

SPRINGHOUSE MIDDLE SCHOOL

Frequently Asked Questions



Drop offs and Pick Ups



Do I need to send a note or call the office for parent pick up at the end of the day (2:40)?

You do not need to send a note if you intend to pick your child up in the parent pick up line at the end of day.

What if I need to pick up my child before 2:40 and forgot to send a note?

Please call the school as far in advance as possible with the following information: Time picking up, reason, and person picking up. Due to bus traffic, please pick up before 2:20.

Do I have to come in when dropping my child off?

No, there is no need. You may drop them at the front and watch them be buzzed in. During drop off before school, if they cannot make it to their homeroom by 7:45 am – they must sign in at the office as late.

Do I have to come in when picking my child up (before 2:40) for an appointment?

Yes, we ask that you come in, show ID, and wait for your child in the main office area. Your child will sign out and you will initial that you are taking them. Please choose a parking spot before coming in.

Where do I park when dropping off an item or picking up my child during the school day?

Please park your car in one of the designated visitor spots. If none of those are available please use any available parking spot.

*****Traffic Safety Guidelines:**

Please follow the traffic pattern when entering the SMS parking lot to drop off or pick up during school hours and after school. Please pull up to the designated sign in the front of the building that says "Pull up to this point." This allows more space for other parents to drop off and creates a smooth flow of traffic. Please have respect for the other drivers during this time and do not pass, which creates a safety hazard. Also, please do not drop off or pick up your child in the parking lot, which would require students to walk unsafely through traffic. In addition, please do not use the access road behind SMS; this road is used for district vehicles.

It is pertinent that everyone cooperates to ensure student safety. Thank you for your cooperation.

For security purposes we cannot allow anyone to double park in the front of the school.

★ Forgotten Items ★

What if my child forgot lunch money or their lunch?

A student may always purchase a lunch. We suggest that even if you don't use the Caftrac account frequently, you deposit a few dollars in an account to cover a lunch. Every student can access those funds with either their ID card or just their student ID number. If you wish to drop a lunch or money off for your student, we ask that you do it well in advance of their scheduled lunch time. These items can be left on the drop off table in the front vestibule. Checks must be made out to PSD Caftrac and have the students name in the memo area. You can check the balance of your child's Caftrac account here: <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

What if my child forgot their homework?

Although we understand that we all forget things, we encourage parents to consider the importance of any item being dropped off. Forgotten homework and projects can be dropped off in the front vestibule for a student to pick up. Students do not need to be called to pick up their items. If they are expecting an item they may ask permission to check the table at any time. If the student is not expecting an item, we will call them down to pick up the item.

What if my child forgot their gym clothes?

Students who forget their gym clothes will be allowed to call home during the first two weeks on the physical education rotation. Students will not be called out of class to pick up gym clothes- it will be their responsibility to check the drop off table before gym class to see if their bag was dropped off.

My child forgot to take their medicine- can I bring it in?

Please refer to our medication policy on the website which can be found here:

<http://www.parklandsd.org/departments/student-services/health-services/illnessmedication/>

Additional questions may be directed to the school nurse @ 610-351-5700 ext.66400

★ Cafeteria Information ★

If you need an application for free and reduced lunch it can be found:

http://www.parklandsd.org/wp-content/uploads/2010/01/free_reducedlunch.pdf

Print the application, fill it in completely, and return it to the main office

Detailed information and more FAQ's regarding FOOD SERVICES can be found:

<http://www.parklandsd.org/departments/food-services/frequently-asked-questions/>

★ Absences and Emergency Permits ★

Emergency permits must be completed by a parent the day prior to a child's absence. They are approved for medical appointments and personal emergencies and may be issued for the entire day(s) or a portion of the day. It is the student's responsibility to obtain the teacher's signature on the permit for the classes they will be missing during the absence. The completed emergency permit must be returned to the office prior to departure. Emergency permits serve to notify the office and teachers of the absence, allow students an opportunity to receive missed work and have the child in the office at the appropriate time to pick up. Students leaving during the school day are to sign out in the office prior to leaving and sign in upon returning. Students may obtain permits from the office, homeroom teacher, or online. http://www.parklandsd.org/middleschool/emergency_permit.pdf. You may also write a note if you do not have an emergency permit. Students should bring the emergency permit to the front office during homeroom.

