

Knollwood Elementary School

Office of the Principal
445 KNOLL ROAD
LAKE HIAWATHA, NEW JERSEY 07034
973-263-7060

Mr. Steven Linzenbold

sglinzenbold@pthsd.net

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Dear Knollwood Families,

Welcome to the 2026–2027 school year at Knollwood Elementary! Whether you are a returning family or joining our community for the first time, we are thrilled to embark on this journey with you.

Our mission this year is to provide an exceptional, well-rounded educational experience that balances academic growth with character development. Our dedicated staff is eager to foster a dynamic and safe learning environment where every student feels supported, inspired, and empowered to reach their full potential.

What We Strive for Each Day:

- **Academic & Emotional Growth:** Nurturing curiosity while supporting social and emotional development.
- **A Culture of Respect:** Modeling kindness, responsibility, and empathy so that every child feels safe, valued, and heard.
- **Family Collaboration:** Building a strong bridge between home and school to support your child's success.

Great schools are built on strong partnerships. We warmly invite you to stay connected, participate in school activities, and take an active role in our school community throughout the year.

Thank you for trusting us with your child's education and growth. We look forward to a wonderful year ahead!

Included in this letter are important details pertaining to the opening of the 2026-2027 school year. Below I have included information specific to many vital areas.

As a reminder, our elementary school doors will open for students to enter the building at 8:55 am each day. It is expected that students will not arrive prior to 8:55 am. Homeroom will run from 8:55 to 9:05 am, where attendance will be taken.

If you have any questions or need assistance, please do not hesitate to reach out to our office. Here's to a wonderful school year filled with learning, growth, and respect!

Breakfast

Knollwood School will be required to serve breakfast to children who receive free lunch. Any child may take a breakfast each day, however, **if your child does not receive free or reduced lunch, you will be charged for the breakfast.** If you don't want your child to have breakfast, please make sure to communicate that with your

child. **We cannot refuse breakfast to any child, therefore, if you do not want to pay for it, you must let your child know not to take a breakfast item when entering the school.**

Lunch

Lunch may be purchased through Pomptonian. Please review the food services and options, by clicking on the following link: <https://www.pthsd.k12.nj.us/page/food-services>

If you're not sure if your child qualifies for free or reduced lunch, or you have a concern regarding this practice please contact the school nurse at your convenience.

If you are packing food for your children, please **DO NOT** send the food in glass containers.

Absences

A note explaining a student's absence for a period of more than three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

School Visitation and Lunch/Items Drop-off

Limiting the number of visitors to the building during the school day reduces the number of times the exterior doors are opened, providing an extra layer of safety and security for students and staff. We will continue the practice of having a drop-box located outside the front entrance for the drop-off of necessary or forgotten items. Please simply buzz the main office upon your arrival, let us know you are leaving an item and a staff member will deliver it to your child. If you are visiting due to a meeting that has been approved and scheduled by the school, please be sure to indicate such to the main office and someone will buzz you into the building. Upon entering the building, report to the main office to sign in for your appointment. For everyone's safety, unannounced visitations will not be permitted.

Safety During Arrival and Dismissal

As most of you are already aware, arrival and dismissal times are the busiest times at school. We ask that you support our efforts by adhering to our traffic guidelines as your child's safety is of the utmost importance to us. Please do not let your child enter or exit your car where there is moving traffic. During arrival, students must be dropped off along the curbside driveway at the front of the school no earlier than 8:55 AM, exiting the car on the passenger side only. Also, when navigating the parking lot at any time, please be sure to keep children close, and adhere to all traffic guidelines. The side parking lot is for staff only. Parents/families are permitted to park only in designated parking spaces in our main parking lot at the front of the school.

As a reminder, cars are permitted to make a RIGHT TURN ONLY when exiting the school parking lot. This will help to ensure that traffic is able to exit the parking lot easily and safely, and that the backup on Knoll Road is at a minimum. Additionally, parents are encouraged to park along the northbound side (school side) of Knoll Road. This will allow pedestrians to move along school sidewalks safely without having to cross Knoll Road.

