SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP
BOARD APPROVED – FEBRUARY 2, 2021 2021-2022 SCHOOL YEAR CALENDAR

KEY

Schools Closed/Offices Closed
Schools Closed/Office Opened
No School for Students/Staff Development
No School for Students/ Staff Develop/Teacher Exchange
No School for Students/Conferences
Early Dismissal

Teacher Days: 191 Student Days: 180

JULY '21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days: 0 Student Days: 0

5 District Closed – 7/4 Holiday
Offices closed Fridays in the summer

AUGUST '21

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Days: 2 Student Days: 0

Offices closed Fridays in the summer

30, 31 Opening Teacher Inservice Days

1,2 Opening Teacher Inservice Days
3 Offices Closed
6 Labor Day; All Schools/ Offices Closed
7 Holiday; All Schools Closed/Offices Opened
8 Students' First Day
8,9,10 Early Dismissal Enfield only
16 Holiday; All Schools Closed/Offices Opened

SEPTEMBER '21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Teacher Days: 18 Student Days: 16

OCTOBER '21

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teacher Days: 21 Student Days: 21

13 Early Dismissal/Teacher Inservice
29 Early Dismissal/Teacher Inservice

2 Election Day, No School for Students; Teacher Inservice Day
22,23 No School for Students; conferences
24 No School for Students; Teacher Inservice/Exchange Day
25,26 Thanksgiving Break; All Schools/Offices Closed

NOVEMBER '21

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Teacher Days: 20 Student Days: 16

DECEMBER '21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Days: 17 Student Days: 17

23 Early Dismissal
24,27 Holiday; Winter Break; All Schools/Offices Closed
28,29 All Schools Closed; Offices Open
30, 31 All Schools/Offices Closed

17 Martin Luther King, Jr. Holiday All Schools/Offices Closed
28 No School for Students; Teacher Inservice Day

JANUARY '22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days: 20 Student Days: 19

FEBRUARY '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Teacher Days: 19 Student Days: 18

18 All Schools Closed; Teacher Inservice/Exchange Day
21 Presidents Holiday; All Schools/Offices Closed
23 Early Dismissal/Teacher Inservice

18,25 Early Dismissal/conferences

MARCH '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Days: 23 Student Days: 23

APRIL '22

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Teacher Days: 17 Student Days: 16

11 All Schools Closed; Teacher Inservice/Exchange Day
12,13,14 Schools Closed/Offices Open
15 Schools Closed/Offices Closed
29 Early Dismissal/Teacher Inservice/Jr.-Sr. Prom

17 Early Dismissal/Teacher Inservice
30 Memorial Day Holiday; All Schools/Offices Closed

MAY '22

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Days: 21 Student Days: 21

JUNE '22

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Teacher Days: 13 Student Days: 13

15,16 Early Dismissal
17 Last Teacher/Student Day; Early Dismissal

Early Dismissal: High School and Middle School: 11:10 a.m.
Erdenheim and Enfield: 12:00 noon

Enfield Elementary School
300 Montgomery Ave, Erdenheim PA 19038
www.sdst.org 215-233-6080

Interim Principal: Dr. Marykay Feeley
Principal as of 5/1/2021: Dr. Meghan Markle
Admin. Assistant: Mrs. Judy Jones
School Nurse: Mrs. Melinda Williamson

Assistant Principal: Mr. Curtis Fleming
Admin. Assistant: Ms. Lynn Miller
School Counselor: Mrs. Mayra Ramos-Cook
School Social Worker: Mrs. Joanne Adar

2020-2021 Kindergarten Statistics

Number of Students:	190	
Average Class Size:	19 students per one teacher	
Number of Kindergarten Classrooms:	10	
Current Kindergarten Team:	Mrs. Juliette Andrews	Mrs. Lauren Hannahoe
	Mr. Michael Koppel	Mrs. Jennifer McGee
	Mrs. Tiffany Cannon	Mrs. Sandra Salmon
	Mrs. Kathy Evans	Mrs. Rebecca Welk
	Miss Cindy Ferretti	Mrs. Marcia Robinson

FACTS ABOUT ENFIELD

School Day:	8:55 am – 3:25 pm
Early Dismissal Days:	8:55 am – 12:00 pm (Lunch is NOT served, but children should bring a snack)
First Day of School:	Wednesday, September 9, 2021
First Week of School:	Noon dismissal September 8-11th
Specials:	Art, Library, Music, Physical Education, STEM

Frequently Asked Questions

Q: How do I keep informed about important events at Enfield?
A: Regular emails are sent to families from teachers and administration. Please make sure your email address is accurate when you register.

