



# Frequently Asked Questions



This FAQ offers a foundation for how processes are handled at Eleanor Roosevelt Elementary School. Please use this document as a *guideline* and understand that some processes may change during the next school year.

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## 1. What school supplies do I need to purchase?

All children need a backpack big enough to hold their snack bag, a folder and any projects that are sent home. The supply lists for the following school year is available on the Eleanor Roosevelt home page. Supply lists are by grade level (not by individual teacher). You can also order pre-packaged supplies through the PTO (ordering is open until early June).

## 2. What are the hours of the school day?

The school day is from 9:00 AM – 3:40 PM. Children can enter the building for breakfast starting at 8:25 AM and all other students can enter at 8:45 AM. Students are considered late at 9:01 AM. There is no nap time in Kindergarten.

## 3. My child is a walker/car rider. Where do I drop him/her off and pick him/her up?

**Kindergarten** – Our youngest learners have a little more adult guidance during drop-off and pick-up. Specific procedures on how to do this can be found in the [Arrival and Dismissal procedures](#).

**Grades 1 – 5** – Parents should drop their children at the front entrance off Walton Drive.

Children are dismissed beginning at 3:30 PM and **must exit through the front of the building**.

## 4. What if my child is late for school?

Children are considered late if they arrive to school at 9:01 AM or later (once the announcements have been started). Children arriving late **must be accompanied by an adult** to the office in order to be properly signed in for the day.

## 5. Do I need to notify anyone if my child is absent from or will be late to school?

Yes! Please email [erattendance@pennsbury.org](mailto:erattendance@pennsbury.org) if your child is going to be absent. There is an absence form that you can fill out linked [here](#) or on the ER homepage under the “Parent Information” section. There is no need to notify us if your student is going to be late.

## 6. Does Pennsbury provide bus transportation both to and from school for my child?

All students who live more than one mile from the school's measuring point assigned a bus to and from school. Your information is available on [the Home Access Center \(HAC\)](#). Please note that you will still see bus information on the HAC even if you chose to be a walker or car rider. Please inform your teacher of your child's dismissal procedure.

## 7. What if I am late and am not at the bus stop to meet my child's bus?

Pennsbury bus drivers do not allow kindergarten students to exit the bus without having an adult waiting for the child. If no adult is at the bus stop, the driver may return the child to Eleanor Roosevelt, where the office will call the parents to pick up the child.

## 8. My child's dismissal is changing. How do I handle that?

If your child has a change in dismissal plans, we have a “Notes From Home” google form found [here](#) and located on the main page of the Eleanor Roosevelt Elementary Home Page. All notes must be submitted from the parent/guardian email address listed with ER. If your student is going home with a friend, notes from both parties will be needed in order to release the students together. You can also send in a paper note with your student to be handed in to the office.

9. Grades K-5 eat lunch during school. What does the school lunch include?

The set meal price includes five food items: one entrée (hot or cold), one milk, one bread, and two fruits/vegetables. Menus are on the [Pennsbury website](#). Breakfast is also available every day beginning at 8:25 AM.

10. My child has an allergy or medical condition. How does the school handle that?

The school nurse and your child's teacher will work with you and your children regarding medical needs. At the start of school, you will be asked about medical information. Keep in mind that for all prescription medicines, a doctor's note is required to be on file. All medicine is stored in the nurse's office.

11. What time will my child have snack and lunch?

All elementary students receive time for snack during their busy days. Be sure to pack a healthy snack that your child can open him/herself. Snack schedule can be provided by your child's teacher. Lunch times are below:

GRADE	RECESS	LUNCH
Kindergarten	11:40 AM – 12:10 PM	12:10 PM – 12:40 PM
Grade 1	12:15 PM – 12:45 PM	12:45 PM – 1:15 PM
Grade 2	12:35 PM – 1:05 PM	1:05 PM – 1:35 PM
Grade 3	12:00 PM – 12:30 PM	12:30 PM – 1:00 PM
Grade 4	1:10 – 1:40 PM	1:40 – 2:10 PM
Grade 5	1:00 – 1:30 PM	1:30 – 2:00 PM

12. How do I pay for my child's lunch?

You can create an account online at [schoolcafe.com](#) to monitor your child's purchases (you will need to know the student id number). You can add money onto your child's account for a fee online, or you can send in a cafeteria envelope (or any envelope clearly marked with your child's name, teacher and "cafeteria account") with the appropriate money to be added. Please give the website a few days to update if you send the money into school. No child will be turned away to purchase (even if there is no money on your account). You will receive a notice if your child's account is a negative balance.

