



**Pine Road Elementary School**

3737 Pine Road  
Huntingdon Valley, PA 19006  
215.938.0290  
www.lmtsd.org

Brian J. Swank, Ed.D.    Mrs. Sharon L. Franciosa  
Principal                      Assistant Principal

August 2018

Dear Pine Road Families,

Summer is nearly over and excitement is building as we finalize our preparations to welcome students to the 2018–19 school year! I hope that the summer months have afforded your family an opportunity to relax, recharge, and enjoy some quality time together.

Below you will find a wealth of important information. Please review the information closely and, should you have any questions, do not hesitate to contact our main office.

**IMPORTANT REMINDERS**

8/29	6:00 PM	Home Access Center opens
9/4		First Day of School (Kindergarten families please review your letter to confirm which day you should attend orientation.)
9/7		Celebrate Pine Road Day—Wear your blue and gold!
9/7	5:00-7:00 PM	Pine Road Picnic (More information to follow)
9/10		Schools Closed
9/11		Schools Closed
9/12	6:30-7:00 PM	Grades K & 1 ESOL Back-to-School Night
9/12	7:00-8:00 PM	Grades K & 1 Back-to-School Night (Homerooms)
9/13		Picture Day
9/18	9:15 AM	PTA Meeting — Pine Road Staff Development Room
9/19		Schools Closed
9/20	6:30-7:00 PM	Grades 4 & 5 ESOL Back-to-School Night
9/20	7:00-8:00 PM	Grades 4 & 5 Back-to-School Night (Homerooms)
9/27	6:30-7:00 PM	Grades 2 & 3 ESOL Back-to-School Night
9/27	7:00-8:00 PM	Grades 2 & 3 Back-to-School Night (Homerooms)

All K students will be given a color coded lanyard to wear and Grades 1 & 2 students will be given a luggage tag for their backpack. This will identify whether a child rides the bus, walks or is driven to school. It is important that this luggage tag remain on your child’s book bag for the entire year. Use of the lanyards and luggage tags will make dismissal safer and quicker. **Please return the included Transportation form on September 4<sup>th</sup>.**



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Parents/ guardians of kindergarten students will receive a separate letter indicating their orientation day as well as information regarding how they can access the assigned teacher for their child(ren). Students, accompanied by their parents/guardians, will report to Pine Road at 9:45 on the morning of their orientation.

All first grade students will be greeted by our staff upon arrival on the first day of school. We will usher these children into the cafeteria where they will line up with their new classmates. A kindergarten teacher will be there to walk the students to their new classroom.

Home Access Center (HAC) will open for families to view teacher assignments, bus information and Free & Reduced Lunch information on the evening of August 29<sup>th</sup>. Please visit [www.lmtsd.org/backtoschool](http://www.lmtsd.org/backtoschool) for more information.

**KINDERLINKS**

Information regarding the before and after school program can be obtained on the website or by calling 215-938-7940. *Only parents of Kinderlinks students may use the access road in the rear of the building during the established drop off and pick times.*

Kinderlinks Arrival Procedures - Parents will drop off their children in the morning at the rear entrance of the school using the access road just past the school (going north on Pine Road toward County Line Road). A Kinderlinks staff member will be available to greet parents and students and to assist with signing in students.

Kinderlinks Dismissal Procedures - Parents may pick up their children in the afternoon after 4:15 PM at the rear entrance of the school. Parents of Kinderlinks students will use the access road just past the School (going north on Pine Road toward County Line Road) to pick up their children. Parents will park in the rear lot and sign out their child with the appropriate Kinderlinks staff member. Parents picking up their children prior to 4:15PM must come through the main entrance of the school building.



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### ARRIVAL & DISMISSAL PROCEDURES

#### **Bus Arrival and Dismissal**

- School buses will drop off and pick up students at the rear entrance.

#### **Walker Arrival and Dismissal**

- 4<sup>th</sup> & 5<sup>th</sup> graders who walk must bring a note (see included Transportation Form) from a parent/guardian indicating whether the student will be walking home daily or only on certain days of the week. A “Walker Pass” will be issued upon receipt of this information.
- Students who walk to school (grades 4 & 5 only) will enter using the library entrance.
- Students who walk home (grades 4 & 5 only) will be dismissed each afternoon and escorted out of the building by school staff.

