

# Morris School District

160 HILLCREST AVENUE MORRISTOWN, NEW JERSEY 07960  
Phone: 973-292-2240 Fax: 973-292-2236



# Hillcrest School

*Greg Sumski, Principal*  
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September 2017

Dear Hillcrest Families,

Welcome back to another exciting year at Hillcrest. We had a fabulous first day! Please remember to ask your child to tell you about his/her favorite part of the day!

As school begins, we are asking that you review, complete necessary information, and return the enclosed forms immediately. In this packet, the following documents are enclosed:

- Morris School District Universal Sign-off Form
  - Please review the School Calendar, Technology Use policy, and Bus Conduct guidelines. Following your review of these items, please fill out and sign EACH section of the Universal sign-off form and return it to school immediately. We are required to collect this form for each child at Hillcrest. If you have any questions, you may contact the Main Office at 292-2240.
- Emergency Contact Information Form
  - We would like to confirm / update the emergency contact information listed in our system. If there are any changes to the information, please write them on this form and return it to the school. Please note a change to the home address will require a submission of proof of residency.

In addition to the forms, please review the following. We've enclosed related Morris School District policies for you to review and keep at home. Please call us if you have any questions or need additional information.

- Absences
  - When your child must be absent from school for any reason, please call with the reason for the absence at 973-292-2240, ext. 5152. You may call at any time. Please leave a message if there is no answer. If we don't hear from you, we will make every effort to contact you to be sure your child is safe. When your child returns to school, please send a note to the teacher, as required by District policy. The Morris School District absence policy was mailed to you in August for your information.
- Honeywell Alert System Instructions
  - Please read over the information enclosed about updating your Honeywell profile online. The District and Hillcrest use the Honeywell Alert System to quickly get in touch with all families in the case of inclement weather, to communicate information regarding events, and for other emergency situations. It is imperative that your profile be kept current. Please contact the Main Office at 973-292-2240 if you need assistance with the Honeywell Alert System.
- Lateness
  - The Hillcrest school day begins at 8:55 AM. Children may arrive between 8:40 AM and 8:55 AM. Any child arriving after 8:55 AM is late and must report to the Health Office before going to class.
- Student Pick-Ups
  - Parents picking up their child at the end of the school day should send a note in their child's communicator folder in the morning. Dismissal for children being picked up will be at the double doors adjacent to the lower playground.

Please do not hesitate to contact me if you have any questions or need additional information. Thank you for a terrific first day and I look forward to seeing you at Back-To-School Night on September 13th.

Sincerely,

*Greg Sumski*

Greg Sumski, Principal