**Please note for the 21-22 School Year lunch will be free for all students.**

13. Can my child eat breakfast at school?

The cafeteria opens for breakfast at 8:25 AM. Breakfast can be purchased under the free and reduced plan as well. You can apply for [free and reduced lunch here](#). Children are responsible to get to the classroom on time. If they arrive late, they will have to come to the office to get a late card.

14. How many parent/teacher conferences can I expect?

**Kindergarten** – All parents of Pennsbury Kindergarteners receive two scheduled conferences throughout the school year: one in Fall and one in Early Spring.

**Grades 1 – 5** – Pennsbury parents with children in Grades 1 – 5 receive two scheduled conferences throughout the year, typically in mid-fall and early spring. In addition, our teachers are always available for additional conferences at pre-arranged times.

15. How often are report cards sent home?

Report cards are available to view on the [Home Access Center \(HAC\)](#). Paper copies are no longer sent home.

**16. Does Kindergarten get specials (art, music, physical education, library and SPARK)?**

Yes! Kindergarteners receive instruction of special interest area each day. Children need a smock for art (can be an old t-shirt), sneakers and pants for P.E. The special schedule rotates and a calendar is available on Pennsbury's website.

**17. I want to get involved with the Eleanor Roosevelt PTO, how do I do that?**

During the first weeks of school, information will come home with your child regarding joining the PTO, as well as explaining the various volunteer opportunities available. We encourage anyone who is interested to help out in any way they can. PTO meetings are held each month, and announcements will come home with your child. Please keep in mind you MUST have [volunteer clearances](#) to enter the school as a volunteer. Please check out the [Eleanor Roosevelt's PTO website](#) for all updates from the PTO.

**18. How can I found out about all the happenings at the school?**

All communication from the school and the PTO is done on Wednesday via our "Web Blast Wednesday". Be sure to check your email or the [website on Wednesday](#) for our Web Blast which includes important events, volunteer opportunities, etc. We strive to be a paperless school by utilizing the internet as a primary form of communication. This not only saves money for the district, but also affords you immediate access to all school-related information.

**19. What do I do in the event of a delayed opening or early dismissal?**

Any emergency that affects the traditional school hours will be conveyed to parents via an automated telephone calling system used by Pennsbury called "ConnectED". In addition, school closings and early dismissals are noted on:

- Pennsbury website [www.pennsburysd.org](http://www.pennsburysd.org)
- Pennsbury Hotline: 215-428-4100, press #8 for emergency information
- Text message alerts go out through our Remind app, sign up information is available on the ER home page.

**20. What do I do if I am helping in the classroom or need to drop something off during the school day?**

All Pennsbury schools have an enforced visitor policy, which is in place for security reasons. No one should go directly to a child's classroom for any reason. Stop by the school office and the item can be left at the office for your student.

**21. Have a topic you would like to discuss with the school?**

Any input or advice you can offer regarding your child's well-being is always welcome by our ER staff. You may find the following list helpful in figuring out where to direct your comments. If in doubt, contact our principal, Mrs. Follman. She is always helpful and loves to hear from parents.

- Ms. Santangelo, School Nurse ([ksantangelo@pennsburysd.org](mailto:ksantangelo@pennsburysd.org))
- Mrs. Brut, School Guidance Counselor ([lbrut@pennsburysd.org](mailto:lbrut@pennsburysd.org))

**22. What if something has changed?**

- If your address has changed, you will need to fill out a [demographic update form](#) and supply all [new proofs of residency](#) to Eleanor Roosevelt's office staff.
- If your phone number has changed, please fill out a [demographic update form](#) and supply it to the Eleanor Roosevelt office staff.
- If there has been a medical change, please contact the school nurse.
- If there is a change in who can pick up your child, please come into the office to update your information card.