

# CANDLEBROOK ELEMENTARY SCHOOL

King of Prussia, Pennsylvania 19406

Main Number (610) 205 - 3700

## General Procedures for 2025 - 2026 School Year

**ARRIVAL AT SCHOOL:** Children should arrive at school between 8:40AM and 8:50AM, at which time they will be admitted to the school building and will proceed to their classrooms. **Students need to be in their classrooms by 8:50AM.** If your child arrives at school after 8:50AM, your child is considered tardy. Please have your child report to the office with an excuse note before proceeding to his/her classroom.

**PARKING LOT ARRIVAL & DISMISSAL RULES:** Traffic in the parking lot is ONE WAY. U-turns are not permitted. The speed limit is 5 MPH. Parents are encouraged to use the parking area next to the baseball field to avoid the congestion in "the car drop off line". Parents and students must cross only at designated areas. The handicapped parking spaces may be used only if you have a handicapped permit displayed in your car. **During arrival/dismissal the following are NOT allowed.** Please no parking and leaving your automobile along the curb, this area is for the drop-off/pick up of students only. Do not block the back parking lot entrance. Please refrain from using the bus lanes to exit the school.

**DISMISSAL:** Below you will find our dismissal timing. Again please consider using our upper parking lot to pick up your child at the end of the day or walk if possible to minimize the congestion in our car line.

- 3:28PM - students who are walking home or have a parent who is standing outside our main entrance will be dismissed. Please note: Kindergarteners need to be picked up by a parent/guardian. Students attending Right at School will be dismissed to the cafeteria.
- 3:30PM - we will begin calling students for the car line. As buses arrive students will be dismissed accordingly.

**Please Note:** any alterations to your dismissal plan need to be put in writing either on paper or via email to the office staff (SWanamaker@umasd.org, TThornton@umasd.org) and the child's homeroom teacher. This will need to be done prior to 2:00PM each day. In the event of an emergency only, if a last minute dismissal plan is needed, you should call the main office. (610-205-3700). **If no notification from parents is received, children will be dismissed as indicated on the Routine Dismissal Google Form completed at the beginning of the year.**

**CAR RIDERS – MORNING DROP OFF (8:40AM - 8:50AM)/AFTERNOON PICK UP (3:30PM):** During arrival time, pull up next to the curb, and as far forward as possible – but do not block the crosswalk. You need to remain in your car while your child exits, curbside. If every driver would demonstrate patience by waiting for the first car in line to drop off their child and leave, each subsequent driver could move up to the "first" position quickly and safely. There should be no reason to "pass" or to create a second, dangerous lane. **Please don't have your child exit the car until you have reached the front of the drop off line or instructed by the staff member on duty.**

At dismissal time, the lane next to the curb is to be used for children and parents who are ready to leave the school grounds immediately upon dismissal. Parents must otherwise park in a designated space.

**ABSENCE/EXCUSE NOTES:** Please email the attendance clerk at [swanamaker@umasd.org](mailto:swanamaker@umasd.org) or call 610-205-3703 to report an absence (email is preferred). An excuse note **must** be brought to school upon your child's return from an absence, stating the date(s) absent, the reason for the absence, and parent/guardian signature. If you have a doctor's note, please attach an excuse note to it, indicating the day(s) absent and your signature. Written notes are also required when your child is tardy.

In compliance with Pennsylvania Compulsory Attendance Laws, absences will be classified as unlawful unless the school office receives a written, satisfactory explanation for the absence from the student's parent, guardian, or physician **within three (3) days of the student's return to class.**

**EARLY DISMISSAL:** If you will be picking up your child early for a doctor's appointment, dentist's appointment,

etc., please email the attendance clerk and your child's teacher that morning, stating the time you will be picking up your child and the reason. Indicate in the email/note if someone other than a parent will pick up your child. When it is time to pick up your child, come into the office and sign out your child. You or your designee will be expected to present appropriate identification if the Candlebrook staff does not recognize you. The office staff will phone your child's teacher to let him/her know that you have arrived at school. Please do not proceed to the classroom to pick up your child. Upon return to school a note from the medical/dental office is required.

**RETURN TO SCHOOL AFTER 3:30PM:** Unless properly supervised, students are not permitted to return to school to pick up forgotten assignments, books, etc. Arrangements should be made with a classmate to borrow forgotten books or to obtain assignments.

**PEANUT/TREE NUT AWARE:** In order to support our students that have peanut/tree nut allergies, no peanut or tree nut products will be able to be consumed for snack time within a student's classroom. Students, however, may consume peanut/tree nut products in our cafeteria. Students who are bringing lunches to school that may contain peanut or tree nut products will keep their lunch in their book-bag until it is time for students to go to lunch. For snack time, we are asking that parents put a peanut/tree nut free snack in a separate space in their child's book bag in order that he or she can easily access their snack during the school day.

**BIRTHDAYS & CELEBRATIONS:** Please note if you would like to send something in for your child's birthday or for a classroom celebration please make sure it is a non-food related item. For example you can dedicate a classroom game, book, craft, etc.

**SCHOOL CLOSINGS/DELAYS:** In the event our Superintendent closes/delays school you will receive a communication via the district communication system to the number we have listed in Sapphire. In addition, there will be a posting on the main page of our district website ([umasd.org](https://umasd.org)).

**E-MAIL ADDRESSES:** All members of the professional staff at Candlebrook Elementary School have Email addresses. Parents may send an email to any member of the professional staff by typing the following:

First initial of first name – Last name @ umasd.org, i.e. Frank McCartney would be [fmccartney@umasd.org](mailto:fmccartney@umasd.org)  
Please see the staff directory on our website at <https://candlebrook.umasd.org/directory>

**ADMINISTRATION OF MEDICATIONS:** Parents are encouraged to arrange medication schedules so all medications are given at home, whenever possible. When it becomes necessary to administer any medications during school hours, these regulations apply:

1. A signed physician's note must be presented for any prescription or over-the-counter medication (including Tylenol, Benadryl, cough syrup, etc.) to be taken during school hours.
2. A signed parental/guardian permission note for the prescribed or over-the-counter medication must be given to the school nurse.
3. The medication must be provided in the original pharmacy container with the original label intact.
4. A parent, guardian, or other responsible adult must deliver the medication to school.

**Please Note:** These regulations also apply to any medications for emergencies such as allergies or bee sting reactions. Emergency medications must be provided by the parent/guardian. Any questions please contact the nurses office 610-205-3705.