

# EAST BRADFORD ELEMENTARY

## SCHOOL PARENT INFORMATION GUIDE

### **SCHOOL HOURS:**

Grades 1-5	8:40 a.m. to 3:10 p.m.
Morning Kindergarten	8:40 a.m. to 11:15 a.m.
Afternoon Kindergarten	12:35 pm. To 3: 10 p.m.
EDK	8:40 a.m. to 3:10 p.m.

Two Hour Delayed Opening	Grades 1 – 5 & EDK	10:40 am. To 3:10 pm.
	Morning Kindergarten	NO school
	Afternoon Kindergarten	12:35 pm. To 3:10 p.m.

Here is the link to the WCASD District site for Hours of Instruction for all schools

[http://home.wcasd.net/files/\\_nEKho\\_/615c230e981042a53745a49013852ec4/HOURS\\_OF\\_INSTRUCTION.pdf](http://home.wcasd.net/files/_nEKho_/615c230e981042a53745a49013852ec4/HOURS_OF_INSTRUCTION.pdf)

### **SNOW & EMERGENCY CLOSING:**

District Main Telephone Number (484-266-1000) recorded message

Our District number used by radio and TV stations is 851

Here is the link to the WCASD District site

[http://home.wcasd.net/pages/West Chester Area SD/5994015546809392962/5994015696254794114/Emergency School Closings](http://home.wcasd.net/pages/West_Chester_Area_SD/5994015546809392962/5994015696254794114/Emergency_School_Closings)

### **DROP-OFF AND PICK-UP VEHICLE LINES:**

Please adhere strictly to the designated areas for vehicle queue lines. The drop-off and pick-up lines are to the far right of the school entrance.

*Stop your vehicle behind the white line – do not pull up into the bus zone at the front entrance.*

*There is ABSOLUTELY NO PARKING PERMITTED in this area as that would hold up the progress of this line and endanger students.*

**NEVER ALLOW YOUR CHILDREN TO CROSS TO/FROM THE PARKING AREA  
WITHOUT AN ADULT!**

Student safety is always our top priority. All students must depart vehicles from the passenger/cube side only and do NOT pass cars that are in line dropping off or picking up students. Please be patient and be safe.

### **ARRIVALS:**

Students who are driven to school should not report before 8:00 a.m., as supervision is not provided before this time. If a student is enrolled in a "Before School Program" such as ACP, then their arrival time is designated by their program.

### **DISMISSALS:**

#### **Parent Requests for Student Dismissal**

All requests for Dismissal (Early Dismissal and End of School Day/Carline Dismissal) must be requested in writing via email to the main office ([tmbaxter@wcasd.net](mailto:tmbaxter@wcasd.net)), fax to the main office (484-266-2199) or by sending in a note with your child by 10:00 a.m. on the day of the dismissal. If you are emailing please copy the student's teacher. Also, please remember to include the student's first and last name, as well as their teacher's name.

**Early Dismissal:** Please include the student's first and last name, their teacher's name, the name of the person that will be picking up the student, the dismissal time and the reason. The person picking up the student must come into the office and sign out the student. There will be no Early Dismissals after **2:45 p.m.**

**End of School Day/Carline Dismissal:** All dismissals after **2:45 p.m.** will be carline dismissals at **3:10 p.m.** If you have not completed a carline form one will be given to you at carline that you can complete and return at a later date. If you have designated days for carline and you are making a change, or if you are "as needed" then please follow the "All requests for Dismissal" guidelines above. Written requests are needed from all students' parents/guardians that are involved.

#### ○ **Carline Pickup Guidelines**

- **All cars must have dashboard sign displayed during pick up.** If you do not have one at the time of your dismissal, one will be given to your child to be given to you when they dismiss.
- **All cars must enter the car line through the far parking lot and continue along to the loop.** Continue to pull up the loop until you get to the STOP Sign, which also marks the start of yellow curb. **Students load the busses in the yellow curb zone, so please do not enter this area. The yellow curb zone is reserved for bus use only.**
- **All car line students will be coming out through the B Wing exit, which is off the first grade hall.** They will be dismissed at **3:10 p.m.**
- **All students MUST enter the car via the passenger door.** Staff members will help students into cars when necessary. **Do not get out of your cars.** This slows down dismissal.
- **\*\*\*We must receive prior permission from a parent if a driver other than the parent(s) are picking up a child from school.** If a car arrives, and we have not received proper permission, that car will remain at the school until we have received confirmation from the parent/guardian allowing the student to leave.

