

# BRISTOL TOWNSHIP SCHOOL DISTRICT

---

KEYSTONE ELEMENTARY SCHOOL  
1800 Keystone Street, Croydon, PA 19021 267-599-2470  
George Ciarrocchi – Principal  
Aaron Quarterman - Vice Principal

---

## **Arrival, Dismissal and Breakfast Procedures for Bristol Township Elementary Schools and Teacher and Classroom Assignments for the 2018-2019 School Year**

### **Arrival Procedures**

- We expect students to be in their classrooms by **9:20**. Students arriving after 9:20 will be considered late and Parents/ Guardians will need to sign students in at the front desk.
- Students walking or being dropped off should arrive no earlier than 9:05 a.m. unless eating breakfast (see below). Students will be admitted into classrooms at **9:10 a.m.** for the start of school.
- Parents/Guardians dropping off students should enter the drop off loop, off of Church Street, and continue all the way up to the Library entrance. . All traffic is one-way. You will exit out at the Tulip Street exit.
- Students should exit all vehicles from the **passenger side** only. **Parents, please remain in your car.** If your child is coming to school late, **please bring your child into school to sign him/her in.**

### **Breakfast Procedures**

- Students who wish to have breakfast should arrive at **8:50AM** and **enter through the main entrance.**
- Bussers will receive breakfast upon their arrival to school.

### **Bus Riders**

- We strongly recommend that you escort your child to the bus stop and wait for them to board the bus. In addition, it is encouraged that you introduce yourself to the bus driver at some point. It is also strongly encouraged that you pick your child up from the bus stop through 5th grade. Kindergarten, First Grade and some Special Needs students **must** be met by parent, guardian or older responsible sibling.
- Please refer to the student handbook regarding bus policies. Transportation is a privilege. Students who act in an unsafe or disrespectful manner will lose that privilege.

### **Dismissal Procedures**

- Dismissal begins at **3:45 p.m.** Early excusals must follow the procedures as established in the Parent/Student Handbook. **Dismissals after 2:45 p.m. will not be granted unless an emergency situation exists.**
- Should you need to pick your child up before 2:45 p.m., written notice is required, along with proper ID. **We cannot accept phone calls for early dismissals.**
- Students who are walkers are expected to cross with the crossing guard at the designated places.
- Parents/Guardians picking up students should enter the parent pick-loop from the Church St. entrance.
- Vehicles are not permitted in the pick up line until **2:15 p.m.**
- Notify the school if you are running late. Repeated late pick ups will result in a parent principal conference.
- Students who are bussed will leave via the back bus exit and will be assisted by teachers and staff.
- If your child is not riding the bus on any given day and will be picked up, he/she **must give a written note to the classroom teacher**, which will be forwarded to the main office.

**Our goal is to keep our students and staff safe at all times. Thank you for your support. Please call if you have any questions or concerns.**

