

WELCOME BOOKLET for New Families

IMPORTANT SCHOOL INFORMATION

Radnor Elementary School (RES) Administration

Principal: Dr. Nancy Young, nancy.young@rtsd.org

Assistant Principal: Jon Smerecky, Jon.smerecky@rtsd.org

School Counselor: Sarah Casey, sarah.casey@rtsd.org

Secretaries: Susan McCaffery, Susan.McCaffery@rtsd.org | Anne Von Hertsenberg,

Anne.Vonhertsenberg@rtsd.org

Main Office: 610-788-9300

Radnor Township School District (RTSD)

For all information regarding the school district e.g. Transportation, Administration, Community etc., please refer to RTSD website <https://www.rtsd.org/>

RTSD Central Office Administration

135 S. Wayne Ave, Wayne, PA 19087

Telephone: 610-688-8100

Administration Staff Directory: <https://www.rtsd.org/people/central>

RTSD Transportation

Telephone: 610-293-1947

Department overview: <https://www.rtsd.org/people/departments/transportation>

RES Daily Schedule

8:45 a.m. Student Drop-Off Begins

8:55 a.m. Students Enter Building

9:05 a.m. School Day Begins

3:40 p.m. Student Dismissal

3:40 p.m. Car Line Begins (we ask parents not to arrive before 3:30 p.m. for car line dismissal)

3:50 p.m. Buses Depart and Car Line Concludes

For additional information on Arrival and Dismissal Procedures, review the Elementary School Handbook (<https://www.rtsd.org/students-families/elementary-school-parentguardian-handbook>)

Going to be Late? (After 9:05 am)

Students arriving after 9:05 a.m. are considered tardy. For more information on **Tardiness** see <https://www.rtsd.org/students-families/attendance>

Please send an email or note as early as possible (preferably by 9:00 a.m.) to your child's classroom teacher, the Building Administrative Secretary (Anne.Vonhertsenberg@rtsd.org), and the Principal's Administrative Assistant (Susan.McCaffery@rtsd.org).

If you cannot provide a note or access email, you may call the office at 610-788-9300 (leave a message if before 7:30 a.m.).

Early Dismissals

RTSD recognizes that our families have busy schedules but ask that early dismissal be used only for appointments or necessary reasons to the greatest extent possible.

Please try to avoid last-minute notifications or pickups between 3:20 p.m. and 3:40 p.m., as the office is bustling at this time, managing nearly 600 children at dismissal.

Please submit early dismissal notes as soon as possible (by 9:00 a.m. preferred) but by 2:00 p.m. at the latest for any last-minute changes to avoid disruptions to instruction (late notifications require staff to call the classroom and disrupt teachers).

Absence due to Illness

If your child will be absent from school, please send an email or note as early as possible (preferably by 9:00 a.m.) to your child's classroom teacher, the Building Administrative Secretary (Anne.Vonhertsenberg@rtsd.org), and the Principal's Administrative Assistant (Susan.McCaffery@rtsd.org).

If you cannot provide a note or access email, you may call the office at 610-788-9300 (leave a message if before 7:30 a.m.).

An excuse note is required within three days of any absence, but if your original reporting method is via email, that is sufficient.

Please also notify Before & After care with absences, if applicable.

For more information on **Absence** see <https://www.rtsd.org/students-families/attendance>

Absence for Family Trips/Educational Tours

If you wish to take your child out of school for educational travel, please submit the Pre-Approved Educational Travel form. Families are granted 5 approved school days per school year. For days 6-10, pre-approval by the building principal is necessary and only approved for extenuating circumstances.

For more information on Absence for **Family Trips/Educational Tours** (and to download the request form) see <https://www.rtsd.org/students-families/attendance>.

School Closing Information (including snow days and remote instructional days)

For all information regarding school closures, delays, snow information etc. please refer to the RTSD website (<https://www.rtsd.org/our-district/remote-instructional-days>)

Delayed Openings

In the event of a two-hour delayed opening, school/bus pick-up will begin two hours later than the normal starting time. Lunches will be served.

Visiting School Premises

All visitors to RES must ring the front doorbell and be buzzed in to register at the front desk. Please have your driver's license or photo ID ready to generate your visitor badge.

