

IMPORTANT SCHOOL INFORMATION

Please keep this page in a safe place so you can refer to it as necessary.

Office: 425-936-2710 **Hours:** 7:30 am – 3:30 pm

School Hours: 8:30 am – 3:00 pm (M, Tu, Th, F) **Wednesday:** 8:30 am – 1:30 pm

AM Kindergarten Hours: M, Tu, Th, F: 8:30 am – 11:10 am **Wednesday:** 8:30 am – 10:25 am

PM Kindergarten Hours: M, Tu, Th, F: 12:20 – 3:00 pm **Wednesday:** 11:35 – 1:30 pm

Attendance: If your student will be late or absent please call our Safe Arrival line and leave a message - **425-936-2711**. This is available 24 hours a day. Please do NOT email the teacher as your only means of communication as messages do not always get to the office. If we aren't notified of an absence we will call you to find out where your student is.

ATTENDANCE PROCEDURE: Attendance records will be entered as follows:

If a child arrives between:

8:30 – 10:00: Tardy

10:00 – 11:30: Absent for the AM

If a child leaves for the day:

8:30 – 10:00: Absent for the day

After 10:00: Absent for the PM

After 2:00: Student will be marked with an "O" (other) for the PM

The time and reason will be noted in all above occurrences.

Late Arrival: If your student arrives after 8:30am, they MUST come to the office to sign a late slip or they will be marked absent for the day. If they go straight to class the teacher will send them back to the office.

Early Pick-Up: If you need to pick up your student early, please come to the office to sign them out. Do not go directly to the classroom to get them; we will call into the room and have your child come to the office.

Bus Notes: If your student will be going home on a different bus or getting off at a different bus stop, they MUST have a bus pass from the office. Please send in a note with your student's name, teacher, date, color of bus they are to take, and person they are going home with.

Change in Dismissal: If there is a change in the way your student will go home (i.e. getting picked up instead of taking the bus) please send a note with that information and include student name, teacher, & date. If you forget to send a note, please call the office by 2 pm (12:30 on Wednesdays) as notes to the classrooms will be delivered starting at 2:15 (1:00). If you call after 2:45 (1:15) we can not guarantee that the information will reach your child as this time of the day is very hectic (classes in specialists, packing up, and heading out to the buses).

School Closure/Delay Reminder: In light of the high number of calls we receive in the office on weather days, it would be greatly appreciated if you could first check these other sources for school delay or closure information: www.lwsd.org, www.schoolreport.org, all major television and radio stations.