Q: When do I find out teacher assignment for my child?
A: Teacher assignments are determined over the summer. Parents will receive notification of their child's placement in August.

Q: How do I know what bus my child will take to/from school?
A: Bus schedules will be available mid to late August and directions will be posted on the district website, under the transportation link. If your child needs transportation to/from an address other than the home address, please contact the transportation department directly.

Q: Do we have a before/aftercare program for the students?
A: Enfield does not run or operate a before/aftercare program. The district does contract with an organization called Kid View, Inc. They provide this service for Enfield families at the Enfield campus. Please call them directly with questions about their service. Kid View can be reached at 215-870-3788.

Q: Will I be able to volunteer at Enfield?
A: Yes! We love volunteers! Volunteers are required to have clearances. Please visit our district website, click on community tab, then volunteer clearance tab for clearance requirements.

Q: What supplies will my child need?
A: Supply lists will be posted at the end of this school year on the district website. We will also provide that information in your summer packet.

Kindergarten Registration Dates: April 21, 22, 28
Schedule an appointment by going on-line to SDST.ORG
PLEASE REMEMBER TO BRING YOUR CHILD TO REGISTRATION!

SCHOOL DISTRICT OF
SPRINGFIELD TOWNSHIP
Administration Building

1901 E. Paper Mill Road • Oreland, PA 19075 • **P:** 215.233.6000 • **F:** 215-233-5815 • maryjo_yannacone@sdst.org

Dr. MaryJo Yannacone
Superintendent

Dear Parent(s)/Guardians:

Pennsylvania law requires that upon entry into school or transferring from out of state or out of country all children must have a physical examination and dental examination. This regulation also applies to students transferring into our School District from in state where transferred School Health Records do not meet these criteria. This requirement includes children attending public, private, and parochial schools in Springfield Township.

In addition, Pennsylvania law requires that **children in all grades** entering public, private, and parochial schools in the Commonwealth MUST have the following specific immunizations BEFORE entry:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday). (Usually given as DTP or DTaP or if medically advisable, DT or Td)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

For Attendance in 7th grade

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

For Attendance in 12th grade

- 1 additional dose of MCV to make a total of 2 doses

If a child does not have all the doses listed above, the child's parent/guardian must provide a medical plan, signed by the healthcare provider, for obtaining the required immunizations or risk exclusion.

NOTE: These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Physical examinations and dental examinations completed after July 1, 2020, will meet the State Health Regulations for the 2021-2022 school year. We encourage you to have these procedures completed by your family doctor and dentist who are familiar with your child's health history. Please have the attached forms completed and return them to your child's assigned school in an envelope marked, "Attention School Nurse" on or before September 8, 2021.

We appreciate your cooperation.

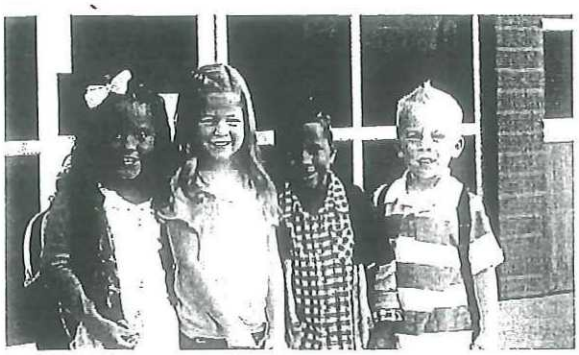
Sincerely,

L Patterson Davis

Lauren Patterson-Davis, Ed.D.
Supervisor of Support Services

SCHOOL VACCINATION REQUIREMENTS
FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable, DT or Td*
*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*
****Usually given as MMR*

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

pennsylvania
DEPARTMENT OF HEALTH

Health Portal FAQs for Parents/Guardians

Q: How do I register for an account?
A: Follow the steps below:

1. Go to the Health Portal home page.
2. Click on Self Registration (in the upper left under the district logo)
3. Provide the following information: your child's Last Name, Date of Birth, School ID, and the Contact Email you had provided to the School District of Springfield Township
4. You will receive an email with your username and temporary password and instructions to validate your account.
5. Once you have validated the account, you will be asked to change your password and once completed, you will be able to login into your new Health Portal account.

Q: What happens if I forget my password?
A: Go to the Health Portal home page and click on the Forgot My Password? Link and follow the directions.

Q: What do I do if I receive the message that my account is currently suspended on the system?
A: Contact your child's building school nurse. Accounts are locked out after 3 failed login attempts.

Q: How do I sign up for email alerts?
A: To sign up for email notifications, once logged in, click on My Account on the menu bar, scroll down to Account Details, choose Notification method (i.e. email), fill in appropriate contact information and click on Update My Info.

