



Here are some Friendly Reminders from the Office:

When coming in the main entrance door, always sign in and please make sure you ring doorbell **inside** vestibule so that the office may allow clearance for you to enter main door of building.

In order to maintain proper attendance for all students, we ask that you call the nurse at **652-3000, ext. 3600**, to report your absence or if your child will be tardy. Please remember to always send in notes, for absences/tardies with name of student, date and teacher name on them. If we do not receive a note, it will be considered an unexcused absence. Also, when writing your notes, it is greatly appreciated if they are not sent in on small sticky notes. These may get lost or misplaced due to their size.

***Last minute phone calls for pick-ups, esp. close to dismissal time, should be avoided. If you are picking up your child on a daily basis, a note should be provided to office /teacher stating such.**

Any parent bringing in birthday treats, forgotten lunches, etc. please come to the front office. We will gladly have items delivered to the classroom for you. When sending a child with lunch money, fundraiser, party money, etc., please make sure it is clearly marked with student's name and teacher name and is in sealed envelope. This ensures money does not fall out and gets to the proper person.

For those parents picking up students for afternoon pickup at 3:15 p.m, please make sure you go to cafeteria door and sign your child out from there in the yellow book.

Thank you for all your help with our procedures!