

**Procedure Change**

**Effective**

**January 2017**

## We will no longer be able to accept dismissal changes via the phone in the office.

## If you need to change a dismissal that is set with the teacher you will need to fax or deliver a hand written note with a signature and your driver’s license. Any changes will need to be provided to the office before 1:00.

Please limit bringing in forgotten items from home. We do not want to interrupt classtime

for water bottles and snacks. Children will never be denied lunch in the cafeteria. Thanks!

Thank you for helping us to make NES a safe place!

Must be before 2:15

# Please arrive to the office with enough time for us to call your child from class when leaving during the day.

* Early Dismissal

**From the Northshore Office**

### Lunch visitors must be listed as emergency contacts.