**Absences** - If your child is going to be absent, you must call the school’s attendance line at **(815) 464-2230**. If you are planning a future absence such as a vacation, do send me an email however the office does require a handwritten, signed note from a parent for records.

\* Please be aware that schoolwork **cannot** be sent home before it is presented in the classroom and a child must be absent for at least two days for work to be sent home with a sibling or friend. (In most cases this is really only necessary in kindergarten after a week or more has been missed) All missed work will be sent home when your child returns to school and **DOES NOT** need to be returned to school. Please work with your child on the work that they missed.

**Arrival** - Kindergartners should arrive at school no earlier than 8:40 A.M. If you are driving your child to school, you must park on the south side of school and walk your child to the front entrance. School begins promptly at 8:45 A.M. Tardiness is disruptive to a classroom and uncomfortable for the student coming in. Please do your best to have your child to school on time every day.

Attendance, Arrival & School Work