

FREQUENTLY ASKED QUESTIONS

CONTACTING BRECHT SCHOOL/STAFF

How do I contact the school?

The Main Office number is (717) 291-1733. This will connect you to the Brecht Secretary. The school office is open from 7:45am-4:15pm.

How do I contact my child's teacher? When can I meet with them at school?

The most ideal way to contact our teachers is by email. Before and after school are busy times as our teachers prepare for the day or have meetings. By sending the teacher an email, you can arrange for a mutually agreeable time for a phone conversation or school meeting. Classroom teachers do not have direct phone lines in their rooms. The secretary cannot interrupt classroom instruction for parent phone calls.

What if I need to speak with the principal or guidance counselor?

While our principal and counselor want to address parent concerns, they are often busy assisting students and staff during the school day. Please avoid just stopping by in hopes of speaking with them. The best option is to call the office so the secretary can facilitate either phone or email messages for them so a meeting can be scheduled.

How do I contact teachers/staff by email?

All Manheim Township employees have the same ending to their email address: @mtwp.net. The address is the first six letters of an employee's last name and the first two letters of their first name. For example, Jane Smith's address would be smithja@mtwp.net.

SCHOOL DAY INFORMATION

When does the school day start? How early can my child arrive at school?

All elementary schools in Manheim Township start at 9:00am and end at 3:40pm. Students are not admitted into the building until 8:45am regardless of their mode of transportation. Students cannot be dropped off early at the office due to parent work schedules or appointments.

What if we miss the bus and are late for school?

Missing district transportation, traffic delays or waking up late are not excusable reasons for being late. Parents must bring their student into the office if arriving after 9:00am.

What do I do if I need before or after school care for my child?

Envisions is the before and after school program for Manheim Township. Please call their main office at 569-0796 for more information. There are other childcare options within the district, such as Chesterbrook and Kindercare, that our students can also be transported to and from.

ARRIVALS/DISMISSALS/TRANSPORATION

How does arrival and dismissal work?

Arrival begins each morning at 8:45am. Walkers and bus riders arrive in the main lobby and car riders are dropped off in the “loop” (facing Lititz Pike) at the front of our building. Parents are not permitted to park near the main entrance to drop students off due to safety concerns with bus arrivals.

All students must be in the building by 9:00am.

We begin dismissal at 3:40pm. All students going to Envisions or other childcare facilities are dismissed first.

Walkers are dismissed and can be picked up at the garden gate. Parents must wait outside at the gate for their child.

Car riders are dismissed to the loop entrance (facing Lititz Pike). Please follow car rider guidelines (in first day packet) for picking up your student in the car rider loop at the front of the school. **Please drive slowly and safely through our parking lot!**

Buses load at the main entrance of our building. Bus riders are dismissed from their classrooms when their bus is called.

Can I write a note for my child to go home on a different bus with a friend?

Students must ride their assigned bus only. If a friend rides the same bus, a note can be written indicating that the student will get off at the friend’s bus stop. We cannot accept any notes changing your student to a different bus.

What if I need to change my child’s dismissal procedure?

If you need to make a dismissal change (such as changing from bus rider to car rider), please send in the pink dismissal form or a note on any piece of paper. The note should include the student’s name, teacher’s name, the change and a parent signature. The student will hand the note to their teacher in the morning and the office will be notified.

We understand that sometimes a change needs to be made in the middle of the day due to unforeseen circumstances. Please call the office if this becomes necessary – do not email the teacher as they often cannot check their email until school has finished! **Please do not call the office after 3:00pm for a dismissal change as this does not give the school enough notice to make the change.**

The calendar is marked for an early dismissal day, what time are students dismissed?

Students are dismissed at 1:40pm on all district scheduled early dismissal days. All buses will run, drop offs will be two hours earlier than normal.

A Two-Hour Delay has been announced on the news/website/radio, what time do the students arrive to school?

School begins at 11:00am on a two-hour delay, with students arriving at 10:45am. All buses will run, pickups would be two hours later than normal.

ATTENDANCE INFORMATION

The Manheim Township attendance policy is available in the Parent/Student Handbook sent home to every student in their first day packet as well as on this website.

When is my child considered tardy for school?

Students are marked as tardy when they arrive after 9:00am. A parent must accompany their child into the office to sign them into school and fill out a reason for the late arrival.

My child is sick, do I need to call the school or notify the teacher?

You do not need to contact the school for a student absence. The school district uses an automated messenger call system to contact the household of any student marked absent each day, with a reminder for your student to return with an excuse note the following day. If you feel you receive this call in error, please call the school office immediately to report the error.

If your student will be out of school for several days due to illness or injury, you can notify the classroom teacher by email to arrange for missed work to be picked up in the office.

On the day your child returns from an absence, please send a note with them to give to their teacher. The note should explain the reason for absence, the date and have a parent signature. *The school must receive an excuse note within 3 school days of the absence. That means that on the fourth day following an absence, the absence remains unlawful on the child's attendance record.*

Our family has a trip to Florida scheduled in January, will this be excused?

What if we need to take a long-weekend trip in April for a family wedding?

Vacation is no longer an acceptable excused absence in the commonwealth of Pennsylvania. Our district will recognize an Educational Trip as an excusable absence if the following conditions are met:

A parent/guardian must submit the Educational Trip Form (available on the website or in school office) 5 days prior to the absence;

All information is filled out completely on the form;

The trip or travel days do not exceed 5 school days – this can be 3 days for one trip and 2 days at another time;

The trip is approved by the building principal;

The maximum number of days taken for a trip has not already exceeded 5 days during the same school year.

Any days exceeding 5 school days for the year will be considered unlawful absences on the attendance record. **Excuse notes or Educational Trip forms turned in after a trip will not excuse the days missed.**

MEALS AND SNACKS

Can my child purchase breakfast at school?

Breakfast is available for purchase for all students if desired. The price for breakfast is \$1.35. Students that receive a free or reduced lunch qualify for free breakfast. Students report to the cafeteria upon arrival to pick up their breakfast (which is contained in a bag) and then proceed to the classroom.

How can I apply for free or reduced meals for my student(s)?

An application can be completed at www.paschoolmeals.com. This is the fastest way for the application to be processed. If you do not have access to a computer, paper applications are available in the school office.

Do students have snacks during the day in their classrooms?

Please refer to instructions from your classroom teacher for their snack guidelines. Be aware that there may be allergies that the class needs to be sensitive to.

Can I bring in a birthday treat for my child to share with his/her class?

According to school district policy, food items cannot be brought into School for a birthday celebration. If students would like to share something with their classmates for their birthday, we encourage items like pencils, erasers, etc. Please contact the classroom teacher with any further questions about birthday celebrations.

How can I put money into my child's lunch account?

Money can be sent in with your child at any time for their lunch account. We recommend putting cash or a check (made out to MTSD Cafeteria Fund) into an envelope that your child will give to their teacher. You can also manage your child's lunch account online at www.myschoolbuckscom. This method allows you to see your child's food purchases and view your balance at any time.

When your child's lunch account is low, you will receive a written notice from the cafeteria manager reminding you that a payment is needed.

Who should I call if I have questions about my student's lunch account?

Please contact the Food Services office at 735-1720. The Brecht office secretary is not able to access lunch accounts or account balances to answer any specific questions.