Q: Do I need to make a separate account for each of my children?
A: No, all children linked to the same parent/guardian email will be on the same account when you sign up. Once you log into the Health Portal, click on My Account and scroll down. You will see a list of the students you have access to view. You may select which of your children's portal pages to view by toggling between students on the menu bar at the upper left of your portal home page.

Q: What do I do if I cannot find my child's ID number?
A: Your child's student ID number can be found on your child's Home Access Account. (The Home Access Account is where you may have viewed your child's grades and report card.) For any additional questions about your child's ID number you may call the main office of the school where your child attends.

Q: If I change my contact information within the Health Portal will the school office be notified?
A: No, any change in contact information should always be done through the school office. The school information system, not the Health Portal, is used for parent emergency contact and address information.

Q: What information is available on the Health Portal?
A: The results of your child's health screenings will be on the Health Portal. This includes growth/BMI results and whether or not your child passed his or her vision and hearing screenings, if applicable. (If your child does not pass their hearing or vision screenings you will be notified, in addition, by phone or mail.)

The Health Portal also contains information about your child's visits to the nurse's office, immunization record, and your child's medications and other testing results as applicable. Beginning in the

2018-2019 school year , the nursing staff will also be able to contact you, when needed, through the health portal about your child's office visit.

Q: Where do I call if I have questions or concerns about the information on the portal?
A: Contact your child's building school nurse.

Q: May I request that my child's health screening results be mailed to me instead of signing up for the Health Portal?
A: Yes, please contact your child's building school nurse.

Q: May a second parent/guardian sign up for a separate account?
A: Yes, please follow the same procedure for self registration for the portal. (The second user must have a different email address from the initial user.)

Updated April, 2018

How to respect feelings without empowering fears

Clark Goldstein, PhD

When children are chronically anxious, even the most well-meaning parents can fall into a negative cycle and, not wanting a child to suffer, actually exacerbate the youngster's anxiety. It happens when parents, anticipating a child's fears, try to protect her from them. Here are pointers for helping children escape the cycle of anxiety.

1. The goal isn't to eliminate anxiety, but to help a child manage it.

None of us wants to see a child unhappy, but the best way to help kids overcome anxiety isn't to try to remove stressors that trigger it. It's to help them learn to tolerate their anxiety and function as well as they can, even when they're anxious. And as a byproduct of that, the anxiety will decrease or fall away over time.

2. Don't avoid things just because they make a child anxious.

Helping children avoid the things they are afraid of will make them feel better in the short term, but it reinforces the anxiety over the long run. If a child in an uncomfortable situation gets upset, starts to cry—not to be manipulative, but just because that's how she feels—and her parents whisk her out of there, or remove the thing she's afraid of, she's learned that coping mechanism, and that cycle has the potential to repeat itself.

3. Express positive—but realistic—expectations.

You can't promise a child that his fears are unrealistic—that he won't fail a test, that he'll have fun ice skating, or that another child won't laugh at him during show & tell. But you can express confidence that he's going to be okay, he will be able to manage it, and that, as he faces his fears, the anxiety level will drop over time. This gives him confidence that your expectations are realistic, and that you're not going to ask him to do something he can't handle.

4. Respect her feelings, but don't empower them.

It's important to understand that validation doesn't always mean agreement. So if a child is terrified about going to the doctor because she's due for a shot, you don't want to belittle her fears, but you also don't want to amplify them. You want to listen and be empathetic, help her understand what she's anxious about, and encourage her to feel that she can face her fears. The message you want to send is, "I know you're scared, and that's okay, and I'm here, and I'm going to help you get through this."

5. Don't ask leading questions.

Encourage your child to talk about his feelings, but try not to ask leading questions— "Are you anxious about the big test? Are you worried about the science fair?" To avoid feeding the cycle of anxiety, just ask open-ended questions: "How are you feeling about the science fair?"

6. Don't reinforce the child's fears.

What you don't want to do is be saying, with your tone of voice or body language: "Maybe this *is* something that you should be afraid of." Let's say a child has had a negative experience with a dog. Next time she's around a dog, you might be anxious about how she will respond, and you might unintentionally send a message that she *should*, indeed, be worried.

7. Encourage the child to tolerate her anxiety.

Let your child know that you appreciate the work it takes to tolerate anxiety in order to do what he wants or needs to do. It's really encouraging them to engage in life and to let the anxiety take its natural curve. We call it the "habituation curve"—it will drop over time as they continues to have contact with the stressor. It might not drop to zero, it might not drop as quickly as you would like, but that's how we get over our fears.