Please be sure to see the additional and very specific Arrival/Dismissal Procedures included with this message below.

Bus Information

Bus information, including route number, bus stop, and times will be found in the Genesis Parent Portal prior to the first day of school.

School Supplies

Supply lists can be found on the school website.

Food In School

- Please pack a daily healthy snack for your child. Healthy snacks should be something easy for students to open and eat independently.

Student Dismissal Form

In the parent portal, you will be required to fill out the student dismissal form, letting the school staff know how your child will get home. Please note that what you indicate on that student dismissal form will be your child's means of dismissal **UNLESS** the school is informed, in writing by you, to the contrary. Thus, if you need to change your child's daily dismissal method on a particular day you must write a note to your child's teacher or write the alternative dismissal arrangement in Genesis **before 11 am. After 11 am**, you must still write the alternative dismissal method in Genesis **AND** call the main office.

Your attention and anticipated cooperation in following these procedural details are greatly appreciated. Our highest priority is student learning and safety, which is only enhanced when the school runs efficiently. I will continue to provide you with new information as the need arises. The staff and I look forward to seeing your child(ren) back at Knollwood School on Wednesday, September 2. Until then, enjoy the last few days of summer!

Warm Regards,

Mr. Steve Linzenbold
Principal
Knollwood Elementary School

***Arrival/Dismissal procedures below**

****Knollwood Arrival and Dismissal Procedures**

We would like to make sure arrival and dismissal is organized for the safety of our students. As most of you are already aware, arrival and dismissal are the busiest times on our school campus. We ask that you support our efforts by adhering to our procedures and safety guidelines as your child's safety is our number one priority.

- Student arrival time is from 8:55AM.
- Classroom teachers will greet your child at their homeroom doors at 8:55 AM when students will enter.
- Please see our staggered dismissal times and locations below.

Arrival and Dismissal Times and Locations

Homeroom Teachers	Student Arrival (8:55)	Student Dismissal (Staggered from 3:15 - 3:25)
Kindergarten: Ms. Metzger Kindergarten: Mrs. Soden Kindergarten: Ms. Iannuzzi Grade 1: Mrs. Colucci Grade 1: Ms. Gibbons	Wing 1 Doors (adjacent to our kindergarten playground - look for the Rainbow outside the doorway)	Wing 1 Doors 3:15 - Kindergarten Dismissal 3:20 - Grade 1 & 2 Dismissal *Handoff to parent/guardian
Grade 1: Mrs. Tringali Grade 2: Mrs. Buldo Grade 2: Mrs. Smith Grade 2: Mr. Axt	Wing 2 Doors (just past the kindergarten playground - look for the Smiley Face outside the doorway)	Wing 2 Doors 3:15 - Grade 1 Dismissal 3:20 - Grade 2 Dismissal *Handoff to parent/guardian
Grade 3: Mrs. Silva Grade 3: Mrs. Cummings Grade 3: Mrs. Paniccia Grade 4: Mrs. Binnie Grade 4: Mrs. Gundlah Grade 4: Mrs. Stabile Grade 5: Mrs. Vittorio Grade 5: Mrs. Seib Grade 5: Ms. Wrightson	Wing 3 Doors (near the large playground/field area - look for the Peace Sign)	Wing 3 Doors 3:15 - Grade 3 Dismissal 3:20 - Grade 4 Dismissal 3:25 - Grade 5 Dismissal

- Bus students will report directly to their homerooms upon arrival.
- SKIP students will report directly to their homerooms from SKIP.