TRANSPORTATION AND DISMISSAL**Buses**

Students are assigned a bus at the beginning of the school year or upon enrollment if during the school year. Information will be sent at the end of August with the bus numbers and stop locations. For any issues, please call the RTSD Transportation Department: 610.293.1947 or refer to the Transportation Department on the RTSD Website (<https://www.rtsd.org/people/departments/transportation>)

'Car-riders' - Car Drop off and Pick Up

For students not using the bus, drop off takes place in the car loop by the gym entrance, between 8:45am and 9:00am.

The afternoon car line dismissal is at 3:40 pm. For the safety of our K-2nd grade children on the playground, we kindly request that you refrain from arriving before 3:30 pm. Placing a paper with your family name on the front windshield will help expedite the process. We appreciate your cooperation in refraining from requesting early dismissal between 3:15 pm and 3:40 pm to avoid the car line. Please also note we do not have access to the corporate center parking lots for dismissal procedures.

Please review the car line procedures (<https://radnorcom.finalsite.com/fs/resource-manager/view/93699a88-3b01-48e3-9571-90b7fc809b92>) and contact the school office with questions.

'Walkers' - Walking your child to school

Please be mindful not to cross the bus zone if you are walking to pick up your child. Our bus traffic has priority, and we want to keep everyone safe.

Change in pick-up plans for your child

All dismissal changes require parental notification. Send a yellow "note to school" (see below) in with your child on the day if you know in advance otherwise call the school office at 610-788-9300 as early as possible and no later than 2 p.m. Please also notify After Care for changes in plans, if applicable.

Most importantly, please ensure your child's teacher knows about after-school dismissal plans, especially if they differ from the norm.

"A Note to School" pads

These are a 50-page pad of yellow flyers to inform teachers of changes with your child regarding dismissal, leaving early, being picked up by someone else other than a parent/guardian or needing to speak with a teacher. You will receive one pad on entry to the school; more can be purchased from the PTO.

BEING READY FOR SCHOOL

Your child's teacher and school supplies

Families are notified by mail at the end of August of their child's teacher assignment and via email through HAC (Home Access Center). You can contact your child's teacher by email. Staff are listed alphabetically on the Teachers Webpages Directory on the RES website - click on their name to begin an email to them. The RTSD website will list general supplies by school and grade level, and your child's teacher may request some additional supplies.

School Lunches, snacks and water

RES offers breakfast and lunch options for students to purchase, or students may pack a lunch. Weekly menus are posted online at <https://www.rtsd.org/people/departments/food-service/lunch-menus>. Digital pre-paid accounts for purchasing meals are created for each student, and parents/guardians are encouraged to register with www.ezschoolday.com to fund these accounts. See the Food Services website (<https://www.rtsd.org/people/departments/food-service>) for more information.

Families who may be eligible for meals at a free or reduced cost are encouraged to complete the Free and Reduced Price Meals application available on the Food Services website. In addition to the free/reduced meal pricing approval entitles students to other opportunities, including fee waivers and discounted home internet.

Water fountains are found at regular points around the school site. Your child's teacher will provide guidance on suitable snacks for consumption at recess/in the classroom, to ensure children with allergies are kept safe.

HEALTH

An **Emergency Medical Card** for each student is required yearly and kept on file with their health details. This is sent home in the First Day Packet for completion.

Absentee cards – The RTSD official Absence Excuse Card must be completed following your child's absence from school due to illness or a medical issue. They may be obtained from the school office or downloaded from the RTSD website (<https://www.rtsd.org/fs/pages/1118>). Cards should be submitted within 3 days of your child's return to school.

For all information regarding required Physical and Dental Exams, Immunizations, when to keep you child at home, Emergency Cards etc., please visit the RTSD website <https://www.rtsd.org/people/departments/health-services>

School nurses

If you would like to talk to the RES certified school nurse/s, please call 610-788-2363. They will be happy to discuss specific health concerns and are accustomed to working with children with allergies, diabetes and other ongoing health challenges. The **RES Health Office (nurses' station) is located next to the main school office.**

CHILDCARE

RES before and after school care

For parents requiring childcare before 9:00 AM or after 3:30 PM, there is an extended day program. This program is operated by **Right At School**. Visit <https://rightatschool.com> for general information or the RES webpage (<https://www.rightatschool.com/school/?school=radnor-elementary&district=pa-radnor&tab=2023-24-before-after-school>) for more details.

