

Reminders from the Office

- ◆ If your child is going to be absent from school, or leaving early for an appointment, please notify the office **BEFORE** 9:30 a.m.. Please review the attendance procedures on page “4” of your child’s handbook/planner. (*You may access the Attendance Line 24 hours a day at: 779-3600, ext. 3642.*) If you do not contact Mrs. Anezinis in the office by 9:30 a.m., she will have to contact you as to the reason of your child’s absence, in order to make it excused.
- ◆ **The office phone is for emergencies ONLY.** Please make sure your child has all materials, homework, lunches, musical instruments, appropriate clothing with them each day **BEFORE** they leave for school. Remind them before they leave of any messages or reminders (ex. if their mode of transportation is different for that day.) Phone calls *will not be permitted* home for forgotten items. Calls are for **EMERGENCIES ONLY**. If your child forgets his/her lunch they will be instructed to “borrow” from the cafeteria. (No child will be denied a lunch.) Please stress the importance to your child in being responsible for materials that will help them be productive here at Chestnut.
- ◆ When submitting a check for payment to the school, please make sure that you have your child’s **FIRST & LAST** name written on the memo line. This will eliminate “detective work” when applying the credit to the proper student’s account.