

Part One – The Office

- Brain Hollingshead, Principal
- Judy Smith, Secretary
- Office phone number 685-7396
- **Absences/Tardies:** Please send a note or call when your child is absent. Tardies not only affect your child's learning but it interrupts the other students' education as well. Be on time.
- **Emergency Phone numbers:** Please keep the office current with any changes to your address, phone numbers including cell numbers, as well as emergency contact information. We need to be able to reach you.
- **Lunch Money:** Please place lunch/milk money in a sealed envelope with your child's name and room number on it. Please try to pay a week in advanced. Send lunch money on the first day of the week. One hot lunch is \$1.75, which includes milk. If your child brings cold lunch and wants to buy milk, it is 0.30.
- **Drop off/Arrival:** School begins at 8:15. Have your child drop their things off at the classroom door. Then go directly to the Kindergarten playground. Do not have your child wait by the classroom. A teacher will be on duty at 7:45 a.m. for students who ride the bus. For the safety of your child please do not drop off students before 7:50 a.m. Teachers may be in their classrooms preparing for the day, but they are not responsible for your child.
- **Pick Up/Dismissal:** School is over at 2:30. Please wait outside the room if you are picking up your child. If your child goes home differently than normal, please attach a note to your child or call the office. **Please note** calls late in the day may not always get to me in time to tell your child.