8. Try to keep the anticipatory period short.

When we're afraid of something, the hardest time is really *before* we do it. So another rule of thumb for parents is to really try to eliminate or reduce the anticipatory period. If a child is nervous about going to a doctor's appointment, you don't want to launch into a discussion about it two hours before you go; that's likely to get your child more keyed up. So just try to shorten that period to a minimum.

9. Think things through with the child.

Sometimes it helps to talk through what would happen if a child's fear came true—how would she handle it? A child who's anxious about separating from her parents might worry about what would happen if they didn't come to pick her up. So we talk about that. If your mom doesn't come at the end of soccer practice, what would you do? "Well I would tell the coach my mom's not here." And what do you think the coach would do? "Well he would call my mom. Or he would wait with me." A child who's afraid that a stranger might be sent to pick her up can have a code word from her parents that anyone they sent would know. For some kids, having a plan can reduce the uncertainty in a healthy, effective way.

10. Try to model healthy ways of handling anxiety.

There are multiple ways you can help kids handle anxiety by letting them see how you cope with anxiety yourself. Let kids hear or see you managing it calmly, tolerating it, feeling good about getting through it.

Mindfulness for Kids: 12 Calming Exercises to Teach Your Child

Posted on April 30, 2020
By: Ana Maria Verissimo, MD, MA

Resilience is the ability to overcome serious stress or difficulty, and bounce back stronger than ever. In this series, Connecticut Children's pediatric experts share keys to resilience, and tips to help your child be resilient during the coronavirus pandemic.

Just like adults, it's easy for kids to get lost in troubling thoughts, and overwhelmed by the physical sensations that accompany stress.

But kids can learn to calm themselves by focusing on what's happening *right now* in their body, breath and surroundings – aka, mindfulness. Mindfulness helps focus and soothe a worried mind, and makes it easier for kids to control how they react to stress long-term. It's an important key to resilience.

To share mindfulness and relaxation exercises for kids, pediatric integrative medicine specialist Ana Maria Verissimo, MD, MA, joins the blog.

Deep breathing

1. *Belly breathing*

- Have your child lay on the floor and put one hand on their stomach. For younger kids, find a favorite stuffed animal to place on their belly, and ask them to take their stuffed animal "for a ride."
- Slowly breathe in, and notice how the stomach expands like a balloon.
- Slowly breathe out, and notice how the stomach deflates.
- Practice standing up with one hand on the stomach and one hand on the chest. Can your child take deep breaths that move just their belly, not their chest?

2. *"Flower and Bubbles"*

- Have your child imagine that they have a flower in one hand and a bubble wand in the other. (You can use actual bubbles or a pinwheel, too!)
- Smell the flower: Breathe in slowly and deeply through the nose.
- Blow bubbles: Breathe out slowly through the mouth.
- Repeat three to five times.

3. *"Bunny Breathing"*

- Have your child pretend they are a bunny; they can even kneel with their hands drawn up and their chin tucked down.
- Twitch the nose to get ready for breathing!
- Take several short, quick "sniffs" in through the nose.
- Exhale in one long, smooth breath.
- Repeat!

The five senses

4. *The "54321" technique*

This exercise is great to help kids be present in their bodies and space. Have your child find, or describe:

- 5 objects they can see right now.
- 4 objects they can feel or touch right now.
- 3 things they can hear right now.
- 2 things they can smell right now.
- 1 thing they can taste right now.

5. *Mindful baking*

Put on soothing music and lead your child through baking or cooking something simple, like cookies or a pizza.

- Have your child count out quantities, and show them how to carefully measure ingredients.
- Point out the tactile sensation of kneading or rolling out dough. (This is especially great for kids who are working on fine motor skills, including kids with special needs.)
- Savor the aroma of baking, and the taste of the delicious results.
- You can even turn it into an opportunity for compassion (a focus of many mindful practices): Make an extra batch to drop off with an isolated neighbor, or to set out with a thank-you note for a delivery person.

6. *Nature walk*

If you have access to someplace green, take your child for a walk in nature.

- What do you hear?
- What do you see that's growing?
- Touch the rough bark of a tree trunk, or collect acorns or leaves. How does it feel?
- Rub a pine needle. How does it smell?
- Return regularly, and observe the small and big changes – what new sounds can you hear; what new green things are growing? Bring in the lesson that change is always happening, and that the earth continues its cycle, no matter what is going on in our lives.

Muscles and movement

7. *"Making Lemonade"*

- Have your child imagine that they are standing beneath a lemon tree.
- Pick lemons: Stretch both hands in the air and grab imaginary lemons.
- Squeeze the juice: Make tight fists and squeeze hard.
- Take a break: Throw the lemons on the ground and relax the hands.
- Repeat until you have enough juice for a glass of lemonade.
- Relax: After the last squeeze and throw, shake out those hands!

