

5 IMPORTANT REMINDERS

1. Visitors in school:

At this time, parents and visitors are limited to the main office only.

2. Over the counter medicine:



It is school policy that over the counter medicine such as Tylenol, Ibuprofen, Hydrocortisone, etc. requires a school slip signed by a parent/guardian giving staff permission to administer. The form clearly defines what symptoms to give it for, the dosage, and how often.

3. Absence:

If your child is going to be absent or late, please call the school office at your earliest convenience. You can leave a message **24/7** on our absence line by calling 715-255-8561, dial 3 for the elementary, and then 1 to leave a message.



4. After School Changes:



If necessary, to change your child's after school schedule. For example, if your child will be picked up instead of riding the bus. Please **notify the office by 2:00 p.m.**, in order to get the information to teachers. With end of day procedures starting at 2:30, it becomes difficult to deliver messages.

Also, please remember bus changes need to be made 1 week in advance.

5. Please do not drop your children off before 7:55 a.m.

Students are not allowed in the building before this time.