



## Welcome Parents & Families

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Dear Brass Castle and Port Colden Families,

Welcome back for the new school year! We're excited to have all our students return to learning, and we're happy to welcome new families joining our district.

Our teachers and staff have been preparing over the summer to ensure a great start to the year. We're focused on creating a positive learning environment where every child can succeed academically and grow personally.

Students will have opportunities to engage in new learning experiences, participate in school activities, and build meaningful connections with classmates and teachers. We're committed to supporting each child's individual needs and helping them reach their goals.

We value the partnership between families and school. Please reach out to your child's teacher or our office with any questions or concerns throughout the year. Communication is key to your child's success.

Thank you for being part of the Washington Township School District community. We look forward to a productive and enjoyable school year together.

Best regards,

Mr. Keith T. Neuhs  
Superintendent

Dr. Jessica L. Garcia  
Principal, Brass Castle

Mrs. Jessica K. McDonagh  
Principal, Port Colden

# Important Dates

## 1st Week of School

- **Wednesday, August 27<sup>th</sup> - First Day of School**
- **Friday, August 29<sup>th</sup> - Early Dismissal for Students (Staff In-service)**
- **Monday, September 1<sup>st</sup> - Labor Day - Schools Closed**



## Arrival & Dismissal Procedures

### Brass Castle School - Arrival & Dismissal

Arrival Time: **8:30am - 8:45am (delayed opening 10:00am - 10:15am)**

Dismissal Time: **3:20pm (early dismissal 12:50pm)**

- Brass Castle parent drop-off and pick-ups are located in the school driveway off of Midland Avenue.
- Students arriving late (after 8:45am) must be dropped off and enter the school through the Main Office (front of the school).
- Parents must contact the main office by **2:00pm** to inform the school of changes to their child's dismissal routine. Parents must notify the Main Office so that messages can be sent to necessary staff regarding the student's dismissal plans.

Brass Castle Main Office: 908-689-1188 x 3600

[rrhinehart@washtwspd.org](mailto:rrhinehart@washtwspd.org)

- The SRO will be at the school to assist with school drop-off and pick-up procedures
- For the welfare and safety of all students, it is requested students not arrive at school any earlier than 8:30am. This is especially important for students who walk, ride bicycles, or are parent/guardian drop off.
- There is no supervision prior to this time.
- Classroom instruction begins promptly at 8:50am. Please make sure students arrive on time for school. It is important to start the day off in a positive manner.
- If you need supervision for your child prior to the scheduled start times, you must sign up for the AlphaBEST Extended Care program.



## Arrival & Dismissal Procedures Continued...

### Port Colden School - Arrival & Dismissal

Arrival Time: **8:45am - 9:00am (delayed opening 10:15am - 10:30am)**

Dismissal Time: **3:35pm (early dismissal 1:05pm)**

- Port Colden parent drop-off and pick-ups are located in the upper parking lot behind the school.
- Students arriving late (after 9:00am) must be dropped off and enter the school through the Main Office (front of the school).
- Parents must contact the main office by 2:00pm to inform the school of changes to their child's dismissal routine. Parents must notify the Main Office so that messages can be sent to necessary staff regarding the student's dismissal plans.

Port Colden Main Office: 908-689-0681 x 2500

[ckaluzny@washtwspd.org](mailto:ckaluzny@washtwspd.org)

- The SRO will be at the school to assist with school drop-off and pick-up procedures.
- For the welfare and safety of all students, it is requested students do not arrive at school before 8:45am. This is especially important for students who walk, ride bicycles or are parent/guardian drop off.
- There is no supervision prior to this time.
- Classroom instruction begins promptly at 9:05am (Port Colden School). Please make sure students arrive on time for school. It is important to start the day off in a positive manner.
- If you need supervision for your child prior to the scheduled start times, you must sign up for the AlphaBEST Extended Care program.



# Bus Information

Students eligible for district transportation will have bus passes mailed to them.

- Please note, pick-up and drop-off times are approximate times. Students should be at the bus stop 10 minutes prior to the time listed on the buss pass. Times may vary during the first weeks of school as bus routes are adjusted and students settle into routines.
- Buses tend to run late the first few days of school.
- Student cannot go home with friends on another bus.
- Brass Castle students participating in the extended care program will be bused to Port Colden School each day. (Students must be signed up in advance for the aftercare program to ensure transportation arrangements are scheduled by the district.)
- If you have questions regarding bus transportation, please contact the Transportation Department @ 908-689-1119 x 1603.



