

PARENT GUIDE TO STARTING SCHOOL

Early Childhood Learning Center

330 E. Spruce St. Titusville, PA 16354 (814) 827-2715 Ext. 7400



K4 Teachers: Mrs. Guerra, Mrs. Guntrum, and Ms. Witosky

K5 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

K5 and AM K4: The building opens for students at 7:30 a.m. To be to school on time, students should be in their classrooms by 8:00 a.m. Students are considered late after 8:15 a.m. Morning K4 students are dismissed at 10:45 a.m. at the west end sliding doors by their teachers. Parents must be visible at the 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.

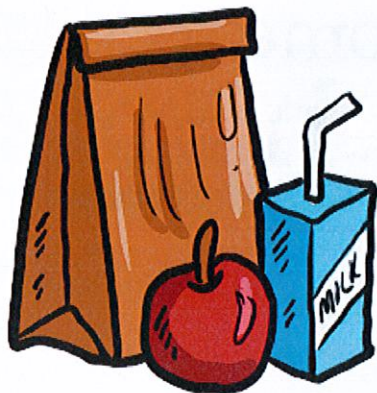
K5 and PM K4: Afternoon K4 students can be dropped off between 12:00 p.m-12:15 p.m. at the front door. Children must be in class by 12:15 p.m. to be on time for the start of their day. K5 parent pick-up will be at the front doors at 2:50 p.m. and K4 parent pick-up will be at the west end sliding doors at 2:45 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 with your child in their backpack in case of an accident or spill at school.



Breakfast and Lunch

This school year the district will offer all AM K4 and K5 students a **free breakfast** each day.

All K5 and PreK Counts students will receive a **free lunch**.

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 K4 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) If your child is absent, please send a note 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 K4, school attendance is required by Pennsylvania state law.

Students may miss up to 10 days of school in a year. This is 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 10th absence.

3) 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.**

4) 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 the child off. The 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.

5) 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.

5) 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.

6) 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 T ASD 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.

