

## WEST IMPORTANT PARENT REMINDERS 2016-2017

\*Call the school by 9:00 AM if your student will be absent (734-8513). Feel free to leave a message listing the student's name, grade and reason for absence.

\*Contact the bus barn at 734-4842 by 7:00 am if a driver makes a specific stop for your child.

\*Contact the office by 1:00 pm if you are requesting a bus change or a student is being picked up. This is very important to ensure that students are routed to the proper location. Please adjust your calling time on the days in which we dismiss earlier.

\*Students should be dropped off no earlier than 7:30 am since there is no supervision until then. There is no supervision for students after 3:15 pm.

\*Parents should park in the south parking lot and walk the student into the building or let them off at the curb on the south side of the building. Cars are not permitted in the front driveway between 7:30 and 8:15 am due to busing as well as 2:45-3:15 pm. The driveway is closed between 1:45-2:15 on 2:00 days and 12:45-1:15 on 1:00 days.

\*Student arriving late or being picked up early must be physically brought in or taken out by a parent or an adult who has permission to sign them in or out. If your student is arriving late call the school by 9:00 so that an accurate lunch count can be established.

\*Students will be available for pick up at 2:55 on regular schedule days, 1:55 on 2:00 days and 12:55 on 1:00 days.

\*Check your student's book bag daily for reminders, notes, etc... However, a majority of these items will be sent home on Thursdays again this year. See the West Google Calendar for event additions and updates.

\*Follow West on Twitter @UWestElem and like us on Facebook at United West Elementary School. Both applications will contain regular building updates.

\*Thank you very much for your attention to these details. They really help make our school run efficiently. Please call the office at 734-8513 if you have any questions.

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