- The car line has a tendency to get busy during pick up. With that in mind, please try to remain patient and respectful of our staff at all times.
- Finally, the bus is always a nice alternative. 😊

#### **TARDINESS:**

**ALL STUDENTS WHO ARE TARDY (reporting to school after 8:40 a.m. on a regular school day) MUST REPORT TO THE MAIN OFFICE ACCOMPANIED BY A PARENT/GUARDIAN PRIOR TO PROCEEDING TO THEIR CLASS.**

A late slip will be given to students that do not have a doctor's note so they may enter their class. Only students with a doctor's note will be coded ET (Excused Tardy). All other students will be coded TDY (unexcused tardy). This is per District policy.

#### **ABSENCE/ATTENDANCE:**

#### **SAFE ARRIVAL LINE 484-266-2110**

East Bradford has a Safe Arrival Program designated to monitor the tardiness and absence of our students. We are concerned with the whereabouts of all students and this insures that there is no unnecessary concern when a student does not arrive to school at the beginning of the school day. A parent or guardian must call the East Bradford Safe Arrival line (484-266-2110) to report an absence or tardiness. Our Safe arrival is available 7 x 24. Indicate your name, your child's first and last names, homeroom teacher, grade level and the reason they will be absent or tardiness.

#### **EXCUSE FORMS/NOTES**

Parents/Guardians are required, by state law, to send an Excuse Form/Note to school within 3 school days of the student's return to school after an absence or the absence will be considered unlawful (LAW). Notes must include the student's first and last names, the student's teacher's name, the date(s) absent and the cause/reason of the absence, the parent's/guardian's signature. Excuse Forms are available on the District website at

[http://home.wcasd.net/files/rNJIN/b6b0de22c3c648253745a49013852ec4/WC\\_Excuse\\_Form.pdf](http://home.wcasd.net/files/rNJIN/b6b0de22c3c648253745a49013852ec4/WC_Excuse_Form.pdf)

#### **FAMILY VACATION REQUESTS**

Any preplanned vacation should be reported using the "Request Form Student Vacation" form, on the EBE under Quick Links, in writing to the Principal and the teacher two weeks before you plan to take your child out of school for vacation. The form will be returned to you once your request has been approved and signed by the Principal.

Here is the District website if you would like more detailed information on District policy for Attendance and Discipline

[http://home.wcasd.net/pages/West\\_Chester\\_Area\\_SD/5994015546809392962/5994015696254794114/Attendance\\_and\\_Discipline](http://home.wcasd.net/pages/West_Chester_Area_SD/5994015546809392962/5994015696254794114/Attendance_and_Discipline)

**SCHOOL VISITATION:**

An accurate accounting of who is in the building must be done for the safety of our students, staff and visitors and to avoid unnecessary interruptions in our classrooms.

District policy required that all visitors

- Report to the main office
- Provide a government issued picture ID that will be scanned in RAPTOR
- Sign in and out
- Wear their RAPTOR badge at all times when on school grounds

**BREAKFAST AND LUNCH PROGRAMS:**

Below is the link to our District website for food services. This website has menus, forms, and information on programs. Please refer to this website for this information.

[http://home.wcasd.net/pages/West\\_Chester\\_Area\\_SD/5994015546809392962/Business\\_Finance/Food\\_Nutrition\\_Services](http://home.wcasd.net/pages/West_Chester_Area_SD/5994015546809392962/Business_Finance/Food_Nutrition_Services)

**GENERAL BUS RULES:**

Below is the link to our District website for Transportation. This website is very informative and parents should check it out.

