

DEMAREST SCHOOL
465 BROUGHTON AVENUE
BLOOMFIELD, NJ 07003

(973) 680 – 8510
FAX (973) 893-9547

GENERAL INFORMATION FOR DEMAREST FAMILIES

Principal	Mrs. Mary Todaro	Email: mtodaro@bloomfield.k12.nj.us
School Secretary	Mrs. Carol Getic	(973) 680-8510 ext. 2951
Office Aide	TBD	(973) 680-8510 ext. 2952
School Nurse	Ms. Natalie Benn	(973) 680-8510 ext. 2953

School Hours: 8:30 – 3:20

Delayed Opening: 10:00 – 3:20

Half Day: 8:30 – 12:30

If Demarest School is to be closed or the opening delayed due to inclement weather or other emergency, you may obtain closing information by the following means:

***** a Honeywell System Alert call will be made to the phone number you have given the school as your code red number**

***** Visit the district website...www.bloomfield.k12.nj.us**

***** Call Demarest School at 973-680-8510 and select prompt #8**

***** Listen to announcements made on WOR 710 AM radio, Television Channel 5 “Good Day New York” and Channel 34 (Cable) Bloomfield Educational Station.**

Safety Issues

1. All visitors to the school are to enter by the front door and check in with the school secretary before proceeding to any other location in the building. **All visitors must wear a “Visitor’s” badge when visiting the building. Please report to the office to obtain a badge and request permission to walk to areas within the school. There are to be no exceptions.**
2. **The Bloomfield Police Department prohibits double parking on Broughton Avenue at any time.** Please comply with this regulation for the safety of our children.
3. The parking lot is closed to all but school personnel until after 4:00PM.
4. By order of the Board of Education, **children are not permitted to ride bicycles to and from school.**
5. **Throwing snowballs, rocks, sticks, or objects of any type, is prohibited.** If it occurs, disciplinary action will be administered immediately.
6. Children are not excused for any reason without written parental permission. **Parents MUST come to the office to pick-up students who are dismissed early.**
7. Student patrols will monitor key areas in and around the school. **All children are to obey the directives of the student patrols.** Patrols will be on school grounds only.
8. **DO NOT SEND CHILDREN TO SCHOOL before 8:25 AM or 12:25PM if students have gone home for lunch.** This does not apply at noontime for students who eat lunch in school.

9. If your child will be absent or late, it **MUST** be reported to the school health office. You may leave a message on the absentee line before 9:00AM. After 9:00 AM you must call the Health Office to report the absence, answering machine (680-8510 and follow the prompts). As a safety precaution, the Bloomfield Police are notified each time there is an accountable absence. **If we do not receive a call or are unable to connect with a parent/guardian regarding the absent student's whereabouts by 10am, the police will be called.** When a child returns to school from an absence, a note from the parent explaining the reason for the absence is required.

Health Office

1. On occasion children may get sick or hurt, requiring us to contact the parents. **It is extremely important that student emergency contact information is reviewed and updated every year.** We ask that you make every effort to provide the most accurate and timely information possible, especially each parent's business address and telephone number, cell numbers, and the name and telephone numbers of the emergency contact person(s). **It is necessary to name all persons authorized to pick up your child, should the need arise to dismiss him/her early. Authorized individuals must be at least 18 years old.**
2. BOARD OF EDUCATION POLICY REQUIRES THAT PARENTS/GUARDIANS WISHING TO HAVE THE SCHOOL NURSE ADMINISTER PRESCRIPTION MEDICATIONS AT SCHOOL **MUST PROVIDE WRITTEN AUTORIZATION FROM A PHYSICIAN. OVER THE COUNTER MEDICATION WILL NOT BE ADMINISTERED.** ALL MEDICATION MUST BE BROUGHT DIRECTLY TO THE SCHOOL NURSE BY THE PARENT. MEDICATION MUST BE IN THE ORIGINAL PRESCRIPTION CONTAINER.
3. If a child is sick in the morning or during the night, **please keep him or her home at least 24 hours after the symptoms have subsided.** Watch your child for evidence of contagious disease; in case of doubt, please keep the child home for his or her welfare and that of other students. Students must be fever free for 24 hours without medication before returning to school.
4. If a child becomes ill during the school session, the parent will be notified by the school nurse to come in and pick up the child. A child is **NEVER ALLOWED TO GO HOME ALONE. They can only be sent home with someone 18 years or older who has been authorized on the emergency card.**
5. If your child has a medical condition, allergy or physical disability, please let the school nurse have information from your doctor. The nurse will then be prepared in the event of an emergency.
6. **When a student returns to school after an absence, a note from the parent explaining the reason for the absence is required.** A doctor's note should be submitted if a child is returning to school following a contagious illness.
7. In the interest of student well-being, please keep the school informed of any serious occurrences in your child's life (i.e., death, serious illness, etc.)