8. *"The Big Squeeze"*

- Starting with their toes, coach your child to pick one muscle and squeeze it tightly.
- Count to five, then release.
- Pay attention to how the body feels.
- Repeat by moving up the body and squeezing different muscles, one at a time.

9-12: Mindful movement

- Have your child try moving like different animals, like a kangaroo, snake or penguin. How does their body feel different with each animal?
- Gently trace their palm with a finger and ask what they feel.
- Have them rub their hands together quickly for a minute, then stop and notice how their hands feel.
- While walking, ask your child to describe how the ground feels beneath their feet. How does it change with each step?

Recommended resources

- *Yoga 4 Classrooms Card Deck by Lisa Flynn:* Yoga and mindfulness activity cards to help kids slow down, unwind and manage their emotions
- *"Sitting Still Like a Frog" by Eline Snel:* Activity book and CD with mindfulness activities for kids (and their parents)
- *"Breathe Like a Bear" by Kira Willey:* A children's book with 30 mindful movements to help kids be calm, focused and imaginative
- *The work of Lynn Lyons*: YouTube videos and other resources for helping children with anxiety

Be like spaghetti.

To help kids understand what we mean by "resilient," I often talk about spaghetti. When it's not cooked, it's rigid: Try to bend it and it breaks. But when it's cooked, it bends (and it's delicious). We want to be able to bend in tough times – so even if we're sad that we can't see our grandparents or stressed about a big homework assignment, we can think to ourselves, "This won't break me."

How do we build resilience? Practice. By putting in the effort – which includes developing mindfulness, and these other keys to resilience – we can be like spaghetti.

#youbelonghere

Fall 2021

Dear Parents/Guardians,

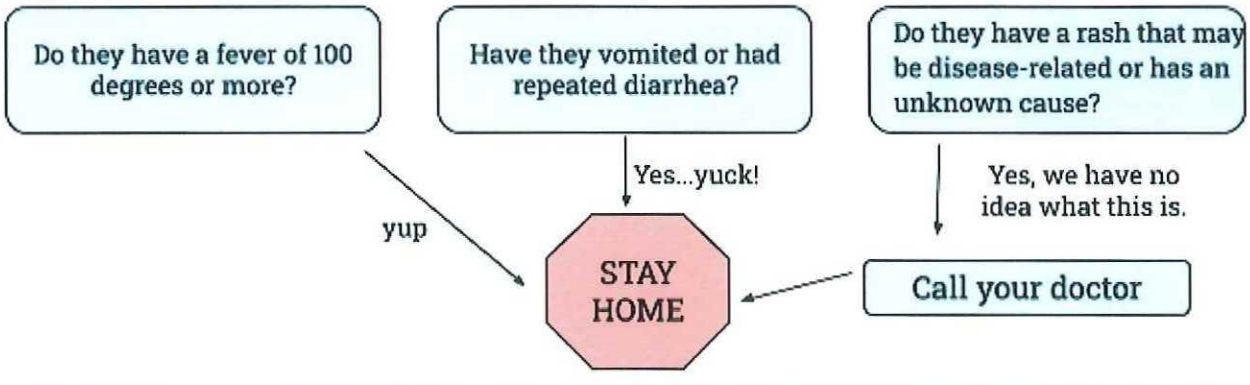
The School District of Springfield Township has a strong commitment to fostering student achievement and partnering with families to promote children's success. We want your children in school and learning every day!

Major research has been conducted around school attendance in the last few years. Attendance, including repeated latenesses and early dismissals, can affect many important facets of a child's experience in school, including achievement and social relationships, and can even be a predictor of college and career success. Last school year, our attendance rates were as follows:

8% of students missed 15 days of school or more	13% of students missed 10-14 days of school	37% of students missed 5-9 days of school	38% of students missed less than 5 days of school	4% of students missed ZERO days of school

As you can see, over half our student population from K-12 missed 5 days or more. While our attendance figures are consistent with surrounding districts, imagine what impact attendance has on a student's learning and on our teachers' ability to provide new instruction while also catching students up who missed school. At SDST, we think improved attendance can make a major difference in our students' achievement.

We also know sickness happens and emergencies come up. Here are a few guidelines to ask yourself when wondering if your child should stay home from school for illness:



No? Then today is a day for learning! We will see you at school! #getupshowupbeawesome!

