

## SPILLANE MIDDLE SCHOOL FRONT OFFICE PROCEDURES

### WHAT TO DO IF YOU NEED TO PICK UP YOUR CHILD EARLY

<b>OPTION 1: Send a Note to School with Your Child</b>	<b>OPTION 2: Fax a Note to the Attendance Office</b>	<b>OPTION 3: Sign Out with the Receptionist in the Front Office</b>
<p>The easiest way to have your child waiting for you is to send a note with him/her to school. Upon arrival, your child should take the note to the attendance office. Please make sure the note contains the following information:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Name of Student/Grade</li> <li>• Pick-Up Time</li> <li>• Phone Number</li> <li>• Signature</li> </ul>	<p>If you are unable to send a note, you may also fax a note to the attendance office (please include all information listed in Option 1). In order to guarantee delivery, all faxes should be received by 2:45 p.m. The school's fax number is 281-213-1799.</p>	<p>If neither of the above options are available, parents may come to the front office and ask the receptionist to call for their child. The process is fairly simple but it will take some time, especially if the office is busy. We cannot call for your child after 3:10 PM. Please note that we cannot accept phone calls as a way to have students in the office when you arrive.</p>
<p>In both Option 1 and Option 2, your child will receive an Attendance Dismissal Pass that is their "ticket" out of class. Students must present the pass to their teacher in order to exit the classroom.</p>		

Upon arrival at Spillane, come to the front office to sign out your child. Please remember, only a parent/guardian or someone listed on the emergency card may pick up a child from school (picture ID is required).

When returning to school, please remember to send a note to the Attendance Office from the parent/guardian or doctor/dentist/orthodontist. If coming back to school on the same day, the student may come in by him/herself and go directly to the Attendance Office as long as he/she has a note. Without a note, the parent must accompany the student into the building, sign in at the Front Office, and then check him/her in at the Attendance Office.

### WHAT TO DO IF YOUR CHILD FORGETS SOMETHING

If your child forgets something at home (homework, athletic gear, etc.), we have set up station in the front entry for you to bring the items and leave them for your child to pick up. We will remind students via morning announcements to check the station throughout the day (in between classes) if they are expecting a delivery from parents. We are unable to deliver items or send notes to students when items are dropped off. We ask that you not leave anything valuable, as this station is not monitored.

### WHAT TO DO IF YOU BRING YOUR CHILD LUNCH

This year, we will have three lunches at Spillane. Eighth graders will eat A lunch, seventh graders will eat B lunch, and sixth graders will eat C lunch. When dropping off a lunch for your child, please place it on the appropriate cart with your child's name on the lunch. Office assistants will deliver the carts to the dining hall at the beginning of each lunch.