



SIMPLE OFFICE RULES WE ALL MUST KNOW

WE ARE OPEN and willing to help from 8:00 AM to 4:00 PM each school day. Our phone number is 425-454-3977. Press '0' for the front office or you can use the codes to call direct.

IF LATE TO SCHOOL, (even a few minutes), the student must check in with the office and get a tardy slip (or they will be marked absent for the whole day).

IF ABSENT FROM SCHOOL for any reason, be sure to call the front office each morning by 9:00 AM, unless you are out of town. If you are out of town, please advise the teacher in advance by completing a Leave Of Absence Form at least two weeks in advance.

IF YOUR STUDENT WILL MISS 2 DAYS OR MORE IN A ROW (other than illness), a Leave of Absence Form **MUST** be completed TWO WEEKS prior to your departure and turned into the office.

IF LEAVING MID-DAY FOR AN APPOINTMENT OR EARLY DISMISSAL, you **MUST** come to the office first and sign your child(ren) out and back in from the office. We will call your child out of class for you, from the office. If possible, notify the teacher by email in advance.

IF VOLUNTEERING/VISITING CAMPUS, YOU MUST FIRST SIGN-IN AT THE OFFICE AND WEAR A NAME BADGE. This is a safety policy for our students and volunteers.

IF CHANGING YOUR ADDRESS OR PHONE, (HOME, WORK OR CELL), OR EMERGENCY CONTACT, be sure to come to the office and fill out a form so that we are always able to reach you in an emergency or when your child is sick at school.

IF YOUR CHILD(REN) NEED ANY MEDICATIONS DURING THE SCHOOL DAY, (Prescription or Over The Counter), we **MUST** have a BCS medication form signed by your physician and on file in our office. Your doctor may fax the form directly to us. **WE CANNOT GIVE ANY MEDICATION WITHOUT THIS COMPLETED FORM ON FILE.**

ALL SCHOOL EQUIPMENT & SUPPLIES are for school use only, and must be authorized through the teacher and office.