

Parents:

The beginning of a new school year brings the necessity of a few reminders. The following items concern the students at the Highland Primary School.

1. Office doors and the cafeteria doors open at **7:30 a.m.** There is no one on duty until that time. There is someone on duty on the playground beginning at 7:30 a.m. *We strongly discourage students from arriving before 7:30 a.m.*
2. Please mark your child's belongings (Coats, mittens, back packs, lunch boxes, etc.) with their name.
3. **NO STUDENT** will be permitted to use the phone. The school nurse or office staff will determine any emergency.
4. We *do not* permit students to go places other than the place they regularly go *without a note or phone call* from parents/guardians. If your child normally rides the bus and you want to pick him/her up at school please send a note or call the school office prior to **2:00 p.m.** If you make arrangements with the school to pick your child up at a specific time, **please be prompt.**
5. Remind your child if he/she rides a bicycle to school of the safety rules involved.
6. A major problem we experience each school year is that of students going to other children's homes without your knowledge or permission. Many hours are spent during the year trying to locate where students have gone without anyone knowing. Please discuss this with your children and impress upon them the problems this causes. Also, if your child arrives home from school with a friend you don't know or normally doesn't play at your home please call the school office (536-4156 ext. 7610). The chances are we are trying to locate him/her.

We would appreciate you going over these concerns with your student.

Sincerely,

Highland Primary