



Bristol Township School District

KEYSTONE ELEMENTARY SCHOOL

Keystone Elementary School
1800 Keystone Street
Croydon, PA 19021

Phone: 267-599-2470
Fax: 215-788-1041

August 25, 2023

Dear Keystone Family,

A warm welcome to the 2023 – 2024 school year! We are pleased to be welcoming everyone back. Please review the following information as we prepare for the new school year.

- School officially begins on Tuesday, September 5, 2023, for all students. It will be a full day. The academic school day is from 9:20 AM and ends at 3:45 PM.
- 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 9:00 AM. The school doors will open at 9:00AM.
- As in the past, parents/Guardians dropping off students should enter the drop off loop that starts at Church Street and continue all the way up to the Media Center 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 park in the school lot and bring your child into the main office to sign him/her in.**

Breakfast/Lunch Procedures

- Breakfast and lunch will be free again this year.
- Students who wish to have breakfast should arrive at **9:00 AM 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 with them until they 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. **Kindergarten, first grade and students with special needs must be met by a parent, guardian, or older responsible sibling.**
- Please refer to the student handbook regarding bus policies. Transportation is a privilege. Be mindful that students who act in an unsafe or disrespectful manner will lose that privilege.

Dismissal Procedures

- Dismissal begins at **3:45 PM.** Early excusals must be put in written form and be given to the teacher at the beginning of the school day. **Dismissals after 3:00 PM. will not be granted unless in an extreme emergency. (This is for the safety of our children. Last minute changes could cause confusion to our process which may compromise student safety.)**
- Should you need to pick your child up before 3:00 PM, written notice to the teacher is required, upon arrival you must provide proper ID. We cannot accept phone calls for early dismissals. (Again, for the safety of our children.)

- Students who are walkers are expected to cross with the crossing guard at the designated crossing areas.
- 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 after **2:15 PM**.
- 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. Please refrain from doing this often.

PLEASE NOTE: Student Handbooks are available on our website. Behavior expectations along with policies and procedures are listed. Please take some time to review it and go over it with your child.

Important Dates

Kindergarten Orientation

Thursday, August 31, 2023 (9:30AM-11:00AM)

Parents are expected to remain with their child(ren) throughout the orientation. You are welcome to park in the bus loop which is accessible from River Road.

First Day of School

Tuesday, September 5, 2023 (Full Day)

Picture Day

Thursday, September 14, 2023

Picture Make-Up Day

Friday, November 3, 2023

Back to School Nights

(Please make arrangements for your children to stay at home)

Grades K, 2 & 4

September 6, 2023 6:00 PM to 7:00 PM

Grades 1, 3 & 5

September 7, 2023 6:00 PM to 7:00 PM

Please check our school website for the most updated information.

Child Care

Before and after care programs are available if your schedule conflicts with arrival and dismissal times. Please contact the school secretary for information.

Please remember, our goal is to always keep our school family safe. We thank you in advance for your support.

Mark Wilicki – Principal

Crystal Smith-Herman - Assistant Principal