**General Information**

 I would like to welcome you to what is sure to be a very exciting and productive year at Coral Reef Elementary School. As I firmly believe that children flourish when parents and teachers work together, I ask that you review the information listed below and look forward to working closely with you.

**School Hours**

8:20 a.m. – 1:50 p.m.

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

If your child travels on a bus, please keep me informed in writing of any bus or dismissal changes. **If I don’t have something in writing your child has to get on the bus.**

**Attendance**

School attendance is vital 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 (if applicable) or write a note so that the absence may be excused. Please include your child’s name, date of the absence, and the specific reason for the absence. Please note that credit may be withheld if a student has excessive unexcused absences.

**Money**

In some cases your child will have to bring money to school for fieldtrips or other activities. Please send any money and/or notes stapled to the home learning packet.

**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.