



Bear Creek Community Charter School
30 Charter School Way
Bear Creek Township, PA 18702
570.820.4070



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Parent & Visitor Information



www.bearcreekschool.com

Arrival Procedures

Parents transporting students to school each day can do so between 8:00 a.m. and 8:30 a.m. in the designated student/parent drop off loop. Parents must remain with their vehicles and cannot leave their vehicles unattended or park in the loop. The school cannot accept students prior to 8:00 a.m. Parents and other visitors wishing to enter the school must park in the designated visitor parking area.

Late Arrivals

Parents arriving late (after 8:30 a.m.) to drop off students must park in the designated visitor parking area and walk their student to the main office where they must be signed in. Students arriving after staff has left the student/parent drop off loop and entered the building are considered late/tardy and must be escorted into the building by a parent. *Please do not drop your child off late and allow them to walk in alone as you will be called and asked to return to sign your child into school.*

Dismissal Procedures

Student dismissal is 3:15 p.m. All students need to be picked up by 3:30 p.m. Parents who choose to pick up their students should park in the designated visitor parking area and enter the school gymnasium through the gymnasium doors. Any parent who is changing a student's typical means of transportation home must submit a written note to the school with all the appropriate information. Calls to the office or e-mail will not be accepted. Staff will be available for parents to pick up and sign out students daily from 3:15 p.m. to 3:30 p.m. Only individuals who have been authorized in advance will be permitted to pick up students. Bear Creek Community Charter School reserves the right to request photo identification from anyone picking up a student, prior to releasing the student.

Early Dismissals

Parents picking up children early for any reason are to park in the visitor parking lot and proceed to the Main Office to sign out their children. Students will not be dismissed between 2:45 p.m. and 3:15 p.m.

Visitors

All visitors seeking to gain access into the school building must enter through the main entrance (under the canopy) and report to the main office upon arrival. Visitors must present a valid photo identification, such as a driver's license, and once approved, will be issued a visitors badge. This visitor's badge must be worn at all times on school property and when the approved business is complete the visitor is expected to report back to the main office, sign out, and return the visitor badge prior to exiting the building.

Bear Creek Community Charter School reserves the right to screen any person attempting to gain entry into a school building, as well as their bags and other belongings. Such screenings may include a search of state and/or federal criminal databases, sex offender registries, the use of metal detection equipment, and the physical inspection of packages and belongings. The School reserves the right to refuse any person entry onto the school campus, or into any school building.

School Bus Transportation

Bear Creek Community Charter School has no control or authority over school bus transportation. This service is provided by each student's home school district of residence. A complete list of school district transportation providers, along with contact information, is provided on the school's web site at www.bearcreekschool.com Please be aware that students are prohibited from riding a school bus that serves a district other than their home district or residence.

Parent-Teacher Organization (PTO)

When sending in material for the PTO, please be sure all items are placed in a sealed envelope labeled PTO and indicate the appropriate purpose on the outside of the envelope (i.e. PTO - Night at the Races, Gertrude Hawk, etc.). This will ensure it gets forwarded to the correct PTO officers.

Teacher Notes & Excuses

When sending in notes, please be sure they contain your child's full name, teacher's name, grade and homeroom section (i.e. John Doe, Mrs. Jones Grade 1B). Thank you.