



THE
CRAIG
SCHOOL

LOWER SCHOOL • MIDDLE SCHOOL

15 Tower Hill Road • Mountain Lakes, NJ 07046 • 973-334-1234 • www.craigschool.org

Back to School Forms 2024-2025

FORMS ARE DUE AUGUST 16th, 2024

Checklist: Back to School Forms to be filled out and returned

- Transportation Form
- Textbook Loan Form (fill out, sign & date)
- B6T Form (24-25)

Please make copies for your records, scan or mail the original, signed, and completed forms, with check list, to gbeck@craigschool.org or records@craigschool.org



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TRANSPORTATION INFORMATION 2024 - 2025

We are sure that you are aware of the importance of maintaining a current and accurate account of phone numbers should it become necessary to contact the bus companies or other forms of transportation. If any of the following information changes throughout the school year, please inform the office.

Student's Name _____ Age: _____ Grade: _____

Bus Co. Name: _____ Other (Veh. Description) _____

Bus Co. Address: _____

Street

City

State

Zip Code

Bus Co. Phone: _____ Bus Co. Email or Fax: _____

Bus Co. Contact Person: _____

Bus Driver's Name/Cell Phone: _____

Name of all students transported: _____

If NO BUS IS USED:

Driver Picking Up: _____

Emergency Contact Name/Phone Number: _____

Relationship to Student: _____

2nd Contact Person/Phone Number: _____

Date Completed: _____

This information must be returned prior to the first day of school



New Jersey Department of Education
Office of Interdistrict Choice and Nonpublic Schools

Individual Student Request Form for Loan of Textbooks

Date: _____

Public School Information

Public School District: Mtn. Lakes Boro

Street Address: 400 Boulevard

City: Mtn. Lakes State: NJ Zip Code: 07046

Nonpublic School Information

Nonpublic School: The Craig School

Street Address: 15 Tower Hill Rd

City: Mtn. Lakes State: NJ Zip Code: 07046

Student Information

Name of Student: _____ Grade: _____

Name of Parent/Guardian: _____

Parent/Guardian Certification

Under the provisions of N.J.S.A. 18A: 58-37.1 et seq., I hereby request

Mountain Lakes to loan textbooks to the
(Public School District)

The Craig School in which my child is enrolled.
(Nonpublic School)

I certify that my above-named child and I are residents of the State of New Jersey. I understand that the public school district in which the nonpublic school is located has oversight of the State funds designated for providing the loan of textbooks to nonpublic school students pursuant to law and regulations.

Signature of Parent/Guardian: _____

Date: _____

(B6T) Nonpublic School Transportation Application (N.J.A.C 6A:27-2.5)

Instructions

It is the obligation of the parent or guardian of nonpublic school students to annually obtain the Nonpublic School Transportation Application from the administrative office of the nonpublic school for each student for which transportation services are being requested. Submit a separate application for each student.

Note:

- If there is a change of home address, a new application shall be submitted to the public school district of residence.
- If there is a change in the nonpublic school of attendance, a new application shall be submitted to the public school district of residence.
- Complete this application and return it to the nonpublic school on or before March 10th preceding the school year in which transportation is being requested.
- Late applications — Any application received after March 10th will be a late application and must be accompanied by a statement of the reason for lateness. Eligible students will receive transportation or aid in lieu of transportation based on the date the application is received by the public school.
- It is the obligation of the nonpublic school administrator to annually collect the application and submit it to the public school district from which transportation is being requested prior to March 15th.
- It is the obligation of the public school administrator to notify the parent or guardian as the determination of each application by August 1st.
- A district board of education shall pay aid in lieu of transportation to the parent or guardian of an eligible student only after receiving a signed "Nonpublic School Transportation Payment" voucher (B7T) as prescribed by the Commissioner of Education.

Nonpublic School Transportation Application Form

School Year: 2024-2025 Resident District Board of Education:

Student Name:

Last

First

Middle

Date of Birth (mm/dd/yy):

Parent/Guardian Name:

Daytime Phone:

Email Address:

Area code + number

Home Address:

City:

Zip:

Mailing Address:

City:

Zip:

Full name of school to be attended: The Craig School

Phone: (973) 334-1234

Address of School: 15 Tower Hill Rd. Mtn Lks, NJ 07046

Area code + number

Student's grade for the coming year: _____

Shortest one-way mileage between home and school: _____

(shortest route along public roadways or
walkways to the nearest tenth of a mile)

Date school opens (mm/dd/yy): 09/03/24

Date school closes (mm/dd/yy): 06/12/25

School hours: 8:20 am AM to 3:05 am PM

Name of school of attendance in prior year: _____

Address: _____

Signature: _____

Date (mm/dd/yy): _____

Public School Use Only (Do not write below this line)

Your application has been reviewed by the resident district board of education. The following determination has been made:

Transportation will be provided

You are eligible for payment in lieu
of transportation

Ineligible

Reason: _____

Title: _____

Signature: _____

Date (mm/dd/yy): _____

Other important back to school information and notices.

