

**TUSCAN ELEMENTARY SCHOOL**

Office of the Principal  
25 Harvard Avenue ♦ Maplewood ♦ New Jersey 07040

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Malikah Tamar Majeed, Principal

973-378-5221

October 1, 2012

Dear Parents/Guardians:

The supervision and safety of your children / our students is a responsibility that we share and hold in high regard. The arrival procedures outlined below are to ensure appropriate supervision for the safety of our students.

**Arrival Procedures for the 2012 – 2013 School Year**

- Tuscan School hours are 8:45 a.m. – 3:15 p.m.**
- There is no supervision for students arriving on campus prior to 8:45 a.m.**
- Teachers will pick up students from their designated line up location at 8:45 a.m.**
- On inclement weather days students may enter the building at 8:45 a.m. when teachers are available to welcome students directly into their classrooms.**
- Students arriving after the 8:50 a.m. bell, must report to the office for a late pass.**

Know that we have a great school that will continue to become stronger with your support and cooperation. We appreciate your active involvement and welcome your feedback.

Sincerely,

Malikah Tamar Majeed