#### **Car/Day Care Drop Off and Pick Up Valet Service**

- **Valet service for parents and day care van drop-off in the AM (8:45-9:00) and pick up in the PM (3:30) will continue to be in the driveway loop at the front of the building.** *Drivers must remain in the car at all times.* Students will enter and leave school at the **Library** entrance. Parents **may not** enter at the Library doors. The Library entrance will be monitored by staff to ensure safety and to direct any visitors or parents to the main entrance. Please be aware that you may only turn right out of our lot from 8:40-9:00 AM and from 3:25-3:45 PM. Please do not make U-turns on Pine Road after exiting our lot. Please do not turn around on our access road, as this road is for buses and staff only. We are working with our local police to monitor Pine Road. Individuals making reckless actions with their vehicles will be ticketed. Please take your time and help us ensure the safe arrival and dismissal of our students.
  - Our staff will be outside to greet students from 8:45 AM until 9:00 AM each morning. Students may not leave their cars in the morning until staff members are present outside. **At 9:00 the library entrance is locked and if your vehicle has not reached the drop off zone, you must park your vehicle and walk your student(s) into the building for sign-in.** As a rule of thumb, if you are on our property by 8:55 you should not have any issues with drop-off. Please ensure that you make appropriate arrangements to arrive at Pine Road by 8:55.
  - During dismissal time Parents/Guardians will be asked for Photo Identification by school staff before students enter the car.



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**Student Late Arrival – any time after 9:00 AM**

- Students who arrive after 9:00 AM are considered late. They must enter the building at the main entrance with a parent. Parents must park in the front lot, enter the building with their child, sign their student in and complete a yellow card to submit to the school greeter. Student will then be given a late pass to enter class.

**EMERGENCY CONTACTS**

Please make sure that you have ***local and reliable*** emergency contacts listed for your child. You may make these updates in the Home Access Center. In the event of an emergency or time sensitive situation, it is important that that you have identified individuals whom you trust that can pick up your child(ren). We will only release your child(ren) to individuals listed in the Home Access Center.

**PINE ROAD WELLNESS COMMITTEE**

The Pine Road Wellness Committee, comprised of teachers and administrators, would like to remind you that at Pine Road we do not celebrate birthdays with food items. We absolutely honor and celebrate each child’s special day, however we ask families to identify alternative approaches if they wish to have their classmates share in their day here at school.

**TWITTER**

In an effort to increase our communication and to regularly share information with our families we have created an official Pine Road Twitter account. We hope that you will follow us on Twitter so that you can see all of the wonderful things taking place daily at Pine Road. You can follow us at @LMTSD\_PRES

**PR HANDBOOK FOR PARENTS & STUDENTS** (available on the Pine Road website)

The School Handbook contains important information regarding school routines, procedures, services and activities. It also contains the Code of Conduct and guidelines for student behavior. Please remember to review the Pine Road Handbook with your child and acknowledge your review in Home Access Center. This review will ensure that you and your child are aware of Pine Road School’s expectations for behavior as well as the consequences for not meeting these guidelines.

As we enter this new school year my hope is that you will continue to support and partner with our staff as we seek to create a meaningful educational experience for your child within a safe, warm and caring environment. It is our goal to nurture your students and motivate them to become life-long learners and to encourage them to engage in educational risk taking. We hope to create future citizens who are conscientious, dependable and willing to take responsibility for their own actions. Mutual trust and respect between parents and school will allow us to accomplish our mission.



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**PINE ROAD PTA**

Pine Road PTA will hold their first meeting on Tuesday, September 18<sup>th</sup> at 9:15 am in the Pine Road Faculty Dining Room. For information about our PTA, please visit: <http://www.lmtsd.org/domain/492>.

**VOLUNTEER GUIDELINES**

If you wish to volunteer within our school or district or chaperone class trips, you **must** have your clearances. Please carefully review the included volunteer guidelines and requirements.

