



**GREENWICH TOWNSHIP SCHOOL DISTRICT**  
**BROAD STREET ELEMENTARY SCHOOL**  
**255 West Broad Street, Gibbstown, NJ 08027**

**Alisa Whitcraft, Principal**  
**Phone 856-224-4900, Ext 1131**  
**Fax 856-423-7945**  
**awhitcraft@gtsdk8.us**

---

August 14, 2024

Dear Families of Broad Street Students,

For those of you who are new to Broad Street and those returning, welcome to what will promise to be an exciting school year. Our first day of school will be Wednesday, September 4, 2024 and will be an early dismissal day with dismissal beginning at 12:20 p.m.

In the morning, school doors will open at 8:20 a.m. for student arrival and school starts at 8:35.

**K-5 AM Drop Off- 8:20**

Grades K-2 walkers will enter by the flagpole and Grades 3-5 walkers will enter at the auditorium in the middle of the building. All bus students will enter where they are dropped off and will proceed to their homerooms.

**K-5 PM Dismissal- 3:20:**

In the afternoon, we begin dismissal at 3:20. Students can be released from school in 4 different ways:

1. Bus
2. Car Rider (outside main office by flag pole- students who are picked up by parents)
3. Walker (dismissed at the center doors by the auditorium)
4. SACC- (picked up by SACC staff at the flag pole and to be dismissed with the Car Riders)

**Busses 84 and 85 will enter and exit the school by room 109**

**Busses 86 and 87 will enter and exit the school on the bus platform**

All bus students will be dismissed by the PA system based on the arrival of their bus.

**Preschool AM Drop off- 9:00 am**

Busses will be dropping off at the side of the school by School Street

Students being dropped off by parents will enter on the School Street side of the building at 9:00 am

After 9:00 am, all preschool students will need to enter the building through the main office (enter at the flagpole)

**Preschool PM Dismissal- 3:15 pm**

Busses will pick students up in the rear of the school on the blacktop

Parents pick up will be on the School Street side of the building at 3:15. Parents must get out of their car and pick up their child from the Preschool door on School Street.

Please be certain that you communicate with your child's teacher and/or the main office regarding how your child will be going home each day. If there is a change in the way your child is going home or in case of an emergency, please promptly inform your child's homeroom teacher or the office.

All progress reports and report cards will be generated electronically. You may access your child's academic progress on the grade portal 24 hours a day, 7 days a week. Information about the grade portal will be sent in a separate email. Please also know that we will be using the email you provided on your yellow card to alert and inform our families of important information, events, and news. If you do not have an email or do not have computer access, please contact the office to request paper copies; otherwise all of this information will be electronic.

**Cafeteria:**

Included in a separate email will be the Free/Reduced Lunch Form. Please fill it out and return it as soon as possible so the business office can process the form. If you have any questions regarding the lunch form, please contact Gina Casella at ext 2122. Both lunch and breakfast will be sold this school year. Lunches will be \$3.75 per day and breakfast \$2.50. Snacks will be sold for an additional cost. Money can be placed on your child's account and checks should be made payable to Greenwich Township School District. Students must sign up for lunches and breakfast through out lunch portal. Please know that an email will be sent with login ezschoolapps information. Any questions, please contact Kristine Colo at ext 2128 or by email at gre@nsfm.com.

All registered preschool and kindergarten students are invited to an open house on Wednesday, August 28, 2024, from 10:00-11:00 a.m. This is only for the student and their parent(s) or guardians.

Back to School Night for Broad Street School will be held from 6:00-7:30 on Wednesday, September 11th<sup>st</sup>.

Thank you in advance for your support in the above matters.

Please feel free to contact me if you have questions about your child's educational program at Broad Street. The school needs the support of all parents in order to create the best environment for your children. I am looking forward to a great year for all of our students.

Enjoy the remainder of your summer and I look forward to seeing you on September 4<sup>th</sup>, please don't forget, it is an early dismissal day for students.

Respectfully,

A handwritten signature in black ink, appearing to read 'Alisa Whitcraft', with a large, stylized flourish at the end.

Alisa E. Whitcraft  
Principal