It offers childcare for students in kindergarten through fifth grades before and after the school day. Transportation is the responsibility of parents. The extended day program opens at 7:30 a.m. and extends to 6:00 p.m. after the close of the regular school day. Fees are charged for this childcare program, which includes both part-time and full-time arrangements to meet the needs of the families served. Visit the website for details, fee information, and enrollment forms.

Staying Connected with RTSD, school and PTO news

Please register with the following to ensure you stay informed with school, PTO and district news. Please register even if you enroll later in the year.

Membership Toolkit – Online Student Directory

We encourage all families to be part of the Student Directory database **Membership Toolkit** to ensure they receive PTO email communication and newsletters. This is an online application, please register as a new family or update your existing details. Visit the Membership Toolkit FAQs (<https://radnorcom.finalsite.com/fs/pages/1384>) for details on how to enroll.

RES PTO Website page <https://res.rtsd.org/pto>

Check this weekly for Recent Announcements, PTO upcoming events, district events etc. Find out about Club registration, Committees and groups you can join, Radnor Spirit Gear, RES merchandise, Fundraising and Donating.

RES Facebook and Instagram pages

Join our Facebook page (<http://www.facebook.com/radnorelementarypto>), a private group for RES families only, or Instagram page (<https://www.instagram.com/radnorelementaryschoolpto/>) for updated alerts and information. Contact radnorelementarypto@gmail.com for more information.

RES Express Newsletter

The RES Express is emailed 1-2 times a month and filled with all of our RES PTO news, information on upcoming events, and district happenings. Families that are registered in the RTSD student directory (see Membership Toolkit above) are automatically enrolled in the RES Express subscription.

The Radnor Reader - The RTSD weekly E-Newsletter -Sundays

Subscribe for free to the Radnor Reader: <https://www.rtsd.org/people/departments/communications/radnor-reader>.

The Radnor Reader will keep you informed about events, news and other happenings going on within RES and the other RTSD schools. There is a Radnor Reader Archive list on the RTSD website under Popular Links should you want to refer back to past communications.

PTO meetings

The PTO formally meets 4 times a year to discuss the PTO, our school, district news and business. We aim for 1-hour meeting and all RES parents are encouraged to attend. Your feedback is vital to the growth and success of our PTO.

School Spirit Wear

Students join in school-wide spirit-day celebration throughout the year. Follow the channels noted above for update on when students are encouraged to wear RES spirit wear clothing e.g. t-shirts, hoodies, etc. These can be purchased at Silver Linings online store (<https://silverliningsesp.com/>). The store also offers a wide range of Radnor items, outerwear, bags, novelty items etc.

CALENDERS

Make sure you keep your schedule up to date!

RTSD Instructional Calendar – for district holidays, teacher in service days etc.

<https://www.rtsd.org/our-district/calendar> - click on **District Holidays**

RES Calendar – for school and PTO events

<https://res.rtsd.org/our-school/calendar>

Families can also add these calendars to your smartphones and digital calendars using iCal feeds, to ensure you never miss an important event:

- RTSD Instructional Calendar - district holidays, teacher in-service days, etc.
 - Standard iCal URL: https://www.rtsd.org/calendar/calendar_432.ics
 - Google iCal URL: https://www.rtsd.org/calendar/calendar_432_gmt.ics
- RES Calendar - RES school and PTO events
 - Standard iCal URL: https://www.rtsd.org/calendar/calendar_354.ics
 - Google iCal URL: https://www.rtsd.org/calendar/calendar_354_gmt.ics

Learn more about adding iCal feeds to Google Calendar, iOS, Outlook, and more at <https://www.rtsd.org/our-district/calendar#fs-panel-10029>.

RES ANNUAL EVENTS

RES strives to create a community not just for the children, but also for families as well. The PTO is involved in hosting and supporting a wide range of events throughout the year, we offer many events that include everyone. These broadly feed into 4 categories: Family Fun Nights, Fundraisers, Parent socials and School Led Events. Please note that events are subject to change due to the ongoing COVID-19 pandemic.