1. **Important information for rising 6th graders:** New Jersey immunization requirements mandate that upon entering the 6th grade, students must have documentation of receiving the Meningitis vaccine and a Tetanus booster. Please see that your child's medical records comply with this regulation when submitting health documents at the start of the school year.
2. **School hours** are 8:20 am - 3:05 pm. To ensure proper supervision and safety, drop off is between 8:00 am and 8:15 am.
3. **Attendance** - All absences and late arrivals should be reported to our main office. Please send an email to attendance@craigschool.org OR call our Main Number, 973-334-1234 x 100, before 7:30 a.m.
4. Calendar 2024-2025 Lower Middle School

Please share the calendar with your students transportation company

5. Pick up & Drop off Driving Instructions
6. School Supply List



The Craig School Lower/Middle School Calendar 2024-2025

August

Monday, August 26th-30th
Thursday, August 29th

FACULTY In-Service (8:00am-3:00pm)
New Family Orientation (10:00 am)/Schoolwide Back to School Celebration (11:00 am)

September

Monday, September 2nd
Tuesday, September 3rd
Friday, September 20th
Tuesday, September 24th

School CLOSED: Labor Day
Opening Day: Classes Begin
Parent Information Lunch and Learn (12:30pm)
School Picture Day

October-Dyslexia Awareness Month

Thursday-Friday, October 3rd-4th
Thursday, October 10th
Monday, October 14th
Wednesday-Friday, October 16th-18th
Friday, October 25th
Tuesday, October 29th

School CLOSED: Rosh Hashanah
12:00 PM Dismissal: Back to School Night
School CLOSED: Columbus Day
Frost Valley Trip
Trunk-or-Treat/Halloween Parade (1:00pm)
School Picture Retakes

November

Thursday-Friday, November 7th-8th
Friday, November 17th
Tuesday, November 26th
Wednesday-Friday, November 27th-29th

School CLOSED: Parent-Teacher Conferences - All Divisions
12:00 PM Dismissal: Faculty Forum
12:00 PM Dismissal: GrandFriends' Day (9am-12pm)
School CLOSED: Thanksgiving Break

December

Wednesday, December 4th
Wednesday, December 11th
Friday, December 20th
Monday, December 23rd-Friday, January 3rd

Trimester 1 Ends
Goals & Objectives/Report Cards Due
12:00 PM Dismissal: Gingerbread STEM Day
School CLOSED: Holiday Break

January

Monday, January 6th
Friday, January 17th
Monday, January 20th

Classes Resume for Students
12:00 PM Dismissal: Faculty Forum
School CLOSED: Martin Luther King Jr. Day

February

Wednesday, February 5th
Thursday, February 6th
Friday, February 14th
Monday-Tuesday, February 17th-18th

World Read Aloud Day
Family STEM Night/Pizza Dinner (6:30-8:30)
12:00 PM Dismissal: Faculty Forum
School CLOSED: Mid-Winter Break

March

Monday-Friday, March 10th-14th
Friday, March 14th
Friday, March 21st

12:00 PM Dismissal: Parent-Teacher Conferences
Trimester 2 Ends
Academic Reporting Due (Goals & Objectives/Report Cards)

April

Friday, April 11th
Monday-Monday, April 14th-21st
Tuesday, April 22nd

12:00 PM Dismissal: Faculty Forum
School CLOSED: Spring Break
Classes Resume

May

Friday, May 16th
Thursday, May 22nd
Monday, May 26th

12:00 PM Dismissal: Faculty Forum
Red Nose Day (Peer Leaders)
School CLOSED: Memorial Day

June

Monday, June 2nd
Tuesday-Thursday, June 3rd-5th
Friday, June 6th
Monday, June 9th
Tuesday, June 10th
Wednesday, June 11th
Thursday, June 12th
Friday, June 13th
Thursday, June 19th

Trimester 3 Goals & Objectives Due
8th Grade Day Trips
12:00 PM Dismissal: Faculty Forum
Trimester 3 Report Cards Due
Badger Community Day
12:00 PM Dismissal: Awards Assembly/Last Day for grades 2-7
Graduation (9:00am)
Faculty In-Service
Juneteenth National Independence Day (Offices Closed)

