



Chadds Ford Elementary Main Office

FAQs 2017-2018

What is the arrival procedure?

- By bus:* Bus riders are dropped off at CFES between 8:40 - 9:10 am.
- Parent drop off:* 8:30 - 9:10 am
- Parents may drop off their children at the front of the building beginning at 8:30 am. Students will go to the cafeteria until 8:55 am when they will be able to transition to their classroom. Students are able to buy and enjoy breakfast in the cafeteria from 8:30 to 9:07 am.

What if my child is late?

- All students should arrive to school by **9:10 am**.
- After 9:10 students are tardy.
- If you arrive after 9:10 am, please report to the office and sign in your student. Your child will then receive a note to take to class. Their tardy will be noted in our absence system.

What do I do if my child cannot come to school?

- All absences must be called into the attendance line @ 610-388-1112 option #4 (**emailing the teacher is not sufficient**).
- If the school does not receive a call from a parent, our automated attendance system will call you between 10:30 - 10:40 am letting you know that your child has been marked absent.
- To excuse an absence, please send in a note (yellow bus notes are preferred) excusing your child's absence no later than 3 days after the unexcused absence. A written note must be received for every absence.
- If your child is absent 3 or more consecutive days, a doctor's note will be required.
- Feel free to email your child's teacher for homework after the 3rd day.

How do I pick my child up from school? (3:40 pm)

- If your child is not a permanent pick-up, a signed and dated note must be sent in that morning (via backpack/homeroom folder) stating that he/she will be picked up after school.
- Parents may enter the building through the office and head to the Library for pick up. All students must be signed out by an approved person (grandparent, caregiver, etc).
- Please wait for your child in the Library.
- Please do not call the school after 2:30 pm for dismissal changes.
- Please do not email the office with dismissal changes.
- Please do not send in "future" notes unless it is a permanent dismissal note.

How do I make permanent changes to my child's pick up routine?

- You may send in a yellow bus note stating your permanent plan ("Ride the bus every Tuesday, get picked up every Monday, stay after for science club every Thursday," etc.).
- Please be very clear and thorough when writing notes. Be sure to include your child's first **and** last name, date, teacher.

Can I pick up my child early from school?

- Yes, before 3:15 pm. Parents should not plan to pick up their children between 3:15 - 3:40 pm. Bus drivers, teachers, and staff are preparing for dismissal at this very busy time.
- To ensure maximum instructional time, students should not be picked up early unless absolutely necessary.
- If you must pick up your child early, please send in a note (not emailed) with your student letting the office know when you plan to arrive and who will be picking them up.
- Once you arrive, we will call your child to the office to meet you. You will need to sign your child out stating the time of pick up on the "Early Dismissal" sheet.

Can my child have a playdate?

- Yes. Both students must bring in (not emailed) notes stating the plan and giving permission for the playdate. If the students travel on the same bus but have a different stop, BOTH students still need to have a note.
- A child may have a maximum of 2 extra friends on the bus. More than 2 friends must be approved by the UCFSD Transportation Department @ 610-347-0804.

What if I forget to send a note with my child in the morning or plans change after he/she leaves for school?

- If there is a dismissal plan change after your child leaves for school or a note is not sent in, please call the office. We will write a note here informing both the teacher and the student of the change.

How do I get "yellow bus notes"?

- The PTO sells bus note packs and they are available in the office for \$1/pack. Using these notes is highly recommended! The students/staff identify these notes as something important!
- All notes sent from home are turned into the child's homeroom teacher and then turned into the main office via homeroom folder by 9:15 am.
- If you don't have a yellow bus note, a handwritten note is accepted containing all important information (child's first name and last name, teacher, date, reason, and parent's signature).

You can click here [Bus Notes](#) and download a template of the bus note.

Who do I contact with any other office questions?

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