

# REMINDERS

## **EVERYONE WHO ENTERS THE BUILDING AT ANY TIME**

must sign in at the office and wear a visitor badge.

## **WHEN BRINGING YOUR CHILD IN BEFORE SCHOOL STARTS**

please say your goodbyes in the lobby before 8:45 a.m.

YOUR CHILD WILL THEN INDEPENDENTLY PROCEED TO THE CLASSROOM.

## **YOUR CHILD IS TARDY AFTER 8:45 A.M.**

Our front door will be locked. Please accompany your child into school using the door connected to the ramp and fill out a tardy slip in the office.

Your child will then independently proceed to the classroom.

FOR SAFETY SAKE DO NOT JUST DROP YOUR CHILD OFF AT SCHOOL.

## **IF YOUR CHILD WILL BE ABSENT**

please call the main office at 445-8370 or the health office at 445-5202 by 9:30.

## **IF YOU ARE DROPPING AN ITEM OFF TO YOUR CHILD**

please leave it in the main office. We will promptly bring it to the classroom.

## **IF YOU ARE PICKING YOUR CHILD UP EARLY**

please sign them out in the office. We will call the classroom for your child.

PLEASE DO NOT GO TO THE CLASSROOM TO PICK UP YOUR CHILD.

## **IF YOU ARE PICKING YOUR CHILD UP AT DISMISSAL**

you will be given a Sign Out Complete slip in the office. An adult must sign the student out. Children are called down to the pickup line at 3:20. Hand your pickup slip to the teacher on duty.

PLEASE DO NOT GO TO THE CLASSROOM TO PICK UP YOUR CHILD.

We ask that you avoid a last minute decision to pick up your child.  
It can cause confusion between the office, classroom and bus monitors.

## **SCHOOL IS IN SESSION UNTIL 3:20**

Unless you have an appointment, please do not shorten your child's instructional day by picking him/her up early. (A note should be sent to school in the morning explaining reason for an early dismissal.) Both students and teachers need time to prepare for evening assignments and come to closure on their day.

## **WRITTEN NOTES ARE NEEDED:**

- ~ for illness, tardiness, early dismissal (reason why should be specific, especially the illness).
- ~ for transportation changes (include address of where your child is going).
- ~ if someone (including a parent) is picking up your child.
- ~ for attending after school programs (one note for the duration of the program is sufficient).

For security reasons, phone calls regarding a change in your child's after school schedule can only be accepted in an emergency situation. A written note in the morning to your child's teacher is the proper and safest procedure.

**MAIN OFFICE 445-8370**

**HEALTH OFFICE 445-5202**

# **After School Programs**

## **CODE OF CONDUCT**

### **Be prepared for class / activity**

Remember to bring items needed for after school program  
NO toys (keep special things in your backpack)

### **Be respectful of your instructor / leader / coordinator**

Raise your hand  
Use indoor voice  
Follow directions  
Pay attention

### **Be respectful of others**

Listen when others are speaking  
Use appropriate language

### **Be respectful of your environment**

Keep area neat and clean  
Throw trash away  
Be sure not to damage personal or school property

### **Be safe**

Walk  
Sit during snack time  
Stay in designated area unless accompanied by an adult  
Stay in designated area until parent/guardian has signed you out

### **Follow all school rules**

I respect myself, others and my environment.  
My words and actions will be kind and honest.  
I will be responsible for my behavior and actions.

I understand that if this Code of Conduct is broken  
I will be excused from the after school class for the rest of the year.