

# East Elementary

## *General Information*



**3413 30th Street Grandville, Michigan 49418**

**616 - 254-6080**

## School Hours

Students are allowed to enter the school building when the bell rings at 8:25 AM from the playground entrance. Students should arrive at school as close to 8:25 as possible, unless invited by a teacher or having breakfast. There one staff member on the playground supervising bus students starting at 8:05a.m. All students are expected to be in the classroom and ready to begin instruction by 8:28 AM every day. Students are dismissed at 3:41 P.M. Please visit our main Page for a list of dates and to view the annual school calendars.



## **Absences and Tardiness**

If your child is going to be late or absent, you must call the school's Attendance Line, 616.254.6081. The Call Back program also serves as a safety net for children who walk to school or wait at a bus stop without adult supervision. Its success depends on parent participation. After a recording, leave child's name, day and date of absence, and teacher's name. You may call the day before or prior to 8:25 AM on the day of absence.

## **Early Dismissal**

If you wish to have your child dismissed before the normal end of the day, please write a note to your child's teacher or to the office stating the time of dismissal. When you arrive at school to pick up your child, please come to the office and tell the school secretary. Your child will be called down to the office and asked to sign the early dismissal form. DO NOT go to the classroom to get your child. By having your child called to the office, we will be able to keep accurate records of dismissal, provide a safer environment for all students, and minimize disruptions to learning.

## **Vacations/Extended Absences**

As you decide on vacation time for your family, it is important that you make every effort to see that the vacation does not conflict with school time. Children's attendance at school makes a real difference in their achievement and in their attitude toward learning. If you do plan a vacation during school time, please realize that time constraints make it impossible to prepare

individual work packets for each child. We do, however, encourage students to read daily and to keep a journal including writing, sketches, and photos describing their observations, thoughts, and new things they learned on the trip.

