Z:\Clip art\Cliparts\DJ Inkers\Children\kidsapplepen_c.wmf**General information**

**School Hours**

8:20 a.m.-1:50 p.m.

Students are picked up in the cafeteria by 8:10 and instruction begins promptly at 8:20 a.m. Any student who enters the classroom after 8:20 a.m. will be marked tardy and will need a pass from the main office.

If your child travels on a bus, please keep me informed of any bus changes.

**Attendance**

School attendance is extremely important to student success. Therefore, please be sure to schedule any appointments after school if possible. In the event that your child is sick and must be absent from school, please send a doctor’s note or write a note so that the absence may be excused. Please include your child’s name, date of absence, and the specific reason for the absence. Please note that credit may be withheld if student has excessive unexcused absences.

**Money**

In some cases your child will have to bring money to school for field trips and other activities. Please send any money in a sealed envelope with your child’s name clearly written on the outside of the envelope.

**Emergencies**

In case of an emergency, the nurse or office will contact you to pick up your child. Please make sure to maintain all telephone numbers updated.