

CANDLEBROOK ELEMENTARY SCHOOL

General Procedures for 2026 - 2027 School Year

ARRIVAL

- Doors open 8:40AM; students must be in class by 8:50AM.
- Arriving after 8:50AM is recorded as late/tardy. The student must report to the office with an excuse note before heading to class.

DISMISSAL:

- Walkers are dismissed at 3:28pm.
 - *Note: **Kindergarteners must be picked up** by a parent/guardian
- Car Line and bus students are dismissed at 3:30pm.

PARKING LOT DROP-OFF/PICK-UP RULES

- Walkers: Use designated cross walks
- Traffic is ONE WAY.
- No U-turns.
- 5 MPH speed limit.
- Do not use the bus lanes
- No passing, or driving around stopped cars. Exercise patience and caution.
- **Morning Drop Off:** Pull as far forward as possible without blocking the crosswalk. Parents remain in the car. Kids exit curbside. Do not leave your car.
- **Afternoon Pick Up:** Curb lane is for immediate pick-up only; otherwise park in a designated space.
- **Parking:** If coming to the school during arrival or dismissal time, use the lot by the baseball field to avoid car-line congestion. Handicapped spaces require a displayed permit.

ABSENCES

- Report absences by email (SWanamaker@umasd.org) or call 610-205-3703.
- Bring a written excuse note on return, with date(s), reason, and signature. Attach it to any doctor's note.
- Tardies also require a written note.
- PA law: absences are unlawful unless the office receives a written explanation within 3 days of return.

EARLY PICK UP

- Email the office (SWanamaker@umasd.org, TThornton@umasd.org) and the homeroom teacher by 2:00PM that day.
 - Include the pick-up time, reason, and who's picking up (if not a parent).
- Come to the office to sign your child out; be sure to bring a Government ID
- A doctor/dentist note is required upon return for an excused early dismissal

RETURNING TO SCHOOL AFTER 3:30PM

- Students are not permitted to reenter the building after 3:30pm

PEANUT/TREE NUT AWARENESS

- No peanut/tree nut products for classroom snack time (cafeteria lunch is fine).
- Lunches containing peanut/tree nut products stay in the book bag until lunchtime.
- Pack nut-free snacks separately for easy access during the day.

BIRTHDAYS & CELEBRATIONS

- No food items. Instead a class game, book, or craft is a great choice.

SCHOOL CLOSINGS/DELAYS:

- You'll be notified via the district communication system (using your number on file in Sapphire) and see a posting at umasd.org.

STAFF EMAIL

- Format: first initial + last name @umasd.org (e.g., Matthew Pimental → mpimental@umasd.org).
- Full directory can be found at candlebrook.umasd.org/directory

MEDICATIONS

- Schedule doses at home when possible.
- Any medication given at school requires:
 - (1) a signed physician's note
 - (2) a signed parent permission note to the nurse
 - (3) the original labeled pharmacy container
 - (4) delivery by a parent/guardian or other responsible adult.
- Emergency medications (for example: allergies, bee stings etc) must be supplied by the parent
- Questions? Nurse's office, 610-205-3705.