



Hamilton Township School District

George L. Hess Educational Complex
700 Babcock Road, Mays Landing, NJ 08330

Telephone: (609) 625-6600
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www.hamiltonschools.org

Karl Kelchner
Vice Principal Pre-K; 2-5
House A

Melanie E. Lamanteer
Principal

David P. Neff, Jr.
Vice Principal 2-5
Houses B and C

April 29, 2021

Dear Parents/Guardians,

I hope this letter finds you and your families doing well as we continue to navigate school operations during the COVID 19 Pandemic. At the Board of Education Meeting on 4/27/2021 the decision was made to expand in-person learning to 5 days per week.

Beginning on Monday, May 3rd, all students currently attending school as Cohort C will now be attending school 5 days a week.

Students on virtual instruction will remain on virtual instruction.

We will continue to operate on the same time schedule. Doors open for student arrival beginning 8:30 am with buses departing 1:30 pm daily.

Students who were on the waiting list for return to hybrid instruction, as of April 23, 2021 will also be attending in-person beginning on May, 3rd. **Students who were on the waitlist will be contacted directly by office staff to confirm their return to school. For those on the waitlist that requested bus transportation, bus passes have been mailed to you with a start date of May 3rd.**

For those families that requested transportation we would like to encourage you to utilize the busing service. Due to limited seating on buses, our parent drop-off and pick-up experience additional volume.

Due to the increased volume with respect to parent drop-off please be sure to note the following:

Morning Drop-Off Procedures

(Note: WE CAN NOT OPEN DOORS EARLIER THAN 8:30 am THIS SCHOOL YEAR)

If you decide to drop off your child/children please be aware of our procedures and share this information with anyone who will be dropping off your children. Drop-off will continue to take place in front of the building at the Main Entrance.

- You must enter the entrance closest to Rt. 559 (Somers Point/Mays Landing Road). If you are the first car dropping off, **you will pull up PAST the Main Entrance. Please follow directions given by our Resource Officer/duty staff.**
- Upon pulling in you should **get in the drop-off lane right next to the curb/sidewalk.**
- At 8:30, **once duty staff is present**, we will begin to unload the cars; approximately 8 at a time.
- As children are exiting your car **curbside**, your car should be in park.
- **Once you are in the drop-off lane you must wait your turn and remain in that lane until your child/children have exited your vehicle and it is safe to proceed forward. Please drive slowly when proceeding around the building.**



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Once inside there will be duty staff available to escort children to their classrooms. At this time there will be no visitors in the building. We now have a walk-up window located at the front of the building should you need to drop off or pick up items. If you are picking up your child before the end of the school day prior to 1:05 PM, you should use this window. After 1:05 pm you should use the procedure below.

Please be aware **parking in the front of the building will be closed during the morning drop-off time and will re-open at approximately 9:00 am.**

DUE TO INCREASED VOLUME, OUR PARENT PICK UP PROCEDURES WILL CHANGE - PLEASE REVIEW:

As you drive into the parent pick up area you will need to locate temporary parking.

- Once safely parked you will proceed to the tent area maintaining a distance of six feet in the line.
- A duty staff member with a walkie-talkie will approach. Please have your ID and Red Student Card Available for their viewing.
- The staff member will then call for your child(ren) to be escorted to you and record that your child(ren) were picked up.
- We ask that you exercise caution when returning to your car and exiting the parent-pick up area.

We thank you in advance for your patience in working with us and fellow parents to ensure a safe parent-pick up process for everyone.

We would also like to welcome Mr. Karl Kechner in his new role as Vice Principal of Pre K; and Grades 2-5 of House A. Mr. Kelchner has worked for 12 years at the Hess School. During this time he served as a physical education teacher, department chairperson and lead teacher.

Thank you for your continued patience and understanding as we continue to navigate this unprecedented time.

Sincerely,
Melanie E. Lamanteer
Principal