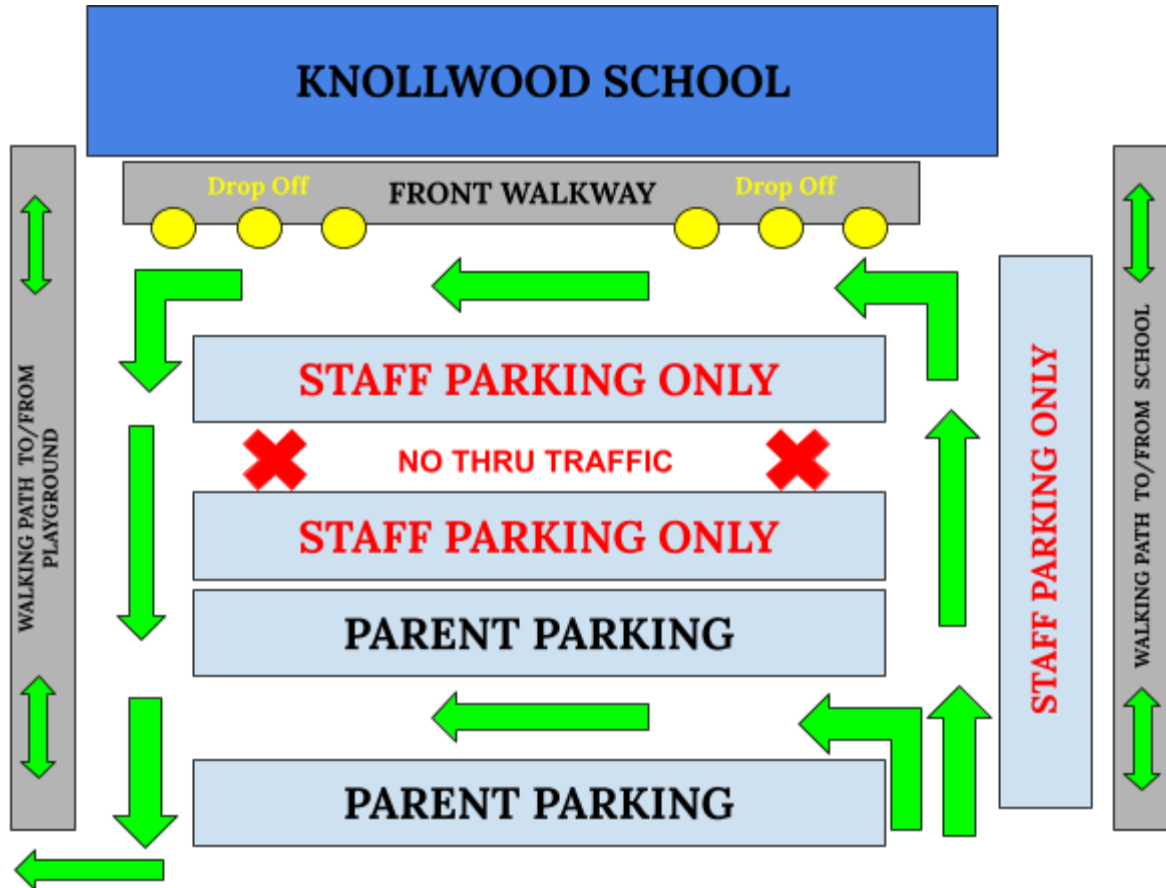
PARKING LOT PROCEDURES - ARRIVAL

DROP AND GO

- **ONLY LET YOUR CHILD OUT OF YOUR CAR AT THE DROP OFF LOCATION.** Please do not let your child exit your car where there is moving traffic.
- Students must be dropped off along the front walkway for curbside drop off. (see map below)

PARK AND WALK IN:

- Parents that wish to park and walk their child to their lines, can park in the first aisle of the parking lot only, closest to Knoll Road. (see map below) The remainder of the parking lot is for staff only.
- **THERE WILL BE NO THRU TRAFFIC IN THE CENTER AISLE OF THE PARKING LOT**
- Once you park, we ask that you walk with your child through the lane and use our walking paths to school property.



You MUST turn right on to Knoll Road when leaving Knollwood parking lot.

KINDERGARTEN - 2nd GRADE DISMISSAL:

- Students must be handed off directly to a parent/guardian at their dismissal location.
- Please adhere to our parking lot procedures and safety guidelines as your child's safety is our number one priority.

3rd - 5th GRADE DISMISSAL:

- Students will be dismissed from their dismissal location. (Please review chart above)
- Please adhere to our parking lot procedures and safety guidelines as your child's safety is our number one priority.

Any family with siblings can have the older sibling(s) dismissed with the younger sibling. Please email or provide a written request to each child's teacher if this is the case.