



## Collegiate School

22 Kent Court - Passaic, N. J. 07055

Tel: 973-777-1714

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collegiate.school@yahoo.com

### Parent Handbook

Simple rules for parents to adhere to, to enhance the quality of education at Collegiate School.

1. Parents need to email the school prior to 9:00 a.m. to notify the school of a child's absence.
2. Students have a total of 15 days absent from the school; this includes sick days with a medical note, family emergencies, etc.
3. Due to security concerns and COVID-19, parents are not permitted in the building. A scheduled appointment zoom meetings can be set up with headmaster and teachers.
4. Parents need to complete and update all information sheets on a regular basis, so the office has on hand recent home, cell phone and work numbers, as well as email information.
5. Parents need to be aware that cell phone use is not permitted by their son/daughter throughout the school day (before and after school is acceptable). The office phone, 973-777-1714 should always be used throughout the day to reach your child, never use their cell phone.
6. Student's cell phone must be handed in to their homeroom teachers every morning and will be returned at the end of the school day.
7. Parents must ensure their child's immunization records are forwarded to the school. Parents must respond to the school nurse's requests for missing records. New Jersey state law requires students to be immunized.
8. Because of the limited parking in front of the school parents should be respectful of the neighborhood and never double park or block a driveway! Drop-off and pick-up should be a quick transition.