More details on upcoming events can be found on the PTO webpage, <https://res.rtsd.org/pto>

August/September: Kindergarten Playdates & bus orientation

September: Open Houses

September: New Parent (grade 1 to 5) Parent Social

September: Back to School Picnic

October: Halloween Parade and class parties

October: Trunk or Treat

October: 4th Grade Circus Week

November: Book Fair

November: Whole School Cultural Arts Assembly

November: American Education Week Parent Visitation Day

December: 3rd Grade rocks & minerals assembly

January: RTSD MLK Day of Service

January: RTSD International Week and RES Potluck Dinner

February: Family Fun Bingo Night

February: Read Across America Day & Dr. Suess' birthday celebration

February: Class Valentines Parties

March: 5th Grade Spring Musical

March: Art Goes to School Radnor Chapter delivers sessions at grade level

March: Science Joe visits grades 1, 2 & 4

March: Science Fair

April: Mother Goose Assembly for Kindergarten

April: Betsy Ross Assembly for 1st grade

April: Someone Special Game Night

May: Field Day

May: Talent Show

May: 5K or 1 mile SMART Run

May: Camp Canadensis for 5th Grade

May: Walk to Wayne for 3rd Grade

June: PTO End-of Year celebration

The RES PTO is committed to ensuring no students are left out of an event or activity due to financial need. Please contact the RES School Counselor to confidentially discuss or request financial support.

SPORTS and INTEREST

(The following sections of the Welcome Packet provide just some of the many options available in our community for activities outside of school. The RES PTO is not promoting or suggesting that any of the providers are preferred.)

Athletics

- Radnor Soccer Club - www.radnorsoccerclub.org
- Radnor Youth Basketball League - radnoryouthbasketball.teamsnapsites.com/
- Radnor Ice Hockey Club - www.radnorice.com
- Radnor Wayne Little League (baseball & softball) – www.rwill.org
- Wayne Wildcats Youth Football & Cheer Association – www.waynewildcats.com
- Radnor Boys Youth Lacrosse – www.radnoryouthlacrosse.org
- Radnor Girls Youth Lacrosse - radnorgirlslacrosse.teamsnapsites.com
- Radnor Aquatic Club (swimming & diving) - www.teamunify.com/team/marac/page/home
- Radnor Township Parks & Recreation Department - www.radnorrecreation.com

Dance

- Contempra Dance - <http://www.contempradance.com/>
- Wayne Ballet - <https://www.wayneballetschool.com/>
- YMCA, Berwyn, PA - www.umly.org

Music

- Bach to Rock - www.B2Rmusic.com/wayne
- Harcum Music school - www.harcummusicschool.com
- Nelly Berman School of Music - www.nbsmusic.com
- Meridee Winters School of Music - www.meridee-winters-school-of-music.com
- Music Training Center - www.musictrainingcenter.com
- Music Workshop - www.themusicworkshop.org
- Troubadour Music Shop - <http://stores.musicarts.com/wayne-pa>

Theater

- Music Training Center - www.musictrainingcenter.com

- People's Light and Theater - <https://peopleslight.org/education/overview/>
- Upper Darby Performing Arts Center - www.udpac.org
- Wolf Performing Arts Center – <https://www.wolfperformingartscenter.org>

Tutoring

- Prime Academics - www.primeacademics.com
- Main Line Student Success - http://www.mlsss.com/about_us
- Teacher Time to Go - <https://www.teachertimetogo.com/>

Scouting

- Cub Scouts Pack 284/Pack 19 - www.pack284.com
- Girl Scouts of Eastern Pennsylvania - www.gsep.org/join

SUMMER CAMP:

- Main Line Camp Fair in January - www.mainlinecampfair.org
- Camp information website - www.mainlinecamps.com

RADNOR TRADITIONS

For all things Radnor visit www.radnor.com

- August: Unity in our Community, Wayne
- September: Wayne Business Association Fall Festival, Wayne, PA
- October: Fall Harvest and Great Pumpkin Patch, The Willows
- November: Radnor vs. Lower Merion high school football game, Encke Field (RHS)
- December: Christmas Tree lighting on N. Wayne Avenue, Wayne, PA
- May: Memorial Day Parade, Wayne, PA
- June: A Taste of Wayne: Street fair with vendors and restaurants. Wayne, PA
- June/July: Free concerts in parks throughout Radnor. Check the Radnor Parks and Recreation webpage for schedule.
- July: 4th of July parade in Garrett Hill

Places to Go and Shopping Essentials

Parks and Recreation

The Radnor Township Park System includes 25 parks, containing both active recreational amenities, such as playgrounds and athletic fields, and passive recreational features, like scenic views and natural landscapes. The Radnor Park System offers a number of activities such as painting, walking, hiking, roller/in-line skating, picnicking, kite flying, sledding, reading, and playing tennis or basketball are encouraged at the residents' leisure.