July/August

Friday, July 4th
Monday, July 7th
Thursday, August 1st
Friday, August 2nd

Fourth of July Holiday (Offices Closed)
First day of Summer Academy and Enrichment Programs
Summer Academy ends
Enrichment Program ends



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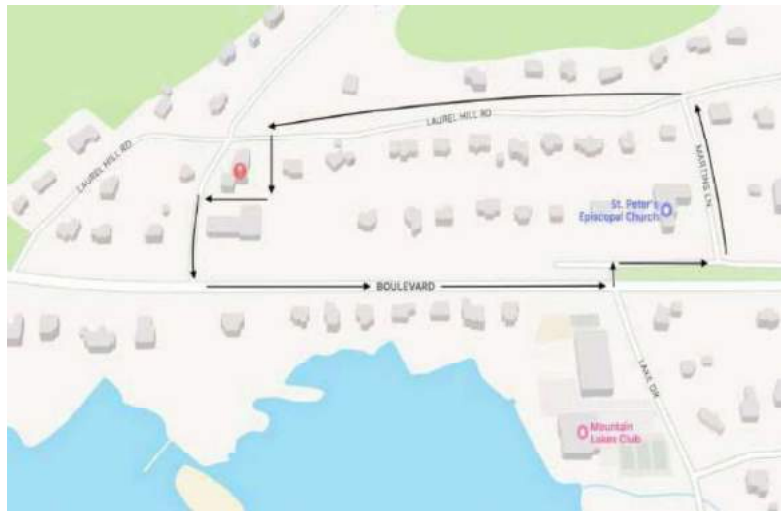
The Mountain Lakes Police Department recommends the following procedures

Morning drop-off and Afternoon pick-up

- ❖ All vehicles enter Laurel Hill Road from Martin's Lane and travel south on Laurel to the School.
- ❖ All vehicles turn left onto Tower Hill Road when exiting the school driveway.
- ❖ Buses may drop off in school driveway, but they must pick up at Island Beach.
- ❖ Numbered parking spaces are for Craig employees only.
- ❖ Visitor parking is for up to one hour. If you are staying at the school longer, please park across the street at the beach.
- ❖ Tower Hill Road is off limits on both sides of the street for parking, stopping and standing.
- ❖ Laurel Hill Road is off limits for parking, stopping and standing.
- ❖ Due to the congestion of the parking lot, we ask that you do not leave your car unattended.
- ❖ Please make every effort to keep the car line moving.
- ❖ Please continue using Martin's Lane traffic pattern. Tower Hill Road is a one-way (out) between 2:20 PM and 3:20 PM. This is enforced by the Mountain Lakes Police Department.
- ❖ ***Please do not line up for pick-up before 2:50 PM. (If you are early, please park across the street at the beach while waiting.)***
- ❖ ***Please do not block our neighbor's driveways.***

Please Note:

- ❖ Our driveway/parking is ONE WAY ONLY





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Lower/Middle School Supply List 2024-2025

The Craig School provides students with binders that are a part of our school wide organizational system.

Please have your child bring the following items on the first day of school:

- **Earbuds/headphones**
- Pencils
- Extra eraser tops
- Highlighters: orange, blue, purple, yellow
- Colored pencils (10 pack)
- **Laptop compatible backpack for books/laptop** (**example link below*)

[Sample Laptop compatible backpack for books/binders & laptop](#)

Must have for home: Ruler (centimeter & inches) Calculators for 7th & 8th grade – Texas Instrument #34

Please note: We ask that children **NOT** bring in any toys, trading cards, fidget spinners, hand-held electronic games, etc. unless otherwise notified. We find these items very distracting to our children in the classroom. Classrooms are supplied with fidgets for students to use should they be beneficial to learning.

Lockers: All students will *share* a locker where they can store their backpacks, lunch, and coats. We do not use locks on our lockers. We know it has become popular to decorate lockers at the beginning of the year, please keep in mind this year lockers will be shared and will not be assigned until the first day of school.

Electronic Devices/Cell Phones/Smart Devices: When students arrive at school their cell phones **MUST** remain in their backpacks. Once they arrive at homeroom, faculty will ask students to place cell phones or other electronic devices not being used for academic learning in a designated place. The homeroom teachers at the end of the day will return all devices to students before dismissal. If a student is arriving late to school, they can turn their phone in to their homeroom teacher before the start of their day.

Students are not permitted to text others or call using their electronic devices during the academic day-including calls to parents and guardians. Students may only place phone calls to parents/guardians from the social clinician's or the nurse's office.