entrance on the opposite side of the school (Door 3), stop, and staff will be there to assist with children exiting cars and entering the building. Parents will then proceed to the exit driveway, where staff will be positioned to enable safe transit to the exit back onto Mills Street. Please do not allow your child to exit the car unattended.**

**LUNCH AND BREAKFAST:**

**A complete nutritious lunch, including milk, can be purchased for $2.85. Children who bring their lunch can purchase milk for ($. 65). All children will be provided the opportunity to order a cold breakfast every day ($1.35), as they would do with lunch. The breakfast will take the form of a nutritious morning snack that will be eaten in homerooms.**

**DISMISSAL:**

**Pick up of Students:**

**If you are picking up your child please send a note to the teacher in the morning. Please avoid calling our office to inform us that you will be picking up your child. Our office is extremely busy and sometimes the message inadvertently gets misplaced. If you are going to pick up your child on a regular basis one note will be sufficient. Please note that, except for emergencies, dismissal arrangements may not be changed after 1:30 p.m.**

**The students being picked up will be called to the hallway outside of the main office and supervised by faculty members. You will be asked to sign your child out in the front vestibule. All pick up parking is in the MHS Senior Parking Lot across Mills Street or on Colonial Road, which is at the rear of the school and is accessible from Washington and Early Streets. In the interest of safety, cars are not permitted in the school driveway at dismissal time.**

**SCHOOL SUPPLIES:**

**You do not need to purchase school supplies for your child. All necessary supplies will be provided by the Morris School District.**

**BACK–TO–SCHOOL NIGHT: September 24 from 6:30- 8:00 p.m.**

**At this time you will have a chance to meet your child’s teachers and hear about his\her school day.**

**We are looking forward to a great school opening!**

**Sincerely,**

**Edward Cisneros, Principal**