If you find yourself engaged in a battle over "too sick for school" with your child, please use our student services. Each of our schools has a nurse every day who can assess your child throughout the day if they aren't feeling great and don't meet the criteria above to stay home. Try to normalize the morning nervousness or discomfort when your student is waking up and adjusting to the day. We ask a lot of our children from the time they wake up to the time they arrive at school. We know it's hard! Encourage your child to try to make it to school, even if they ask to visit the nurse later on in the day. We also have social workers in every school who can help guide families through any conflicts over school attendance, in addition to helping families with many other things!

If your child will be absent, please email the attendance office. Email is best for our attendance staff. If you don't have access to email or need a last minute early dismissal, then call.

Elementary: *email by 9:30am*	**en_attendance@sdst.org** er_attendance@sdst.org	Enfield (215) 233-6080 Erdenheim (215) 233-6008
Secondary: *email by 8:30am*	ms_attendance@sdst.org hs_attendance@sdst.org	Middle School (215) 233-6070 High School (215) 233-6030 option 1

If you choose to call, you must follow up with an email or note within 3 school days with an approved reason for the absence to be excused.

Please remember, the following are our School Board policy excused absences: illness, quarantine, family emergency, impassable roads, court appearances, and family educational travel (pre-approval forms can be emailed to attendance@sdst.org and are available on the district website under Attendance). Absences that aren't accompanied by an email or note or email/note without an approved excuse will be recorded as truant.

School Hours	Enfield Elementary & Erdenheim Elementary	Middle School & High School
Regular School Day	8:55am-3:25pm	7:45am-2:41pm
Early Dismissal	8:55am-12:00pm	7:45am-11:10am
2 Hour Delay	10:55am-3:25pm	9:45am-2:41pm

For more information and resources, visit the Attendance Page on our district website, www.sdst.org. It's hiding under the Resources Tab!

At Back to School Nights, we will be providing families with an attendance magnet for your reference. Please feel free to reach out with questions, I can be reached at lauren_davis@sdst.org. We are looking forward to a great school year, #youbelonghere!

L Davis

Lauren Davis
Supervisor of Student Services

Cafeteria Lunch System (POS)

WHAT IS POINT OF SALE (POS)?

1. Point of Sale is a computerized debit system used to eliminate the use of cash.

HOW DOES IT WORK?

1. An account is set up for each child so that he/she can purchase lunch/snacks in the cafeteria without having to bring cash daily.
2. The parent/guardian sends money to be placed in the student's account.
3. The system automatically deducts the amount from the account at the time of purchase. Parents determine if a child is to use the money for lunch or for lunch and a la carte purchases.

HOW DO I SET UP AN ACCOUNT FOR MY CHILD?

1. Each student is given a permenant ID number (assigned at K Registration or when the child enters the school district). This number is used through Grade 12.
2. Please make sure your child's name and ID# are on the check and prepayment envelope.
3. **We recommend placing $35 in each child's account; however, the system will take any amount.**

HOW DOES MY CHILD USE THE POINT OF SALE SYSTEM?

The child decides what to purchase for lunch. The child enters the ID number on the pin pad located next to the cashier at the end of the serving line, and the account name is shown on the screen for the cashier to identify the students. The cashier will key in what the student selected, and the computer will calculate the balance.

WHAT IS THE CHILD FORGETS THEIR PIN NUMBER?

The cashier has the ability to retrieve the child's pin number on the line.

HOW DO I KNOW THAT MY CHILD IS THE ONLY ONE USING THE ACCOUNT?

The system records the purchase and prompts the cashier if a pin number has been used more than once.

WHAT IF MY CHILD DOES NOT HAVE ENOUGH MONEY IN THEIR ACCOUNT FOR LUNCH?

Our policy is that no child shall go hungry. A letter will be sent home when there is a low or negative account balance.

WHAT IF MY CHILD HAS SPECIAL CIRCUMSTANCES?

Indicate on the payment envelope for the cafeteria manager, and the system discretely alerts the cashier of the situation.

WHAT IF I CHOOSE NOT TO PARTICIPATE IN THE POINT OF SALE?

