

IVY HILL ATTENDANCE HOTLINE

(847) 506-6999
EXTENSION 7600#



Please call this hotline (24 hours, 7 days a week) whenever your child will be **late** or **absent** from school and leave the following information:

- Child's first and last name (spell the last name)
- Teacher's Name
- Reason for the absence

The school must be notified **EVERY DAY** your child is absent (unless prior arrangements have been made).
Please do not call the the front office to report absences.

THE OFFICE RUNDOWN

2017-2018

- Keep the front office informed! Please call the attendance hotline if your child will be absent, leaving early, going on vacation or checking in late. It is available **24/7** at **847-506-6999**. Listen for prompt and use extension **7600#**. We need a call **EVERY DAY** that your child is not in school!
- We do not want to interrupt learning during the school day so please make your after school pick up plans, play dates and carpooling arrangements before school.
- If your child has been absent for two or more days and you would like homework, notify the teacher. It will be ready after 3:35 PM. You can pick it up in the front office.
- Forgotten items at home? If your child forgets something at home, please try to have it here by 9:30. We have student messengers that will deliver late items. After 9:30, we will place the items on the "Pick Up Bench" in the office. Please tell your child to look on the bench for late items.
- Lunch Times
12:10 – 12:40 – TPI Kindergarten, 1st grade and 3rd grade
12:40 – 1:10 – 2nd grade, 4th grade and 5th grade
- Recess Times
12:10 – 12:40 – 2nd grade, 4th grade and 5th grade
12:40 – 1:10 – TPI Kindergarten, 1st grade and 3rd grade
- Home Lunch – The lunch hour runs from 12:10 – 1:10. Parents must sign their children out and then back in on the sign out sheet in the office. Please try to be back by 1:10!
- **NEW** Early Sign Out Policy – Parents are now required to sign their children out when leaving school early. You will also sign your child back in if they return prior to the end of the school day. The sign out sheet will be in the front office.
- The school day ends at 3:35 PM. Please pick your child up on time. The office closes at 4:00. Students will **NOT** be allowed back into the building after that time.

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Sheila – SCROWLEY@SD25.ORG

Kim – KMULLAN@SD25.ORG

THANK YOU FOR YOUR COOPERATION!