



Conestoga Valley

J.E. FRITZ ELEMENTARY

Colleen Hovanec, Ed.D., **Principal**

August 23, 2016

Dear Parents,

I appreciate your willingness to become involved in your child's education. The teachers and I look forward to working collaboratively with you as the year unfolds. In order to maintain consistency with some of our procedures, I have enclosed some information that I would like you to read. Please take the time to review our AM drop-off and PM pick-up procedures, bus regulations, guidelines on our dress code, and upcoming date reminder as well as other important information.

If you have questions regarding any of this information, please feel free to contact your child's teacher or me.

In closing, we look forward to investing our time and talents in your child's education each school day.

Sincerely,

Colleen M. Hovanec, Ed. D.
Principal



845 Hornig Road, Lancaster, PA 17601

Phone: 717.397.5246

www.ConestogaValley.org

Fax: 717.397.6481



Birthday Treats, Birthday Party Invitations and Lunches

Dear Parents,

We have a large number of students who have various food allergies at Fritz. In order to keep everyone safe, **we will not permit birthday treats, in the form of food, into the classroom or cafeteria.** We want to celebrate your child's special day and have provided a list of non-food suggestions below:

- Pencils
- Erasers
- Book mark
- Games
- Cards
- Stickers
- Other small tokens for each child

BIRTHDAY PARTY INVITATIONS

Please do not send in birthday party invitations to school as we will not be able to distribute them. Teachers are not permitted to divulge personal student information (such as addresses) to parents.

LUNCH TIME

We truly enjoy when you come to have lunch with your child. This is often one of the major highlights of their day. **Please do not bring in fast food for your child as we are adhering to our district's health and wellness policy regarding healthy food choices.** You may bring in a packed lunch from home or you may purchase a school lunch. If you choose to purchase a school lunch, please send a note in with your child indicating your choice for lunch. We will notify the cafeteria manager of your selection and have it ready when you arrive.

When packing your own child's lunch please do not send in unhealthy items such as sodas or candy.

We appreciate your support and thank you for understanding.

Sincerely,

The Staff at J. E. Fritz



MORNING ARRIVAL AND AFTERNOON PICKUP INFORMATION



Morning Arrivals

Bus riders will enter school through the main doors in the front of the building. As the buses arrive, student will enter the building and report to their classrooms. Buses will arrive beginning at 8:30. If any buses arrive early, students will wait on the bus until 8:45. Students who are eating breakfast may proceed directly to the cafeteria as soon as they arrive.

Car riders will enter the building in the gym area. This entrance is through the parking lot, located on the side of the school. Students may enter the building beginning at 8:30 AM. The doors will close at 8:50 AM. After that time parents must come to the front of the building. (Students arriving after 8:55 AM must report to the front office to sign in.) Drivers should stop at the sidewalk at the far end of the curb to permit children to leave the cars. Children should not be dropped off in the parking lot and permitted to walk to the sidewalk. After children have left the cars, the drivers should continue around the circle (marked with cones) and exit the parking lot onto Hornig Road.

Bus Loop at Building Front

No cars will be allowed to enter or leave the bus loop in the front of the building during drop-off and pick-up. Times for this are 8:15-9:00 a.m. and 3:00-4:00 p.m. If your child is a car rider you MUST go to the car rider drop-off and pick-up areas near the gym. Visitors during this time must park in the side parking lot and walk to the front of the building.

Afternoon Pickup Procedures

Bus riders will be dismissed through the front entrance. **Car riders** will be dismissed at 3:25 through the **back gym door** by the steps. Parents should plan on arriving no earlier than 3:15. Drivers should follow the same procedure for entering the parking lot and wait in line for the children to enter the car from the gym. Children will not be permitted to walk into the parking lot area to reach a car. In past years, we have found the car pickup process moves very quickly as we learn to recognize which car "belongs" to a child. **Please do not get out of line as this interrupts traffic flow and is dangerous for the students.**

Walkers will be dismissed through the front entrance after the buses have left. If your child is usually a walker and will be a car rider for whatever reason, they will be dismissed with the car riders through the gym entrance. If the weather is inclement, parents of walkers may pick up their child in the front circle after buses have left.

