



Front Office/ Attendance Office

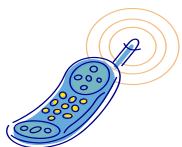
Make Attendance a Priority

Make sure your child is in school—every day! Research shows a link between *being in school* and *doing well in school*. Missing even one lesson—and not getting caught up quickly—can cause children to fall behind.

Clearly, a child who wakes up with a fever should stay home. But many kids miss school when they're not sick. Here are some of the top reasons for school absences—and how you can help your child avoid them:

- Medical appointments. Schedule visits to the doctor and dentist after school or during school vacations.
- Oversleeping. If your child is having trouble waking up in the morning, make bedtime earlier. Sleep is important—but so is school.
- Disorganization. If looking for homework papers and preparing lunch in the morning causes your child to be late, prepare school items before going to bed.
- School refusal. If your child doesn't want to go to school, make an appointment for a parent-teacher conference. Working together, you can identify and resolve problems that make your child reluctant to go to school.

**Raise Your Childs Attendance,
-Raise their Chances!**



Please keep the office informed of any new or changed phone numbers. It is important that we have the correct information in cases of emergency or illness.

Dismissal is at 3:25pm

We do not dismiss from the front office so please make sure to follow the appropriate procedures for dismissal as follows:

Car riders:

Please make sure you get in the line/loop with the other cars (do not get out of vehicle); your child will be brought to your car as you pull around.

Walkers:

Kindergarten & 1st grade students get dismissed from their classrooms by the **outside** doors. 2nd - 5th grade students exit the school via the North Exit door on the back of the building.

If you need to make a change in your child's dismissal procedures we must have the change in writing ahead of time signed by the parent.

Students are required to be picked up promptly at dismissal time.

Early dismissal-tardies- If picking students up early please remember to bring your driver's license or WCPS access card in order to sign them out on our C.L.A.S.S. system. Only people listed on your child's student information sheet will be allowed to pick up your child without a written note.

Visitors

Front Doors open at 8:30 am

Anyone entering the school building for any reason (health office, cafeteria, guidance office, teachers (**not in rooms until 8:30am**), etc.) during the school day **must** sign in at the front office. So please remember to bring your driver's license or WCPS access card.