There is the option of paying cash daily (the ID# still needs to be used); however, the lunch line moves faster when money is already in the account. Our goal is to increase the amount of time eating rather than waiting in line.

schoolcafé For Parents

SchoolCafe Support Hours: 6:00 am to 6:00 pm CST
Phone: 855.PAY2EAT (855) 729-2328
Email: customercare@schoolcafe.com
Website: www.schoolcafe.com

SchoolCafé provides a secure, online system for parents to

- Make payments to their student(s) cafeteria-meal account(s)
- Set Low Balance Alerts for each account
- Review your student's buying history

Quick Answers

- ✓ **How do I add money/make a payment to my child's account?**
  You can continue to send money to school with your student or you can add money through SchoolCafé. Follow the steps in Make a Payment in this guide.
- ✓ **I made an online payment. When can my student use the payment?**
  Your student's cafeteria account at the school is credited within 24 hours but may become available as quickly as 2 hours.
- ✓ **Is there a fee or service charge for making online payments?**
  A convenience fee **may be** charged for each online payment transaction. For example, if you make a $20.00 payment and the convenience fee is $1.00, the total debited from your credit card is $21.00. The available funds for your child will be $20.00. Convenience fee amounts vary by school district.
- ✓ **Can I receive notification when my student's account balance is low?**
  Yes! Follow the steps in **Set Up a Low Balance Alert** in this guide.
- ✓ **Why was my account locked when making a payment?**
  After three failed payment attempts, payment function is locked. Contact SchoolCafé to remove the lock.
- ✓ **What if I have several students in different schools?**
  Include as many students as you need in your account. The students can attend any school within the same district. Payments for each student are made separately.
- ✓ **Can I transfer money from one child to another?**
  Contact the Child Nutrition Services office at the school district for assistance with a transfer.
- ✓ **What happens to the money in my account at the end of the school year?**
  Your account balance moves with your student(s) from grade to grade and school to school within the district. Contact the Child Nutrition Services office at the school district for assistance with a refund.
- ✓ **How do I receive a refund if my child changes school districts?**
  Contact the Child Nutrition Services office at your school district for assistance with a refund.

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1 Register

* *You will be asked to verify your security answer and contact information when you request help with your username, password, or other information on your Profile page.*

a Click **Register**
b Verify "**I'm registering as a Parent**" is selected and click **Next Step**
c Enter your school district name and then click **Next Step**
d Enter your name and contact information, and then click **Next Step**
e Set up your username and password
f Select a **Security Question** and enter a **Security Answer**, and click **Next Step**
g Click **I'm not a robot** and follow the reCAPTCHA prompts
h Check **I accept the Terms & Conditions** and click **Create My Account**

2 Add Your Student(s)

a Click **Students → Student Accounts**
b Click **Add a Student**
c Enter your **Student's ID** [and **Lunch PIN**, if asked] and select your student's **School**
d Click **Search & Verify Student**
e Click **Add this Student**

3 Add Payment Source

a Click **My Account → Payment Sources**
b Click **Add a Card**
c Enter your **Card Number** and **Card Expiration** date
d Enter a name to associate with this card, if wanted
e Click **Add Card**

4 Make a Payment

a Click **Students → Student Accounts**
b Click **Make a Payment**
c Enter **Payment** dollar amount
d Click Next >
e Select a **Payment Method**, or enter card information for a one-time payment
f Click Submit Payment >

Set Automatic Payment

1 Click **Students → Student Accounts**
2 Click **Automatic Payment** ( ) in a student listing
3 Enter **Payment Amount** and enter amount in **Balance Threshold** to trigger payment
4 Select a **Payment Source** and set **Auto Pay Expiration Date** for stop payment date
5 Click **Add Automatic Payment**

Set Low Balance Alerts

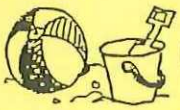
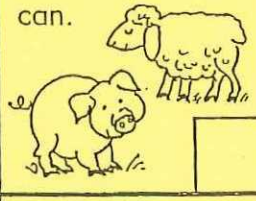
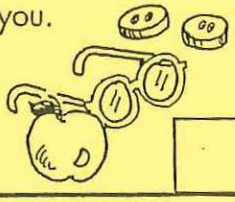
1 Click **Students → Student Accounts**
2 Click **Low Balance Alert** ( ) in a student listing
3 Enter **Threshold** amount
4 Enter number of days to elapse between alerts

Primeroedge

Name _____ Monthly Calendar

Choose at least 3 activities to complete each week. Check the box in the lower right corner of each calendar square as your child completes the activity.

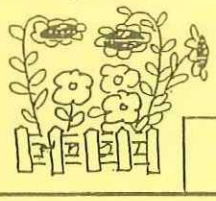
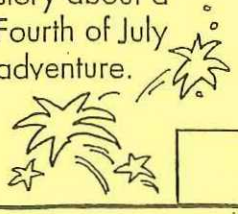
June

