



WE ARE OPEN and willing to help from 8:30 AM to 3:15 PM each school day and our phone number is (425) 485-1824 (and has voicemail).

Press **0** for the front office.

Please use mackoffice@bcsmail.org for any general correspondence. This email box is monitored daily.

TRANSPORTATION information can be found on the BCS website, on the transportation page: <http://www.bellevuechristian.org/transportation>

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 all day).

IF ABSENT from school, call into the office every day of the absence (unless out of town). If you will be out of town, please advise the teacher in advance by completing the **Planned Absence Form** at least 2 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 (2) weeks prior to your departure.

IF LEAVING MIDDAY FOR AN APPOINTMENT, you **must** sign your child(ren) out and in from the office – please do NOT go to the classroom to get your student. We will call your child out of class for you, from the office. If possible, notify the teacher by e-mail in advance.

IF YOU ARE LATE IN PICKING YOUR CHILD UP after school, they will be with their teacher until 3:00 p.m., at which time the teacher will check them to the Extended Day Program.

IF VOLUNTEERING/VISITING on campus, you **must** sign-in at the office and wear a visitor or volunteer badge. This is a safety policy for our students and volunteers.

IF CHANGING your address, telephone numbers (home, work, cellular), or emergency contact, update your information in your parent profile in the RenWeb system as well as notify the office.

IF MEDICATION (prescription or over the counter) needs to be administered during the school hours, an Authorization for Medication form must be completed and signed by you and your physician. Your doctor may fax the authorization. We **cannot** give any medication without this completed form.

All school equipment & supplies are for school use only, and must be authorized through the teacher & office.

