



# Chadds Ford Elementary

## Main Office FAQs 2025-2026



### What is the arrival procedure?

- By bus:* Bus riders are dropped off at CFES between 8:50 - 9:10 am.
- Carline drop off:* 8:50 - 9:10 am
- Drivers may drop off their students in the car line at the front of the building beginning at 8:50 am. Students will go to the gym until 8:55 am when they will be able to transition to their classroom.
- Students are invited to participate in the free breakfast program in the cafeteria from 8:50 to 9:10 am.

### What if my student is late?

- All students should arrive at school before the bell rings at **9:10 am**.
- After 9:10 am students are tardy.
- If you arrive after 9:10 a.m., please report to the office with your student and sign them in to school. Your student will then receive a note to take to class. Tardies will be noted in our attendance system, PowerSchool.

### What should I do if my student is unable to attend school?

- All absences must be emailed to [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) (you may copy the homeroom teacher in the email). Please **do not call** the school/nurse line; absences are not reported via phone.
- Between 10:30 am and 10:40 am, our automated attendance system will contact you to inform you that your student has been marked absent from school if we have not received any notification of their absence from a parent or guardian. Upon receiving this notification, please promptly send an email to [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) or submit an explanation for the absence through PowerSchool.
- To excuse an absence, parents/guardians must send an email to [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) **within three days of the unexcused absence**. This email should include the student's first and last name, the date of the absence, the teacher's name, and the reason for the absence. Any relevant doctor's notes should also be attached to the email. Please note that an email is required for every absence, and no absence will be excused without one. See [Parent Handbook](#)
- If your student is absent for 3 or more consecutive days, a doctor's note is required.
- Feel free to email your student's teacher for homework after the 3rd day of absence.
- Review the [attendance protocols](#), [attendance](#) updates, and UCFSD board policy.

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

- If you would like to pick up your student from school, an email needs to be sent to [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) stating that they will be picked up after school. \*The district bus system is the default method home.\* If you are registered for aftercare with the YMCA, coordinate your change of dismissal arrangements with the school office.
- Drivers must have their "Family Number" sign clearly displayed in the car window.
- To access the pick-up line, please follow the signs and traffic flow. Drivers should remain in their vehicles. When your vehicle approaches the main entrance area, your student will be called to load into the car. Please refrain from passing other vehicles that are loading students. Ensure your student is loading from the sidewalk side and not walking into the car lane of traffic.
- All dismissal changes must be received by 2:30 pm via [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net), changes received after 2:30 p.m. will not be accepted.

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

- You may send an email to [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) stating your permanent plan (student is picked up every Monday, or stays after for science club every Thursday, etc.)
- Please be very clear and thorough when sending an email. Be sure to include your student's first **and** last name, date, and teacher.
- For the current school year, changes in pick-up or dismissal arrangements do not automatically transfer from previous years. If you intend to pick up your student from school at dismissal, you must send an email to [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) stating your preferred plan.

### **Can I pick up my student early from school?**

- Yes, before 3:00 pm. Parents/guardians should not plan to pick up a student between 3:00 - 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 necessary.
- If you must pick up your student early, please email [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) with your student's first/last name, date, teacher, time of pick up, reason, and who will be picking them up.
- No pick-up changes can be made after 2:30 pm each day.
- Upon arrival, kindly park your vehicle in the designated visitor parking area and proceed to the main office. We will notify your student via the school's communication system to meet you in the office. Please be prepared to sign the "Early Dismissal" sheet, indicating the exact time of your student's departure.

### **Can my student have a playdate?**

- Yes. Both families must email the attendance address 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 an email sent. Email [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) with the date of the playdate, bus number, homeroom teacher, student's name, and the student they are bringing/going home with that day.
- A student 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 an email for my student in the morning or plans change after they leave for school?**

- If there is a dismissal plan change after your student leaves for school, please include that in the email [cfeattendance@ucfsd.net](mailto:cfeattendance@ucfsd.net) before 2:30 pm. We will inform both the student and their teacher of the change.

### **How do I become a volunteer at school?**

- Visitor/Volunteer Policy: [Volunteer Policy- 916](#) -
- [Volunteer Documents](#)

### **Who do I contact for any front office questions?**

Cindy Poe  
CFES School Secretary  
610-388-1112  
[cpoe@ucfsd.net](mailto:cpoe@ucfsd.net)

Juliet Zimkowski  
CFES Office Manager  
610-388-1112  
[jzimkowski@ucfsd.net](mailto:jzimkowski@ucfsd.net)