★ Reporting an absence ★

What do I do if my child is coming to school late?

If your child is coming to school late & you know they will be arriving later than 8:45, we ask that you do one of the following: Complete an Emergency Permit Form ahead of time alerting us of your child's late arrival, or call the Attendance Hotline - 610-351-5900, Ext 66711.

What do I need to do when my child is absent from school?

If your child is absent from school, you should do one of the following: Call the Attendance Hotline at 610-351-5900, Ext 66711 before 9:00 to report your child absent, return a blue absentee card or a note that includes your child's name, reason for absence, date of absence and a parent signature to the Student Activities Office. Per district policy, if we do not receive any communication concerning your child's absence within 3 days, the absence will be recorded as unlawful. Your student may be subject to disciplinary action for unlawful absences.

Do I need a note from the Dr if I take my child out of school for an appointment?

You still need a note from the Dr. even if you filled out the emergency permit.

If your child is absent for an entire day but did not go to the doctor – please send in a blue card (available at the student activities office) or a note with the reason for the absence.

What happens if my student has excessive absences?

After 6 absences you will receive a warning letter that doctor's notes will be required after 10 days of absence per the State Department of Education.

★ Bus Passes ★

How does my child get a bus pass to ride a different bus home?

Both students must provide a completed request form (or note signed by a parent) and turn it into the office during homeroom or activity period. A blank bus pass can be obtained here:

<http://www.parklandsd.org/sp/files/2009/07/Springhouse-Bus-Pass-Request-Form-and-Instructions.pdf>

If one or both of the students forget their note or pass, no bus pass can be issued. We cannot accept faxes, emails, or phone calls.

★ After School Shuttle/Late Activity Bus ★

What does my child do if they have an activity after school at a different school?

If your child is participating in an activity after school that is at OMS or PHS, they need to take the after school shuttle buses. If they are going to OMS, it is their responsibility to let their teacher know that they need to be dismissed at 2:35 so they can catch the 2:40 OMS shuttle bus. If they are going to PHS, they do not need to be dismissed early. Both of these shuttle buses are located in the end slot (#0) in the bus loading area.

What does my child do if no one is available to pick them up after their activity?

If your child is attending an activity after school at SMS or OMS & you are unable to pick them up after their activity, they can take the 4:20 Late Activity Bus Shuttle to PHS. Here they will board the appropriate Late Activity Bus depending on their address. This bus leaves the high school at 4:35. All your child needs to know is their regular bus stop. Please note that the Late Activity Bus Run is considered an "Express Run" and does not go to every stop in the district. The drivers do their best to get your child as close to their regular stop as possible.

Where do I pick up my child who is not taking the 4:15 Activity Bus / Shuttle?

Band student parents should please line up in the bus loading area. All other parents should line up at the front of the school.

★ Important Links ★

I would like to reach my child's teacher? Where do I find their email address or extension?

<http://www.parklandsd.org/staff/spmstaff.php>

Where can I find important dates?

<http://www.parklandsd.org/calendar.php>

★ SPORTS AND ACTIVITIES ★

Information about sports and the list of coaches and contact information can be found here:

<http://www.parklandsd.org/departments/athletics/coaches-information/>

Athletic Calendar information can be found here:

<http://www.parklandsd.org/departments/athletics/schedules/>

★ PTO INFORMATION ★

We have an organization called the **SMSP** (Springhouse Middle School Partnership). Additional information, including ways to become involved and a calendar and explanation of events can be found here:

<https://sites.google.com/site/smspartnershipnet/home>