

**THE SCHOOL DISTRICT OF PHILADELPHIA**  
**JOHN H. WEBSTER ELEMENTARY SCHOOL**  
**3400 FRANKFORD AVENUE**  
**PHILADELPHIA, PA 19134**

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*Marci S. Seidman, Principal*

*Phone: 215-537-2257*

*Fax: 215-537-2517*

9/1/13

Dear Parents/Guardians,

**Welcome Back** to our Returning and New Families! Please read the important information below:

**\*We only have one secretary right now and we need your patience and understanding of this fact.**

**Office Protocols**

When you have a concern and come into the main office, we need your help in keeping the office calm. Other parents and students are in and out of the office daily, and we must be positive role models for our children. It is not good for them to see adults arguing loudly, listening to threats being made, or any other negative interactions.

**Admission Procedures and Inclement Weather**

Students begin school at 8:30. **If they are not in line by 8:30, they are considered late.** When there is bad weather, we admit students at 8:20. We do not have staff to supervise students before 8:20. **Please do not send your students to school before 8:20, so that we can keep them safe.**

**Dismissal**

Students in grades 1-5 are dismissed at 3:09. **Kindergarten students are dismissed beginning at 3:00 in the Little School House.** We have students who do not get picked up on time. In case you need day care, please ask us about neighborhood day care facilities that drop off and pick up Webster students. We do not have an after school program at this time, so there is no one to supervise your children after 3:09. We need you here on time.

You will need a picture ID when you come to Webster. We cannot dismiss any student to any adult, without a picture ID, or to those people who are not on your Emergency Contact List. Please update your contacts so that this does not become a problem for you.

**Parent Concerns**

When you have a concern, we ask that you fill out our Parent Concern Form and an administrator will get back to you as soon as he/she can. I am sure you can understand that with over 900 students, we will not always be available to speak to you on the spot.

**PARKING**

**Our parking lot is for staff only.** Please do not park in our lot, especially during admission and dismissal times. It creates an unsafe situation for staff and students. Cars will be towed that do not belong to staff from Webster.

Thanks for your continued support!

Marci Seidman

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Dear Parents/Guardians,

It is very important that your child be on time and present every day, in order to learn. When students arrive late or leave early, they miss instructional time that is crucial. Please make sure your children are in line each day by 8:30.

In addition, please make sure you pick up your children on time. There is a policy in place when parents/guardians do not arrive on time to pick up their children. It is the school district's policy that school administrators are required to report students who are not picked up, to the local police department.

Please be advised that in the future, failure to pick up your child on time will result in a report of an abandoned child being made to the 24<sup>th</sup> police district. The police then inform the Department of Human Services (DHS) that a child has been abandoned. At this time, there are no after school programs being offered at Webster. This means that the school cannot be responsible for supervising your child after the 3:09 dismissal.

There are day care providers in our area, such as Brightside, Nana's and others. Please ask us if you need this support.

Feel free to contact me with any questions or concerns.

Sincerely,

Marci Seidman  
Principal