

BEDMINSTER TOWNSHIP PUBLIC SCHOOL DISTRICT

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www.bedminsterschool.org

August 28, 2023

Dear Bedminster families,

Welcome to the 2023 - 2024 school year! I hope that this letter finds you doing well. I am extremely excited about this school year at BTS! The first day of school is Wednesday, September 6th. Our custodians, staff members, and administrators have been working extremely hard to prepare for the arrival of our students. The Genesis Parent Portal is now open for families to view. This is where you can find schedules, homeroom teachers, bus information, etc. If there are any technical issues with login information, please email the technology department at techsupport@bedminsterschool.org.

We can't wait to welcome back our returning students and have new students join the Bedminster Township School family. When students arrive on Wednesday, September 6th, they should report directly to their homeroom. Staff will be available to assist students during that time and many thanks to PTO volunteers who will also be helping our younger elementary students.

School hours are 8:50 a.m. to 3:20 p.m. on a regularly scheduled day. School supervision begins at 8:50 am, therefore students are not permitted to arrive at school until **8:45 a.m.** unless they are part of an approved before-school activity (before care, music rehearsals, extra help, etc.). Please keep this in mind for morning student drop-off.

Many times throughout the school year, I will be sending you my Elementary newsletter, [The Swan Snapshot](#) many times throughout the school year for important highlights and updates regarding elementary school.

As far as communicating with me, please remember to follow the Chain of Command/Communication Protocol which typically starts with the classroom teacher prior to escalating to me. Many of you have also been used to communicating with Mrs. Colonel who was my administrative assistant for years. As many of you know, she is retiring, so a good practice when communicating with me will be to also copy my new administrative assistant, Ms. Noraima Medina on the email. She can be reached at nmedina@bedminsterschool.org as we welcome her to our Bedminster School community. I also encourage you to please follow me on Twitter (@CorbySwan) as I post important messages and highlights regarding our awesome school experience here at BTS!

Attendance

When reporting a student's absence, please go into the Genesis parent portal, go to the attendance tab, and add your note there. This must be completed by 9:00 am on the day of the student's absence. The attendance hotline will not be used this year, therefore attendance **CANNOT** be called in.

Visiting the school

When visiting the school for any reason, please always be prepared to show proper identification prior to entering the school building. Please make sure that you have an appointment if you are meeting with a staff member as we **do not** honor walk-in appointments.

Morning Arrival

Drop-off must occur via the car line. Please pull your car up all the way to the yellow line labeled "START". Once your car comes to a complete stop, parents must remain in the car, while students exit on the passenger side door.

Afternoon Dismissal

Unless we receive written notification from a parent, students will be transported home by school bus every day. *****You can also submit this written notification ONE TIME for the entire school year if your child will be parent pick up each day ***Please email that information to reception@bedminsterschool.org by Tuesday, September 5, 2023 *****

If on any given day a student will not be riding the school bus home, the parent or guardian must provide a written note or email to the homeroom teacher AND an email must be sent to reception@bedminsterschool.org by **2:00 p.m.** This note must include the student's first and last name as well as the date. This is very important to ensure all students' safety and proper dismissal during the school year.

Pick-up must occur via the car line. Once your car comes to a complete stop, parents/guardians must remain in the car, while students enter the car through the passenger side door. The person picking up the student must display a large placard with the **student's last name and grade** on it and it must be visible to our staff.

Can't wait to see everyone on September 6th! GO BULLDOGS!

Educationally,



Mr. Corby Swan
PreK - 4 Principal