[http://home.wcasd.net/pages/West\\_Chester\\_Area\\_SD/5994015546809392962/Business\\_Finance/5994015699986166402](http://home.wcasd.net/pages/West_Chester_Area_SD/5994015546809392962/Business_Finance/5994015699986166402)

The safety of our children is of great importance. Therefore, no pupil can be permitted to conduct themselves in such a manner that it could endanger their safety or the safety of others. Our bus drivers have been trained to handle the buses in a safe manner. Reports from the drivers concerning a student's misconduct will be brought to the principal's attention. Serious or continuous misbehavior could lead to suspension.

**STUDENTS WILL NOT BE PERMITTED TO CHANGE BUSES EXCEPT FOR CHILD CARE REASONS. WHENEVER A BUS CHANGE SITUATION ARISES, STUDENTS MUST BRING A NOTE FROM HOME TO BE SIGNED BY THE OFFICE TO GIVE TO THE BUS DRIVER. IF A STUDENT IS GETTING OFF A DIFFERENT BUS STOP WITH ANOTHER STUDENT WE NEED NOTES FROM BOTH THE PARENTS/GUARDIANS, THE PARENTS OF THE STUDENT GETTING OFF THE DIFFERENT STOP AND THE PARENT/GUARDIAN OF THE STUDENT THAT THEY WILL BE GETTING OFF THE BUS.**

### **PHYSICAL EDUCATION:**

Physical Education classes are scheduled once a week for Kindergarten and twice a week for Grades 1-5. Students are required to wear sneakers as a safety measure. To be excused from class, students must bring an excuse note from a parent/guardian or doctor.

### **HOMEWORK:**

Homework is an extension of the learning process requiring a student's time beyond the school day. The amount of time should be in proportion to the student's age, grade and ability to achieve. If you desire homework for a child who has been absent for a length of time, call the Office. **Please allow at least one day for the teacher to gather materials and books to be sent home or picked up.** Vacation homework assignments, requested in advance, will be provided by the teacher when appropriate.

### **INSURANCE:**

Below is the link to the District website for student insurance.

[http://home.wcasd.net/files/ SPIj6 /b2ea26c2432a43c83745a49013852ec4/West Chester S D Voluntray Student Accident Brochure.pdf](http://home.wcasd.net/files/SPIj6/b2ea26c2432a43c83745a49013852ec4/West_Chester_S_D_Voluntray_Student_Accident_Brochure.pdf)

### **DRESS CODE:**

We ask parents to use good judgement, keeping in mind the student's safety and the need to avoid something that might be distracting or disruptive. Sneakers and socks are required on gym days. In addition, for safety reasons, students may not wear platform shoes, flip flops, or any shoes without backs and/or straps. Girls should not wear spaghetti strap tops, tank tops or bare midriff shirts. Likewise, muscle shirts for boys are not appropriate for school. Shorts and skirts must be reasonable length. T-shirts with offensive language, sayings or ads are not permitted. We like to think at East Bradford that we present a wholesome, tasteful image. We would appreciate your cooperation and good judgment in helping your children choose clothing for school. Below is the link to the District website for District Dress & Grooming Policy <http://www.boarddocs.com/pa/wche/Board.nsf/goto?open&id=9UZJRU4E7DBC>

### **LOST AND FOUND:**

To keep lost and found articles at a minimum, **please mark your child's name on ALL belongings!** Do not allow students to bring valuable or irreplaceable items to school; appropriate contributions to their curriculum will be permitted. Found articles will be kept in an area where the B and D wings merge. During Conference Days, unclaimed articles are displayed in the hallway. Unclaimed articles will be sent to a charitable organization after the school year ends.

**GUIDANCE:**

Mrs. Karen Cook is the school counselor at East Bradford. She offers support to students, parents, and staff through counseling, consultation, and coordination of services.

**SCHOOL STORE:**

The School Store, which is run by Parent Volunteers, sells school supplies at a reasonable cost. It provides your child an opportunity for decision-making, money exchange and application of math skills. Profits from the School Store are allocated to the Philanthropic Committee which assists East Bradford families in need. The store is open on Fridays, 8:00 a.m. to 8:30 a.m.

**FORGOTTEN ITEM DROP OFFS:**

All forgotten item drop offs should be brought to the office. Whenever you are making a drop off, please label the item with the student's name, their teacher's name and the time the item is needed. This information will allow us to make every effort to get the item to your child by the time it is needed.