

# **BLACK LAKE ELEMENTARY**

## **IMPORTANT INFORMATION FOR PARENTS**

### **TRANSPORTATION**

- For the remainder of this school year, we will not be accepting changes to your child's transportation arrangement. If your student is set to be picked up at the flagpole at dismissal, they will need to be picked up every day. If your student is set to ride the bus to their after-school destination, they will need to ride the bus every day.

### **LATE ARRIVAL & EARLY DEPARTURE**

- We strongly suggest that you take advantage of scheduling appointments for your child outside of school hours or perhaps on Wednesdays when everyone will be in remote learning.
- If your child will be arriving late to school, please walk them to the front doors of the main office and ring the doorbell. One of us will come out to meet you and will take your child into the foyer for hand sanitizing and temperature check and will provide them with a class admit slip.
- If you need to pick your child up before dismissal at 3:55, please come to the front doors of the main office and ring the doorbell. We will meet you out front to get the name of your child and will then call them up to the office. We will sign them out and escort them to you outside the office doors.

### **EARLY PICK UP DUE TO ILLNESS**

- If we have received your child in the Illness Room because they are not feeling well, we will contact you and ask you to pull up at the back of the school where you will see orange cones and a sandwich board. Please call the number on the sandwich board to let us know you have arrived. There will be a cart nearby for you to sign out your child on a bright yellow half sheet. The Illness Room supervisor will meet you out back with your child.

### **OFFICE HOURS**

- Our office remains closed to the public. Parents will be allowed on campus on a case-by-case basis with approval of the principal.
- Our office hours are 9:00am – 4:15pm, Monday, Tuesday, Thursday, and Friday. We will be available from 9:30am – 4pm on Wednesdays.
- Please call us at (360) 709-7350 if you need assistance or have any questions.