



# Oak Street Elementary School

70 W. Oak Street

Basking Ridge, N.J. 07920

Phone: (908) 204-2565 FAX: (908) 204-9289

Jane N. Costa, Ed. D.  
Principal

Scott Graber  
Assistant Principal

September 2018

Dear Oak Street Family,

Oak Street is a unique place. We have a caring community of teachers and parents who are committed to the education of our children. In order to deliver the best possible education, we need your help. In the past, we have relied on volunteers to help us achieve and exceed our goals and we continue to need your assistance.

Volunteers have been used in a variety of ways. They have been used in and out of the classrooms for activities such as Writing Workshop, Reading Workshop, field trips, Library volunteers, Math Explorations, etc. The list goes on and will vary from teacher to teacher. Some parents are available for activities during the day, while others can certainly help with projects, which can be completed at home. All kinds of help is needed and equally appreciated.

**A mandatory volunteer orientation will be given at Oak Street School on Thursday, October 4<sup>th</sup> at 9:00 AM or Tuesday, October 30<sup>th</sup> at 9:00 AM or Friday, November 30<sup>th</sup> at 9:00 AM. We will discuss the role of a volunteer, state mandates and health precautions. *In order to volunteer in your child's classroom or anywhere in the school, you must attend one of these orientations.* If you have previously attended VIP training with Dr. Costa, we have your name on file and it is not necessary for you to attend again. **If you are planning on attending, please fill out the RSVP section on the attached form and send into school with your child by Monday, September 24, 2018.****

Sincerely,

*Jane Costa, Ed.D.*  
Jane Costa, Ed.D.  
Principal



## Volunteer Orientation

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_ Teacher(s): \_\_\_\_\_

\_\_\_\_\_ I am planning to attend the VIP training on **Thursday, October 4<sup>th</sup>** at 9:00 AM.

**or**

\_\_\_\_\_ I am planning to attend the VIP training on **Tuesday, October 30<sup>th</sup>** at 9:00 AM.

**or**

\_\_\_\_\_ I am planning to attend the VIP training on **Friday, November 30<sup>th</sup>** at 9:00 AM.