# OnCourse Connect - 2025-26 Annual Registration



## OnCourse Connect



## Getting Started with OnCourse Connect

**Returning Families:** If you are the parent of a current student who has logged into OnCourse Connect before, you already have your login information and can access your account directly.

**New Families:** Parents of new students, including kindergarten and preschool families, will receive your OnCourse Connect login information in this week's district mailing.

### **Important Timeline:**

OnCourse Connect will open on Tuesday, August 12th at 12:00 PM

You will also receive a notification through our school messenger system when the annual registration portal becomes available.

### **Complete Your Annual Registration**

Once you log into OnCourse Connect, you must complete the annual student registration process. This online system has replaced all paper back-to-school documents, making the process more convenient for families.

### **Key Requirements:**

- Annual registration must be completed for each student
- Complete your registration as soon as possible after the portal opens
- Registration must be finished before you can access homeroom teacher information

### **Accessing Your Child's Teacher Information**

After completing the annual registration process, you will be able to view your child's homeroom teacher assignment directly through the OnCourse Connect portal.

**Important: Homeroom teacher information is only available through OnCourse Connect. This information will not be provided via email or phone calls.**

Questions about the registration process? Please contact the main office for assistance.

# School Breakfast & Lunch Program



## Menus:

School breakfast & lunch menus can be found on the district website or by using the following link:

[Maschio's Menus](#)

## Pay Central:

Meals can be purchased online using Pay Central:

[PaySchools](#)

[PaySchools Fees](#)

*\*\* To avoid PaySchool fees - a check can be sent into school. Checks should be made payable to: Washington Twp BOE - Cafeteria Account*

## Free / Reduced Breakfasts & Lunches:

Families may qualify for free/reduced meals. To qualify for free/reduced meals, please complete the application. All families are encouraged to complete the application as this information affects school funding. A signed copy of this form must be returned to the school. If you have questions, please contact your child's school.

[2025-26 Free & Reduced Meal Application](#)

[2025-26 Free & Reduced Meal Application \(Spanish\)](#)

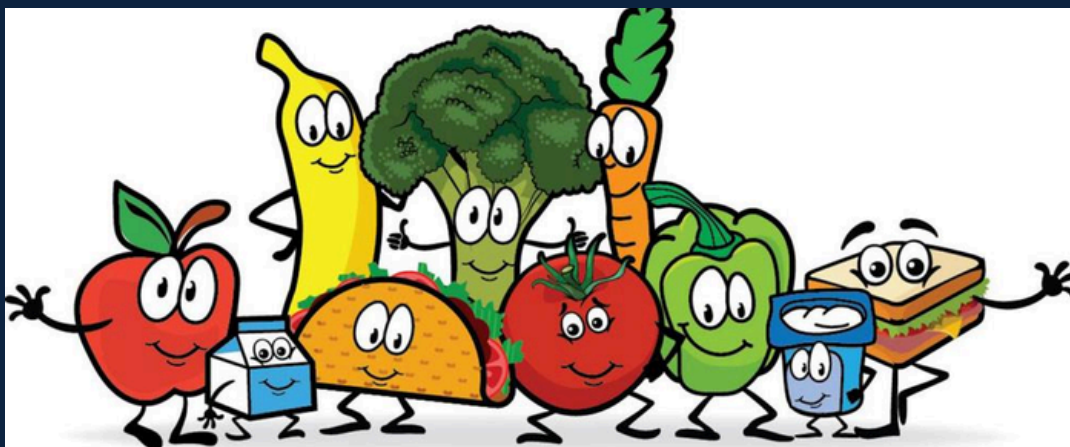
## Meal Prices

### Maschio's 2025-26 Price List

Student  
Breakfast:  
\$ 2.25

Student  
Lunch:  
\$3.75

Milk:  
\$0.85





## Some Important Reminders

### First Day of School Dismissal Notes...

- For the first day of school - Please send in the Student Dismissal Form in with your child. (gold colored form - mailed to all families)
- This form indicates dismissal directions for your child.
- Students without this form will be dismissed following their assigned mode of transportation (bus/walker).
- If you wish for your child to attend the AlphaBEST aftercare program, you must register them in advance.



### Student iPADS and Chromebooks:



All students (K-5) will be assigned an iPad for individual use.

All 6th Grade students will be assigned a Chromebook for individual use.

An "Acceptable Use" form must be reviewed and acknowledged in the OnCourse Connect platform. Students will also be assigned a Microsoft 365 or Google account to manage school assignments.

- Teachers will review procedures for sending home or keeping iPads / Chromebooks at school during Back-to-School Nights.