Please visit the Radnor Parks and Recreation webpage (<https://www.radnor.com/government/departments/parks-recreation-copy>) for the list of parks, amenities and their locations.

The Libraries

There are 3 main libraries in our area open for public use. You just need to obtain for one library card in any library first and then take your card to the other one.

Radnor Memorial Library, Wayne www.radnorlibrary.org
Ludington Library, Bryn Mawr, www.lmls.org/locations-hours/ludington-library
Tredyffrin Public Library, Strafford www.tredyffrinlibraries.org/tredyffrin-public-library

Shopping

The center of Wayne houses great little stores to shop if you are looking to shop without the hassle of going to the Mall. From clothing stores, toy stores, sporting goods stores, salons, spas, restaurants, etc. Everything you will need, you can find here and along the Lancaster Avenue. In addition, Suburban Square (outdoors) and the vast King of Prussia (KOP) Mall have endless shops for everything your heart desires and essentials you need. If you are looking for discounted goods try the Outlets. See our list below of shops/local branches to get you started:

- **Center of Wayne / Wayne Business District** Cross Sections of Lancaster Avenue & Wayne Avenue <http://www.waynebusiness.com/>
- **Suburban Square**, 6 Coulter Avenue, Ardmore, PA
- **King of Prussia Mall**, 160 N Gulph Road, King of Prussia, PA
- **Philadelphia Premium Outlets**, 18 West Lightcap Rd, Pottstown, PA
- **Target**, 160 W Dekalb Pike, King of Prussia, PA and 704 W Lancaster Ave, Wayne, PA
- **Walmart**, 275 N Gulph Road, King of Prussia, PA
- **FiveBelow**, Gateway Shopping Center, 147 E Swedesford Rd, Wayne, PA and 309 Lancaster Avenue, Wayne, PA
- **Staples**, Gateway Shopping Center, 145 E Swedesford Rd, Wayne, PA or 755 Lancaster Ave, Bryn Mawr, PA 19010
- **HomeGoods**, 550 E. Lancaster Ave, Saint Davids Square Shopping Center, St. Davids, PA
- **Home Depot**, 181 S Gulph Road, King Of Prussia, PA
- **Bed Bath and Beyond**, 224 W Dekalb Pike, King of Prussia, PA
- **IKEA**, 400 Alan Wood Rd, Conshohocken, PA
- **Giant** (Grocery Store), 550 E Lancaster Avenue, St Davids, PA
- **Whole Foods Market** (Organic Food store), 821 Lancaster Avenue, Wayne, PA
- **Wegman's** (Grocery Store), 1 Village Drive, KOP, PA
- **Acme** (Grocery Store), 700 W Lancaster Avenue, Wayne, PA
- **Trader Joe's**, 171 E Swedesford Rd, Gateway Shopping Center, Wayne, PA
- **Moms Organic Market**, 1149 Lancaster Ave, Bryn Mawr, PA
- **Lancaster County Farmers Market**, 389 Lancaster Avenue, Wayne PA
- **CVS Pharmacy**, 316 East Lancaster Avenue, Wayne, PA or 1218 Lancaster Ave, Rosemont, PA 19010
- **Rite Aid Pharmacy**, 237 Lancaster Ave, Wayne, PA or 644 West Lancaster Ave., Wayne, PA
- **USPS Post Office**, 104 S Wayne Ave, Wayne, PA
- **UPS Store**, 303 W Lancaster Ave, Wayne

We can always help you further - just ask!

How can I find a dentist or pediatrician, babysitter or childcare for my child/children? I have further questions about the greater Philadelphia area, Radnor Sports, summer camps, where to purchase items I need etc., is there anyone who can help me?

For specific questions regarding medical providers or community information, please feel free to **contact one of our Welcoming Committee members**. We are happy to field your specific questions and provide you with helpful information. **GOOD LUCK!**