



**WASHINGTON
TOWNSHIP
SCHOOL DISTRICT**

BRASS CASTLE SCHOOL 16
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OLD SCHOOLHOUSE**
One East Front Street
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908.689.1119
Keith T. Neuhs, SUPERINTENDENT

PORT COLDEN SCHOOL
30 Port Colden Road
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Jessica K. McDonagh, PRINCIPAL

December 5, 2025

Dear Parents / Guardians,

We hope this letter finds you well. As the holiday season approaches, we are excited to inform you about the upcoming annual PTA Winter Parties. The festivities are scheduled to take place on Tuesday, December 23rd (early dismissal day).

This year, we are proud to continue the district tradition of hosting a Holiday Student Book Exchange. This is a wonderful opportunity for students to share the joy of reading and the spirit of giving during the holiday season. Here's how it works: each student is encouraged to purchase a book as a gift for another student in their class. The exchange will take place during their respective PTA parties.

To ensure a smooth process, your child's teacher will provide specific details and procedures regarding the book exchange. Please note that participation in this activity is optional.

We kindly request that the cost of the chosen book not exceed \$6.00. This ensures that the exchange is accessible for all students and creates a sense of equality among participants. *If a financial hardship prevents participation, please reach out to your child's school principal via email.*

As a reminder, there is an early dismissal scheduled for Tuesday, December 23rd. We appreciate your attention to this matter and look forward to celebrating the holiday season with your child.

If you have any questions or concerns, please feel free to reach out to your child's teacher or the school office.

Wishing you and your family a joyful holiday season!

Sincerely,
Mr. Keith T. Neuhs, Superintendent

Please detach and return to your child's homeroom teacher by December 12th.

Student's Name: _____

Teacher's Name: _____

☐ My child **will** participate in the Holiday Book Exchange.

☐ My child **will not** participate in the Holiday Book Exchange.

Parent/Guardian Signature: _____