General Comments

If your child routinely rides a bus and you want to pick him or her up at the end of the day, you must call the office or send a note to your child's teacher (preferred). Your child will be dismissed with the car riders at the back gym door. **Calls at the end of the day may or may not be honored. Please try to limit these changes as much as possible in order to avoid continued interruptions to classrooms. PLEASE DO NOT CALL OR COME IN TO THE OFFICE AT THE END OF THE DAY TO MEET YOUR CHILD. PICK-UPS MUST BE DONE AT THE CAR RIDER AREA.**

If your child comes to school late or must leave early, the front entrance doors must be used. The gym lobby doors will be locked at all times, other than the beginning of school. If you are coming to pick up your child early and it is **before 3:05 PM**, you may park in the front of the building and come into the office to sign out your child. If you arrive at school later for an early sign out, you must park in the side or rear lot and walk to the front entrance. **As a reminder, when buses are parked in the front loop no cars are allowed in or out of that area.**

BUS RIDING REGULATIONS VERY IMPORTANT – PLEASE READ!!

- Students may ride only on their assigned bus and get on/off at their assigned stop.
- Requests to transport your child to or from locations other than your home will be considered only if it is an emergency situation, the location is in your attendance area and if space is available.
- Annual requests for permanent bus changes for babysitting purposes must be submitted on a Transportation Request Form. Please notify the office if you are in need of this form. These requests are only good for one year and must be re-submitted each year.
- Requests for non-emergency reasons (overnight visits with a friend, homework projects, play dates, etc.) **will NOT** be accepted. Telephone requests will be taken for emergencies only. Parent notes will not be accepted by drivers, they must be given to the school office.
- Please be advised that some buses fill up and the bus cannot take an extra rider regardless of emergency. Do not assume your child will be able to ride a particular bus.
- On early dismissal days some students may need a pass for babysitting purposes due to parents' work schedules. If the bus has room then the pass will be given **ONLY** if the following procedures are followed:
 - The request must be received **in advance**. All early dismissal days are marked on the calendar and on the school menu. Please plan in advance. Requests received on the day of early dismissal will **NOT** be granted. We must receive notes from the parent requesting the pass as well as the parent who is receiving the child for babysitting. Office staff will no longer spend time calling parents for permission – this is the parents' responsibility.

Thank you for your cooperation in this matter. Please call the office at 397-5246 if you have any questions.



TEMPERATURES ARE UP!



As we know, the temperatures during the start of the school year are often quite warm - even hot! With this in mind, we are asking parents to please monitor "summer clothing." As you do this, remember our school has air conditioning, so the children are inside in a comfortable temperature setting with the exception of lunch, recess and physical education classes.

We follow a similar dress code as the other schools in our district. The following guidelines may be helpful:

1. Shorts are permitted as long as fingertips touch the bottom of the shorts when the child is standing.
2. Halter tops or halter dresses are not permitted.
3. Midriffs must be covered.
4. Shirts with sleeves are preferred; however, appropriate tank tops are permitted. Tops with thin straps that reveal underwear are not acceptable.
5. Sneakers, shoes or sandals with a back strap are recommended. **For safety reasons, flip flops are NOT permitted.**
6. As always, no hats, sunglasses, bandanas, etc. are permitted to be worn in the building.

If students come to school with inappropriate dress, we will call the parents so that the correct clothing can be brought to school.

In advance, thank you for your cooperation in helping us get started on learning during the beginning of the school year.



Quick reminders

A **Parents' Open House** will be held on September 15th. More details to follow.

Remember no school on **September 2 or 5**. School will resume on September 6.

Please refer to your lunch menus for early dismissal reminders.

The district calendar may be viewed on the CV website (Conestoga Valley.org).

Don't forget to sign up for the **Sapphire Parent Portal**. In addition to your child's grades you can also view other important information such as schedules and bus information. You may make your own changes with regards to phone contact numbers, email address changes and updates and address changes (proof of residency required).