

**PARENT/GUARDIAN NOTE**  
**IMPORTANT INFORMATION REGARDING**  
**YOUR STUDENT'S ATTENDANCE**

Crestwood School  
465-5391  
2016-2017

Please review and follow the reminders below:

1. If your child is not to be picked up by anyone other than you, **PLEASE notify the office in writing**. Even if you have done this before, we need **a new note** from you this year. This note should include your child's name, grade, teacher and be signed by you. If you are picking up (or dropping off) your child PLEASE do not block the drive, or park in non-parking areas... as we need to keep it open for our fire lane!
2. We get so many calls here at school to give messages to students that our phone, all lines, sometimes ring constantly for several minutes without stop. If you are picking your child up, do not want them to ride the bus, etc, **PLEASE TELL THEM this in the morning before they leave home**. (In the case of smaller children, send a note to their teacher explaining what you're going to do.) This will save a lot of unhappiness on the part of your child, especially the smaller ones, and reduce the number of phone calls to parents verifying what the child is telling us. With approximately 500 students here, as much as we would like to, we just cannot be "messenger" for all of them! We know that it is only one phone call for you, but for us sometimes it is a "landslide" of calls. We do understand that sometimes emergencies arise, and in this case, we will help by giving your child the message.
3. Please make sure your child receives and reviews a copy of the Parent/Student Policies. As per the Agenda, under attendance policies, if your child is absent from school for any reason, **PLEASE call the school between 7:30am and 9am to inform us of the reason for your child's absence. If you have not called and do not send a written excuse, your child's absence will be unexcused.**
4. After being admitted from the locked front door...**All visitors to Crestwood School must check in at the office** and receive a pass to be worn while they are in the building. **If you are waiting to pickup students after school,** please wait in the front hall by the office. **DO NOT GO TO THE CLASSROOM.** A pass is not required to wait in the front hall. This procedure must be followed for the safety of our students and staff. If you go to your child's room or stand outside the classroom door, it disrupts the whole class, and many times the teacher does not see who the child left with before dismissal.

**Our regular day runs from 8:15AM to 3:21PM.**

5. In the past we have had parents come to get their children from school early for scouts, dancing, swimming, soccer, gymnastics, to beat the traffic, etc. Unless your child has a doctor or dental appointment or an emergency arises, we do not like to have them dismissed early. **If a student must leave early, a note to the teacher and/or office saves time when you come to the office for them.** Please note: taking your child from school early every day for 10 minutes would result in them missing 4 full school days a year!! All of our teachers send home important papers, and in many cases these papers are passed out just before they leave at the end of the day. If your child leaves early, they may miss getting some of these papers and end of the day announcements.
6. **Students need to be here by 8:15am and in their classroom seated by 8:20am**...if for some reason you arrive at school late, **report to the office** before proceeding to your classroom.

**Monthly Activity/Events and Menu Items Are On Our School Web Page....Please review often**  
**[www.crestwood.k12.il.us](http://www.crestwood.k12.il.us)**

*Your cooperation in these matters and rules will not only help us, but also help your child. It will cut down on a lot of confusion and unhappiness on your child's part, and we will not have to disrupt his/her classroom. THANK YOU in advance for helping us with these issues.*