Instruction/Communication

1. Books routinely taken home as homework resources are required to be covered at all times. **DO NOT USE ADHESIVE BACKED COVERS!**

2. All children are required to wear sneakers for physical education classes. They should not wear jewelry.
3. Regularly scheduled parent-teacher conferences are a recognized function of our school. A parent may request an additional conference with the teacher by sending a note via the child. Teachers cannot speak to individual parents when they are with their classes.
4. **All money coming into the school should be in a sealed envelope with the child's name, teacher's name and reason for the expenditure written on the outside of the envelope.**
5. Please stress to your child the importance of bringing home all notices distributed by the school office or classroom teacher.
6. **The Demarest Home and School Association works to enhance the academic and social experiences of every child in our school. The HSA needs and welcomes your support. Parents are invited to monthly meetings, and are encouraged to become active community members.**

Bloomfield Public Schools
Demarest School
465 Broughton Ave
Bloomfield, NJ 07003
973-680-8510

Dismissal Procedures

The Bloomfield police department and the superintendent's office are aware of the following procedures to help insure a safe environment for children who are not picked up on time at the end of the day.

Children are dismissed at 3:20 and are expected to leave school property when dismissed. If a parent or authorized person is not present to pick up a child at 3:20 dismissal, the student is expected to report to the office immediately.

Office staff will make every attempt to notify parents/guardians and other adults listed on the emergency contact page that children have not been picked up and that someone must pick up the student.

If a parent or authorized adult cannot be reached, the Bloomfield Police Youth Aide Bureau will be notified and they will transport your child to the police station, and they will continue to try and reach a parent/guardian. The parent will pick up their child at the police station.

We will also notify the Bloomfield Police Youth Aide Bureau about any children that are not picked up from school by 4:00pm, even if we have made contact with a parent/guardian. The Youth Aide Bureau offices will transport your child to the police station and the child will have to be picked up there.

It is my hope that it will never be necessary to implement these procedures. It is the responsibility of the parent and student to communicate clearly with each other, and the school, regarding any pick-up changes that are made.

Please refer to the monthly calendar carefully as this procedure will apply to 12:30 early dismissal days as well.

BLOOMFIELD PUBLIC SCHOOLS

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973-680-8510 x 2951

Fax 973-893-9547

Natalie Benn
School Nurse, RN

Mary Todaro
Principal

Health Services

Annual screening programs are conducted at specific grade levels to check vision, hearing, growth, and scoliosis. Vision and hearing screenings are done in grade kindergarten through grade six. Any student who is unable to pass the screening will be retested, and if there are still concerns, the parent/guardian will be notified with a recommendation the the student's private physician be consulted for further evaluation. Height, weight, and blood pressure will also be conducted yearly for every student.

The certified school nurse and the student's parent/guardian are the only ones permitted to administer medication in New Jersey schools. Medication will be administered to a Bloomfield student during the school day only when the student's health would be otherwise compromised. The parent/guardian must complete the district's medication consent form which must include a written physician's order indicating the medication's name, dose, and time medication is to be administered. Over the counter medications cannot be dispensed without completing the same medical consent form. Self administration of medications (for asthma or food allergies) will be permitted only after district medication guidelines have been completed.

Emergency contact information must be reviewed and updated every year. A copy of the information stored in the system is being sent home for review. Please make any changes on the sheet, initial and returned to the main office ASAP. If there are no changes, please mark *no changes*, initial and return to school. Please inform the school in writing if there are any changes or updates throughout the school year.

Occasionally, a student may need to use crutches in school. Crutch use must be prescribed by a physician. A written and signed note from the physician must be presented to the health office indicating the reason for the need for crutches and stating that the student has been instructed in the proper sue of crutches.

If you have any questions, you may reach the health office at 973-680-8510 x 2953.

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Natalie Benn
School Nurse, RN

Mary Todaro
Principal

Several students at Demarest School have serious food allergies. A child with a food allergy can have a severe reaction merely by touching specific foods. To avoid problems in the classroom we must insist of the following:

***** Do not send any peanut, any type of tree nut, peanut butter, or foods containing peanuts or tree nuts to be eaten in the classroom. It is fine to send these products for lunch which is not eaten in the classroom. Also, please read food labels to insure the nut free foods you are purchasing are not processed on the same equipment as peanut/tree nut products.**

***Do not use peanuts or tree nuts in school projects.

***If you are sending snacks to school for a school party, please be careful of the ingredients. All snacks sent to school must include an ingredient list and all ingredient labels, and must be preapproved by the nurse in order to be served to students.

***If you wish to acknowledge your child's birthday in school, we recommend a pencil or small trinket for classmates.

***Do not include candy with holiday cards or goodie bags. Any food, including juice, that has sugar as the first ingredient cannot be served in school.

We ask that you follow these guidelines for food and treats in school to insure that we keep all student safe. If you have any questions about food allergy related issues or suggestions for treats safe for all students, please call the health office at 973-680-8510 x 2953.

Sincerely,

Natalie Benn, RN

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SCHOOL
BUCKS**

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