

## SPRING CITY ELEMENTARY HYBRID LEARNING SCHOOL

190 South Wall Street  
Spring City, PA 19475  
610-705-6004

### GENERAL PROCEDURES AT A GLANCE

**ARRIVAL AT SCHOOL:** The homeroom period begins at **8:45AM**. **All students should be in their classrooms by 9:00AM which is the start of the instructional day. Morning supervision begins at 8:45AM. For student safety, please do not drop students off prior to 8:45AM.**

**BREAKFAST:** SCE cafeteria offers breakfast daily from 8:45AM – 9:00AM in the cafeteria.

**TARDY:** A parent is encouraged to escort their child into the building. **If your child arrives at school after 9:00AM, he/she is considered tardy.** Your child will need to be signed in at the office, with an excuse note, before proceeding to his/her classroom.

**ABSENCE/ EXCUSE NOTES:** When your child is absent, call the school at 610-705-6004 select option 4 and leave a message on the absentee line. An excuse note should accompany your child's return from an absence, stating the date(s) absent, the reason for the absence, and signed by the parent. If you have a doctor's note please attach an excuse note to it, indicating the day(s) absent and your signature. **A standard excuse note can be found on the district website under district forms.**

**PLEASE NOTE:** In compliance with Pennsylvania Compulsory Attendance Laws, absences will be classified as unlawful unless the school office receives a written, satisfactory explanation for the absence from the child's parent, guardian, or physician **within three (3) days of the student's return to class.**

**EARLY DISMISSAL:** Please try and schedule appointments outside of school time. However, in the event of an emergency and you need to pick up your child early for a doctor's appointment, dentist's appointment, etc., please send a note to your child's teacher that morning, stating the time you will be picking up your child and the reason. When it is time to pick up your child, come into the office and sign your child out. You will be expected to present appropriate identification until the Spring City staff recognizes you. The office staff will phone your child's teacher to let him/her know that you have arrived at school.

**RETURN TO SCHOOL:** The school closes at 4:00 PM. Students may not return to school after that time to pick up forgotten items, homework, etc. Classroom doors are locked after school. It is the responsibility of your child to remember to take home any items that they will need for that evening's work. Arrangements should be made with a classmate to borrow forgotten books or to obtain assignments.

**DISMISSAL:** If you are picking up your child at the end of the day, please have the yellow car sign displayed in the car for drive through pick up. Students who are walking will be escorted down to the crosswalk and will cross with the crossing guard. Please meet your child across the street.

**BIRTHDAY PARTY INVITATIONS:** In the Fall, the Home and School Directory will be distributed to all families. The directory will be useful if you wish to mail birthday invitations or make any other contact with other families of Spring City for your child. **School District policy prohibits students from distributing party invitations in school.**

**EDUCATIONAL TRIP FORMS:** If you are taking an educational trip, an "**Educational Trip Form**" is required to be submitted to the office five (5) days prior to your trip. The approved or disapproved form will be returned to you. This form can be found on the district website in the electronic school bag – district forms.

**TRANSPORTATION FORMS:** If you need to change the bus stop of your child - either to school, from school, or both ways - because of day care, etc., a "Child Care Transportation Form" must be completed and submitted to the school office. Please submit this form at least five (5) days prior to when you would like the new transportation to begin. It must be sent to the District Office for their approval. **A new form must be submitted each year and can be found on the Spring-Ford website under district forms.**

**E-MAIL ADDRESSES:** All members of the staff at Spring City Elementary School have e-mail addresses. Parents may send an e-mail message to any member of the staff. Please click SCES DIRECTORY on Spring City's web page for a complete listing.

**VOICE MAIL:** All members of the professional staff at Spring City Elementary School have voice mailboxes. Voice mail extensions can be found in the SCES DIRECTORY.

**Please note:** Questions or situations needing same day responses should not be conducted through e-mail or voice mail. Immediate assistance can be provided by calling Spring City's Main Office at 610-705-6004.

**VOLUNTEERS & VISITORS:** Parents must have their valid state license/ID scanned through the Raptor System for entrance into our schools. This software is for the protection of our students' safety. **All volunteers must have their clearances in the Raptor's Volunteer Management, visit Spring-Ford volunteer page for more information.**