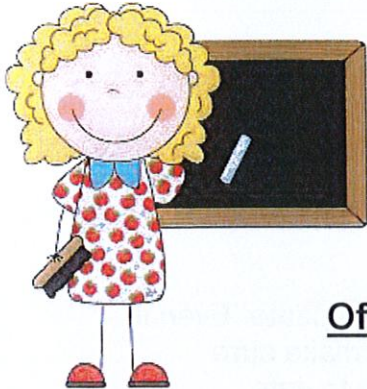


# PARENT GUIDE TO STARTING SCHOOL

## Early Childhood Learning Center

330 E. Spruce St. Titusville, PA 16354

(814) 827-2715 Ext. 7400



**Prekindergarten Teachers:** Mrs. Guerra, Mrs. Guntrum, and Ms. Witosky

**Kindergarten Teachers:** Mrs. Finlan, Mrs. Skinner, Mrs. Cleland, Mrs. Kerr, Miss Salvo, Mrs. Prather, and Mrs. Johnson

**Office Staff:** Mrs. Beck – Principal

Mrs. Jamieson – Secretary

Mrs. Nichols – Counselor

Mrs. McAllister - Nurse

### School Hours

**Kindergarten and AM Prekindergarten:** The building opens for students at 7:30 a.m. To be to school on time, students should be in their classroom by 8:00 a.m. Students are considered late after 8:15 a.m. Morning Prekindergarten students are dismissed at 10:45 a.m. at the west end sliding doors by their teachers. Parents must be visible outside the slider door before the teacher will dismiss your child. Please bear with us at pick-up time as we learn new faces. And, please do not be offended if we ask to see your I.D., we just want to make sure we are keeping everyone safe.

**Kindergarten and PM Prekindergarten:** Afternoon Prekindergarten students can be dropped off between 12:00 p.m.-12:15 p.m. at the front door. Children must be in class by 12:15 p.m. to be on time for the start of their day. Prekindergarten parent pick-up will be at the west end sliding doors at 2:45 p.m., and Kindergarten parent pick-up will be at the front doors at 2:50 p.m. Please bear with us at pick-up time as we learn new faces. And, please do not be offended if we ask to see your I.D., we just want to make sure we are keeping everyone safe.

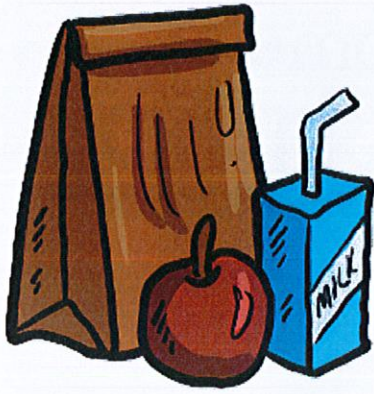


### What should your child bring to school?



- A book bag (with child's name on it)
- A water bottle
- Please send a change of clothes in your child's backpack in case of an accident or spill at school.





## **Breakfast and Lunch**

The district will offer all AM Prekindergarten and Kindergarten students a **free breakfast** each day.

All Kindergarten students will receive a **free lunch**. Prekindergarten students will not receive lunch at school.

If your son/daughter packs their lunch, they may still buy milk at lunch. Milk is an al-a-carte item. Therefore, there is a fee of \$0.65.

*PM Prekindergarten students should eat lunch before coming to school.*

## **OTHER IMPORTANT SCHOOL INFORMATION**

1) Please take the time to read over the School Handbook. This will help to understand the elementary school and district expectations.

2) You have received a letter requesting that you complete the Back to School Update. Even if you just registered your child, please take the time to review the information to make sure everything is correct and change any inaccuracies so that we have the most up to date information. We may need to contact you about your child for health and safety issues and correct phone numbers are critical. Everyone must complete this annually. Thank you.

3) If your child is absent, please send a note or complete the google form that the district will text/email you to explain the absence. We must receive this note within three days of the absence, otherwise it will be considered an illegal absence. Please note that the district considers the following reasons legal reasons for absence:

- illness, death in the family, religious holiday, impassible roads, family emergency, absence of bus, and quarantine

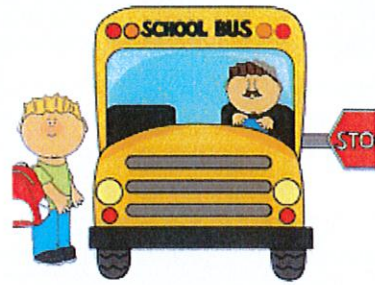


***Please remember once a child is registered for school, even in Prekindergarten, school attendance is required by Pennsylvania state law.***

Students may miss up to 10 days of school in a year with a proper excuse that is recognized as acceptable (See list above). Doctor's excuses are included in the count for the first 10 absences. A doctor's excuse is required after the 10<sup>th</sup> absence.



4) If you drive your child to school in the morning, please do not drop them off until 7:30 a.m. There is no one available to supervise the children until this time. They must stay with the adult that has brought them to school until the doors open.



Please be cautious and considerate in the front of the building when dropping off. There is a lot of traffic in the mornings and afternoons. Please be extra alert and pull forward as far as possible to leave room for others dropping off or picking up children.

Also, remember that **Spruce St. is closed to all vehicles during bus drop off time – 7:30-7:55 a.m. and at pick up time in the afternoon from 3:00-3:22 p.m.**

5) If your child rides a bus home, an adult must be visible when the bus arrives at your home. If there is no one visible at drop off time, the driver is not permitted to drop your child off. Your child will be brought back to the ECLC or the administration office. If this would occur, parents are responsible for picking their child up at one of these locations.

6) Visitors to school between the hours of 7:30 a.m.- 4:00 p.m. must enter and exit through the main entrance. All school doors are locked during the school day.

- ALL SCHOOL VISITORS MUST REGISTER AT THE SCHOOL OFFICE.
- ALL SCHOOL VISITORS MUST WEAR A VISITORS BADGE WHEN IN THE BUILDING.

7) Parents picking children up before dismissal must come into the office. There must be a note with a **specific and valid reason for early dismissal**. We will call your child to the office to meet you for dismissal.

8) If you do not regularly pick your child up, please contact the office as early as possible so that we can inform the teacher of this change in the schedule. For safety reasons, no students will walk outside to meet parents. They will be delivered to you by a school adult.

7) **We will only dismiss your child to the people listed on your emergency contact list. Be sure to update this information by completing the "Back to School Update" if you haven't already.**



8) If you are sending a check to school for the cafeteria please make it payable to "TASD Cafeteria". Please put any payments in an envelope with your child's name, teacher's name, and "cafeteria money" marked on the envelope. If there is a balance at the end of the year, it will carry over until the next year.

Welcome to the ECLC! We are glad to have your child in the Titusville Area School District. Please contact the school with any questions or concerns that you may have.