**ADDITIONAL IMPORTANT INFORMATION BELOW OR ATTACHED TO THIS LETTER**

- Volunteering in Schools
- Nutrislice Flyer (food service)
- Breakfast Program Information
- Transportation Form
- LMTSD Online Verification Letter

Lastly, please familiarize yourself with the district website ([www.lmtsd.org](http://www.lmtsd.org)) and check the virtual backpack regularly for important notices and our monthly calendar. Also, remember to sign up for E-alerts on the Virtual Backpack. You can check your child’s teacher’s web page for more classroom information.

Thank you for your on-going support, kindness and interest. You are truly a community dedicated to our children and your commitment is greatly appreciated.

Sincerely,

*Brian J. Swank*

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**Volunteer Information**

Volunteers are essential to our schools by helping to keep students safe on class trips, assisting teachers in classrooms, and offering special events to our students. Below are some important details on becoming a volunteer:

If you are not on the District’s Approved Volunteer List, but would like to be added, please visit the *Parents* tab on our webpage ([www.lmtsd.org](http://www.lmtsd.org)) for more information and links to apply for the following clearances

- Report of Criminal History from the Pennsylvania State Police (PSP);
- Pennsylvania Child Abuse History Clearance; and
- Either a Disclosure Statement or a Report of Federal Criminal History (i.e., fingerprinting. Please enter via the PA Department of Education portal. Human Resources need the registration receipt once you have gotten fingerprinted so that we may access your record.). A Disclosure Statement may be provided in lieu of the Report of Federal Criminal History (fingerprinting) for those volunteers who have lived continuously within the Commonwealth of Pennsylvania for the last 10 years. Volunteers who have lived outside the Commonwealth of Pennsylvania in the last 10 years will need to complete the Federal Criminal History (fingerprinting).

The fees for the PA Child Abuse Clearances and the PA State Police Criminal Background Check were waived by Governor Wolf for volunteers. The cost for the FBI fingerprint clearance is \$27.00, but it can be reimbursed if the fee is cost prohibitive. (Please contact the principal to speak confidentially if cost is an issue.) The FBI fingerprints are only needed if you have not been a resident of Pennsylvania continuously for the last ten years.

In addition, for those volunteering 10 hours or more per week or chaperoning an overnight trip a Tuberculosis Test Form (available from the *Parents* page) must be completed by a physician.

Your clearances are good for five years from the date that they were issued. (Note—if you had a Tuberculosis test because you were volunteering ten hours a week or more, the test results are good indefinitely.)

Once the District has received your clearances, you will receive a volunteer identification card in the mail.

Thank you.



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Dear Parents and Guardians of Pine Road Students,

We are pleased to announce that students K-5<sup>th</sup> will have the option to purchase a bagged breakfast starting this school year.

We have all heard the saying “Breakfast is the most important meal of the day.” Food is fuel and energy for our bodies, so by having a healthy breakfast, students can think more clearly and can function more effectively. By encouraging your child to eat breakfast, it helps increase his or her metabolic rate and gets their bodies in gear.

All breakfasts are served with a whole grain entrée, 100% fruit juice, fresh fruit & milk. Every student may purchase breakfast each morning and enjoy it in the cafeteria or take their bagged breakfast to their classroom. Students’ eligible for paid, reduced and free lunches are also eligible for paid, reduced and free breakfasts. Breakfast will cost \$1.50 for paid students and \$0.30 for reduced students. Menus can be found on the school website under Food Service/Cafeteria Information.

If you have any questions or comments regarding the new breakfast program, please feel free to contact the Food Service Director.

Thank you,

Logan Myers  
Food Service Director  
The Nutrition Group at Lower Moreland  
[lowermoreland@thenutritiongroup.biz](mailto:lowermoreland@thenutritiongroup.biz)



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## Check out your awesome new school menus!

### Daily Breakfast and Lunch Menus

You can easily view information about what is on our school menu each day. You can see an image and description for food items, as well as nutrition information.

Our innovative and interactive site and mobile app make our school menus more convenient and informative than ever before!

Nutrislice is brought to you by The Nutrition Group



Menus above represent sample menus and not actual menu items at your school.

Search for "School Menus by Nutrislice" on Google Play or the App Store or visit [yourdistrict.nutrislice.com](http://yourdistrict.nutrislice.com)



See your school menus at  
[yourdistrict.nutrislice.com](http://yourdistrict.nutrislice.com)



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