### Cell Phones

- Students may NOT use cell phones or other devices visible on school premises/buses.
- All phones and devices must be turned off, not simply silent.
- If a student needs to make a call during the day, he or she may do so from the office phones.
- If a parent needs to get a message to a student, the parent may do so by contacting the school offices.
- iWatches or similar devices may not be used to make calls and/or texting during the school day. These devices fall under the cell phone policy/protocol.
- Lost or stolen cell phones or electronic devices are not the responsibility of the Washington Township School District.
- Cell Phone Violations: please see Parent / Student Handbook and/or Board Policy & Regulation #5516



# Message from the School Nurses

The New Jersey Health Department mandates health documentation for students entering Preschool, Kindergarten, and 6<sup>th</sup> Grades. New students to the district may also have specific requirements to meet, regardless of grade-level. We are not able to make exceptions to these mandates. For your child to begin school, documentation must be submitted as requested. Please ensure all medical documentation is submitted by Friday, August 22<sup>nd</sup>.

Please contact your child's school nurse with any questions:

Brass Castle School Nurse:

Mrs. Henderson

[jhenderson@washtwpsd.org](mailto:jhenderson@washtwpsd.org)

908-689-1188 ext.3607

Port Colden School Nurse:

Mrs. Dantzler

[sdantzler@washtwpsd.org](mailto:sdantzler@washtwpsd.org)

908-689-0681 ext. 2507



## Extended Care (Before School & After School Childcare)

This year AlphaBEST Education will provide before & after care programs for Washington Township School District students.

- Brass Castle School from 7:00am – 8:45am (*note, no drop off after 8:30am*)
- Port Colden School from 3:30pm – 6:00pm.
- Students will continue to be transported between schools in order to participate in the Extended Care programs.
- Please see the enrollment packet documents for more information and program rates. Note, students must be enrolled in the Washington Township School District to participate in the AlphaBEST programs at this site.

**CLICK HERE TO  
REGISTER**

# Class Supply Lists

If your family needs assistance with acquiring supplies from the recommended lists, we kindly encourage you to reach out to your child's school principal. We are here to assist you and ensure that every student has the resources they need for a successful year.

Brass Castle School: Dr. Jessica Garcia, [jgarcia@washtwpsd.org](mailto:jgarcia@washtwpsd.org)

Port Colden School: Ms. Jessica McDonagh, [jmcdonagh@washtwpsd.org](mailto:jmcdonagh@washtwpsd.org)

## Preschool Supply List

## Kindergarten Supply List

## 1<sup>st</sup> Grade Supply List

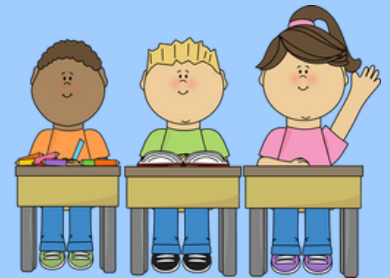
## 2<sup>nd</sup> Grade Supply List

## 3<sup>rd</sup> Grade Supply List

## 4<sup>th</sup> Grade Supply List

## 5<sup>th</sup> Grade Supply List

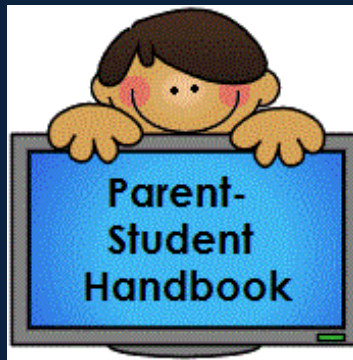
## 6<sup>th</sup> Grade Supply List



### Why Daily Attendance Matters....

1. **Missed Lessons = falling behind:** Even one day can mean missing important instructions and activities, making it harder for your child to learn
2. **Impact on Future Success:** Consistent attendance is a strong predictor of academic achievement and future opportunities.
3. **Building Resilience:** Regular attendance teaches your child the value of perseverance and responsibility - essential skills for success.
4. **Stronger Friendships:** Daily presence helps your child develop and sustain friendships, which are important for social development.
5. **Healthy Routine:** Attending school every day establishes a stable routine, promoting better mental and physical health.

# 2025-26 WTSD District Calendar & Parent-Student Handbook



## Back to School Nights

Tuesday, September 9<sup>th</sup> --- 6<sup>th</sup> Grade - Back to School Night

Monday, September 15<sup>th</sup> --- Port Colden School - Back to School Night

Tuesday, September 16<sup>th</sup> --- Brass Castle School - Back to School Night