Monday	Tuesday	Wednesday	Thursday	Friday
Close your eyes and listen for one minute. Draw a picture of different things you heard. ☐	Count the windows in your home. ☐	Name three words that rhyme with *June*. ☐	List four things taller than your house. ☐	Which weighs more, a handful of raisins or a handful of cereal? Try it! ☐
Say the days of the week. ☐	Write the numbers from 30 to 50. ☐	Do five sit-ups. Do ten jumping jacks. ☐	Cut a magazine picture into several pieces. Put the puzzle back together. ☐	Write the names of five animals that live in a forest. ☐
Tell a funny story about a day at the beach.  ☐	Draw a picture using a circle, a square, a triangle, a rectangle, an oval, and a diamond. ☐	List all the farm animals you can.  ☐	Say your address two times. ☐	Jump over a crack in the sidewalk five times. ☐
Write your first and last names. ☐	Read a book to someone by describing the pictures. ☐	Write your telephone number. ☐	Name ten things smaller than you.  ☐	Make a sandwich. Cut it in half, then in fourths. ☐
Write the names of five friends. ☐	If you could travel anywhere in the world, where would it be? Why? ☐	Write a friend's telephone number. ☐	Take a walk outside. Collect ten objects and make a design from them. ☐	Say the months of the year. ☐

Name _____ Monthly Calendar

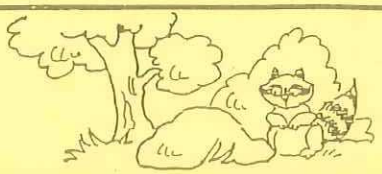
Choose at least 3 activities to complete each week. Check the box in the lower right corner of each calendar square as your child completes the activity.

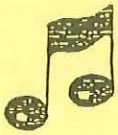
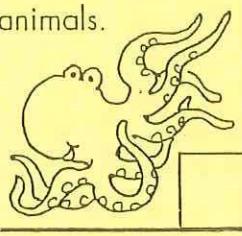
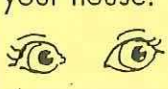
July

Monday	Tuesday	Wednesday	Thursday	Friday
Show the numbers from 1 to 10 using popcorn. ☐	Point to your right ankle; point to your left knee. ☐	Go for a walk. Then draw a picture of five things you remember seeing. ☐	Do ten knee bends and ten jumping jacks. ☐	Draw a picture of a garden.  ☐
Trace around your foot and a grown-up's foot. Make a silly picture from the tracings. ☐	Which is less? 10 or 20? 15 or 18? 8 or 4? ☐	Write the alphabet in capital and lowercase letters. ☐	Name five ways to cool off on a hot day. ☐	Do something nice for someone in your family. ☐
Write your first and last names. ☐	Set the table. Count the total number of items on the table. ☐	Help someone make dinner. ☐	Tell someone five words that start with the letter *S*. ☐	Say the numbers from 1 to 5 by their ordinal names (first, second . . .). ☐
Tell someone a story about a Fourth of July adventure.  ☐	Copy the word *July*. Then draw a picture of the American flag. ☐	Go outside and count the steps you take from one end of your home to the other. ☐	Unlace and then lace your shoes. ☐	Count by fives to 25. ☐
If you were President of the United States, what would you do first? ☐	Have someone read a story to you. Tell a different ending for the story. ☐	Say the days of the week. ☐	Finish this sentence: *I like my best friend because . . .* ☐	Name five healthful foods. ☐

Choose at least 3 activities to complete each week. Check the box in the lower right corner of each calendar square as your child completes the activity.

August



Monday	Tuesday	Wednesday	Thursday	Friday
Name five living things. Name five nonliving things. ☐	Sing one of your favorite songs out loud.  ☐	Look at a clock. What hour is it? ☐	Balance on one foot as long as you can. Then balance on the other foot. ☐	Finish this sentence: *My family is important because . . .* ☐
Write the numbers as far as you can go. Stop if you get to 100! ☐	Jog in place for two minutes. Is your heart pumping quickly? ☐	Name five ocean animals.  ☐	Put a book on your head. Walk across the room without dropping the book. ☐	Make three wishes and draw a picture of one. ☐
Write a thank-you note to someone who did something nice for you. ☐	Count all the lamps in your home. ☐	Say the months of the year. ☐	Tell someone five things you like about yourself. ☐	Write the alphabet in capital and lowercase letters. ☐
Name the four seasons. Draw a summer picture. ☐	Write a list of five things to do in the summer. ☐	Count the total number of fingers and eyes on people in your house.  ☐	Draw a picture of a picnic basket and the items you would put in it. ☐	Pretend you are going camping. Tell someone all the things you would take. ☐
Say the sound of each letter in the alphabet. ☐	Cut a magazine picture into several pieces. Put the puzzle back together. ☐	Lay a rope on the floor. Walk forward and backward next to it. ☐	Tell someone a story about a fish who couldn't be caught. ☐	Recite the nursery rhyme "Jack and Jill." ☐