

Packanaek

Elementary School

190 Oakwood Drive, Wayne, NJ 07470
Phone 973.633.3170 Fax 973.872.1215
Mr. Roger R. Rogalin, Principal

November 7, 2016

Dear Parents and Guardians:

You are cordially invited to visit your child's class during *American Education Week* on **Thursday, November 17, 2016**

The hours for visitation for *Kindergarten* at Packanaek are as follows:

9:45 am – 10:45 am OR 1:45 pm – 2:45 pm

Please limit your visit to 30 minutes

PLEASE NOTE.....

- Family members (other than Parents/Guardians) must submit a written permission form which can be found on Packanaek's website and returned to the Main Office by 11/14 so we can add them to the approved list

For many of you it will be a real eye-opener to see your child's class in action and to observe the group dynamics that take place in today's classroom.

School visitations will be subject to certain prudent restrictions to be sure that our children and staff remain safe:

1. All Visitors must enter through the Main Door (Oakwood Drive) and check in at the welcome table to *present your personal ID* upon entering the school. Safety Patrol students will be available to guide you to your classroom
2. Do not bring any packages, food or drink into the building
3. Because we want to avoid disturbing the usual classroom routine, ***we request that you DO NOT bring pre-school age children with you for the visit.***
4. ***Please limit your stay to thirty (30) minutes*** per teacher so that we may accommodate all of our visitors. Visit only your child's classroom
5. You may take a seat in the chairs provided and ask that you refrain from conversation as it is a distraction to both the teacher and the students
6. **Kindly be sure that your cell phone is turned OFF**
7. **Photography and video-taping is strictly prohibited**

We sincerely hope you avail yourself of the opportunity to learn more about your child's school life.

Sincerely,



Roger R. Rogalin
Principal