



SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY

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Dear Parents and Guardians,

The first day of school is quickly approaching. Here are a few reminders to help you prepare.

Parent Portal: Letters have been emailed with the link and login information for the parent portal. Please update all contact information.

Bus Passes: Every student in need of transportation to and from school should receive a bus pass shortly. Please contact your school district transportation department if you have **NOT** received your bus stop information. Please make sure your child knows his/her bus number, which is located on the bus pass. Students are only permitted to ride their assigned bus – **no exceptions!**

Calling Out Absent: Please leave a message for the school nurse by 7:00am (973-383-3250 EXT: 211 or email: attendance@sussexcharter.org). This message should include your name, student's name, grade, reason for absence and phone number.

Drop-off Procedure: Due to new restrictions, students must be dropped off at the designated drop off section. Students will need to be wearing their mask, social distance, and wait for their screening before entering the building. Parents, guardians, or other visitors may not enter the building unless they have a prior appointment.

Before/After Care: For this year, SCCST is offering a before care as well as an after care. Before care will start at 6 am and will run up until school begins, with free breakfast being provided. After care will begin as soon as school ends and remain available until 5 pm, with a snack being provided to students. All health safety protocols will be followed in accordance with our Reopening Plan. If you are interested in your child being a part of the before/after care program, [please complete this form](#).

Signing in Late: After 7:35 am, the student must sign-in at the main office prior to going to their classroom.

Signing out Early: If you know in advance that you are picking up your child from school for a family or medical matter, prior notification is required. Due to new protocols regarding safety, no visitor will be allowed in the building without an appointment.

The notification must:

- be emailed to attendance@sussexcharter.org
- give the student's **full name**
- state the reason for the early dismissal
- give time of departure

- Indicate name of person picking up and relationship to child (aunt, grandmother, etc.)
Identification is required

Early Pick-up Procedure:

1. The person picking up the student must notify the school of their arrival and the student will be walked to the parent/guardian vehicle.
2. State law requires that students must be present for a minimum of four (4) hours of instructional time to accrue credit for a full school day. **Students leaving school before 12:00 p.m. will be recorded as absent for the day.**

Dismissal Procedures: Safety is a major concern at SCCST. It is important that the procedures are complied with to ensure every child is accounted for. All students that are riding the bus will follow the departure rules. **Please have patience and understanding with these guidelines as we want to create the safest, most efficient way to care for your children.** Please adhere to the following procedures if the student is being picked up from school by a parent/guardian:

- Students are dismissed at 2:22 pm and should be informed by parent or guardian if they are a "pick-up". Please make every effort to arrive at school prior to 2:22 pm to sign your student out.
- **Due to the current COVID-19 pandemic, it is strongly recommended that you pick up your child after the buses leave, at 2:45 pm. If there is a reason that you need to pick up your child immediately after school, please email attendance@sussexcharter.org.**
- Cars are not permitted to park or stand in the "Bus Lane" from 7:00 a.m. to 2:45 p.m.
- ***Recurring/daily pick-ups only need to submit a one time email before the 1st day of school. Contact us if an occasion ever arises that your child needs to take the bus home.***

Lunch: The Sussex County Charter School for Technology has chosen [MealTime Online](#) to provide the opportunity for you to make credit card deposits into your student's cafeteria account. You can also view your student's purchase history via the internet.

To Use MealTime Online: Visit the school website: www.sussexcharter.org and locate the link to the Food Service page. Find the link to online payments which will take you to MealTime Online.

Below are instructions to the MealTime Online portal:

Step 1: Create a MealTime Online profile. Click on the "Create new profile" link and enter a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters.

Step 2: Add your student. Login to your MealTime Online account (using the Username and Password that you created in Step 1), click on "Meal Account Deposits" then click the "Add New Student" link and add your student by entering their first name and student ID number found in Realtime (add 00 in front of the student ID number).

Step 3: Make a Deposit. Click on the "Make Deposit" link to make a deposit into a school account. There is a transaction fee for making deposits. Click on the "View Details" link next to your student's name to

view their cafeteria account balance and purchase history. **Deposits may also be made by check or cash. Please submit payment(s) to front office at SCCST***

Updated 2020-2021 Calendar

Recently, you were sent an updated 2020-2021 school calendar. Please note that the first day for students is now on September 8th. This week will be an A-week. Additionally, SCCST has developed a free printable calendar ([that can be accessed through this link](#)) that shows the week by week schedule.

Chromebook Pick-up

Any student assigned to a B-week or who plans on learning entirely remotely, you may pick-up your Chromebook from school from August 24th until August 28th.

School Supply List

The following are items that we are requesting students to have for the start of the school year:

- Notebooks
- Headphones/Earbuds
- A Water Bottle

New Student Orientation

In lieu of a new student orientation, SCCST is offering new parents and students the opportunity to come into the school and receive information regarding Google Classroom, Realtime (our student information system), and see their classroom for the upcoming school year. Please complete [this form](#) to schedule your time slot.

If you have any questions or concerns, please feel free to contact the school office at 973-383-3250.

We are looking forward to a great school year!