

## **Pocopson Elementary Main Office FAQs 2024-2025**

### **What is the arrival procedure?**

*By bus:*

Bus riders are dropped off at PES (front lobby) between 8:55-9:05

*Parent drop off:*

Parents may drop their children off in the drop off line (kindergarten side) from 8:50-9:05

When dropping off, please pay close attention to the posted traffic signs and please do not exit your vehicle. Also when dropping off, make sure you see an adult greeter.

### **Is breakfast an option for my child?**

Yes, breakfast is offered for free in the cafeteria between 8:55-9:10. Please see the district website for more information regarding school breakfast.

### **What if my child is late?**

All students should arrive at school by **9:05**, so they are in class by 9:10 for prompt attendance.

After 9:10 students are tardy.

Please report to the office and sign your child in if they are tardy. Your child will then receive a note to take to class. Their tardiness will be documented in our absence system.

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

Calling the main office is no longer required or necessary when reporting an absence. Our absence phone line is no longer monitored for voice messages. If your child is marked absent in class, you will receive a call from our automated attendance system by 10:40, notifying you of your child's absence and reminding you of the excusal process. Physical paper notes must be received within 3 days of the child's return to school to be considered for excusal. A parent or guardian should send in an absence note to the attendance/main office via "backpack express" notifying the school that their child has been absent. Emailed notes should be sent to [pesattendance@ucfsd.net](mailto:pesattendance@ucfsd.net). Emailing the teacher is not a sufficient excuse.

Parents also have the option to submit an excuse note from within the PowerSchool Parent Portal on the day their child is absent. To submit an absence note, log in to the Parent Portal at <https://ucfsd.powerschool.com>, click on "Forms" on the left hand side, and click on the form called "Absence Excuse Form." This can be done from a computer or a mobile device.

Feel free to email your child's teacher for homework after 2 days of being absent.

For family educational trips, one week notice prior to the dates of the trip and principal approval is required

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

Our default plan of dismissal is to send children home on their assigned bus. *Our google dismissal form is sent to all families at the start of the school year to indicate your child's daily plan.* If another plan is necessary a signed and dated note must be sent to school outlining the plan for the day. Calling the office to notify us of a necessary change for that day must be phoned in by 2:30. Changes after 2:30 cannot be granted. Emailed daily changes are not acceptable

Students are sent to the cafeteria at the end of the day. Parents should drive around the pick-up line (kindergarten side), display their pick-up sign in their window, and wait for their child to come out. Our staff will direct parents and students as to where to go. Please do not exit your vehicle, if your child needs assistance our staff is happy to assist. This is a busy part of the day and your cooperation is appreciated.

### **How do I make permanent\* changes to my child's pick-up routine?**

You may send in a green bus note or email [pesattendance@ucfsd.net](mailto:pesattendance@ucfsd.net) stating your permanent plan ("YCARE every Tuesday and Thursday, get picked up every Monday, stay after for Chess Club every Thursday," etc.). Please be very clear and thorough when writing notes/emails.

**May I pick up my child early from school?**

Yes, before 3:15. Parents should not plan to pick up their children after 3:15. 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. Early dismissals are documented in the absence system.

If you must pick up your child early, please send in a note with your student or email both the classroom teacher and [pesattendance@ucfsd.net](mailto:pesattendance@ucfsd.net) letting the office know when you plan to arrive and who will be picking them up.

Once you sign your child out from the main office we will call them down to meet you.

Please don't call ahead of time asking for your child to meet you in the office.

**May my child have a playdate?**

Yes. Both students must bring in (not emailed) notes stating the plan and giving permission for the playdate. The office will not call parents if a note is missing.

A child may have a maximum of 2 extra friends on the bus. More than 2 friends must be approved by the UCFS D transportation department @ 610-347-0804

**How do I get "green office notes"?**

The PTO provides each student with one pack of green office notes. Additional packs may be purchased in the office for \$2/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 the homeroom folder by 9:15. If you don't have a green office note, a handwritten note is accepted containing all important information (child's name, teacher, date, reason, plan, and parent's signature).

**What do I need when I come to school?**

Always bring a photo ID when coming to PES.

All visitors will buzz into our video monitor system outside as well as our doorbell into the office in the vestibule. Please avoid parking in the "no parking zone" in front of the school.

Please utilize the visitor parking spots for all school business.

**May I drop forgotten items off at school?**

We strongly discourage dropping off items at school such as; instruments, water bottles, lunches, laptops, homework, etc. We hope to encourage independence, flexibility, and responsibility in our students. If items must be brought to school, we ask that you please leave it in the vestibule labeled and we will do our best to get it to your child.

**Who do I contact with office questions?**

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updated 8/1/24

