



## **VISITORS**

**ALL** visitors are required to sign in at the office first, at which time you will receive a yellow “VISITOR” badge.

**PLEASE** be prepared to present a **valid ID**.



## **REPORT ABSENCES**

Please remember to notify the office (858) 271-0410 if your child will not be in school due to illness or for other reasons.



## **PICKING UP YOUR CHILD EARLY**

If you need to pick up your child before the end of the school day, you may either call the office prior to coming in OR walk in. Please check in the office first. You will be given a “excuse absence” form to take to the teacher.

**PLEASE** be prepared to present a **valid ID**.

