

Important 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.

Morning Arrival: Students are picked up at the green court by 8:10 a.m. unless it is a rainy day which the students would be picked up in the cafeteria. 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.

Dismissal: There are four ways your child can be dismissed.

1) is by bus, where the student will be escorted by a teacher to the busses, either public or private bus. **THE CHILD MUST HAVE A BUS PASS!**

2) is by circular drive, where the student will be escorted by a teacher to the circular drive and the parent does not need to get out of the car. You would drive all the way up and your child would walk up to your car. Please be prompt!

3) is parent pick-up, where the student will be escorted by a teacher to room 21 and the parent will pick up the child. Please be prompt!

4) is after school care, where the student will be picked up by an after school care leader

If your child is going home a separate way than usual I need to be informed in writing. This is for the safety of your child. If your child rides a bus and you don't want them to ride the bus on a particular day I need a note. If I don't have something in writing your child has to get on the bus. Also, if another parent is picking up your child you need to make sure that parent or

person is on your child's emergency contact card. This is for the safety of your child.

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 in a ziplock bag labeled with your child's name, Mrs. Rigney, room 28 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 UPDATE all telephone numbers and EMERGENCY CONTACT numbers.