

## SCHOOL HOURS:

School begins at 8:00 AM and is released at 2:50PM. Supervision begins at 7:35 AM. Children should arrive at school no earlier than 7:35 AM. If inclement weather occurs, a large yellow flag will be posted outside to indicate that students should enter the building upon arrival. Only students will be allowed in the building on inclement weather days. There is supervision inside to help the students find their classrooms.

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## ABSENCES

To report your child's absence or late arrival, please:

- Call the automated attendance line (920) 983-9174
- Press 8, then 2
- Leave a message including child's first and last name, homeroom teacher and reason for absence.

The attendance voicemail box is available 24 hours a day and messages can be left in advance.

If your child needs to leave during the middle of the day, please call the automated attendance line or the school office at (920) 337-1035. You will need to sign your child out in the office and students will be called down to the office upon your arrival. Parents must accompany their children to sign them in or out.

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## HEALTH ROOM/MEDICATIONS

Please bring ALL medications to the Health Room in its **ORIGINAL** container. Medications (prescription and over the counter) **MUST** be brought to school by an adult. **Do NOT send medications to school with your student.** As a reminder, cough drops are **NOT** permitted at our elementary schools.

The health room is open daily from 8am-3pm. Feel free to begin bringing medications anytime now before school starts. Bringing them the morning school starts will result in long wait times.

The [2023/2024 USDD Medication Form](#) must accompany ALL medications.

Allergies require the [2023/2024 ALLERGY & ANAPHYLAXIS ACTION PLAN](#).

Asthma requires the [2023/2024 Asthma Action Plan](#).

Seizures require the [2023/2024 Seizure Action Plan](#).

Feel free to contact Holly Flanigan at [hflanigan@depere.k12.wi.us](mailto:hflanigan@depere.k12.wi.us) with any questions.

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## PLAYGROUNDS

School playgrounds are primarily for our students during the school day. Our 4K program plays on the green playground prior to AM and PM dismissal. We ask that families with younger children play on the blue playground during this time. Our 4K children find it confusing when others don't play by the same rules such as going down the slide instead of going up.

**All Playgrounds are closed from 2:50-3:05 PM.**

When picking up your child/children after school, we also ask that you do not allow your younger children to play on the playground equipment until after 3:05 PM. Playground supervisors are outside until 3:05 PM to supervise Heritage students and make sure they are following playground rules and also getting on the correct buses. It's difficult to see who is still remaining on the grounds and needs directions to get to the buses.

## Playground Rules

Take Turns

Walk Away from Swings when others are Swinging

Slide down the slide. Don't go up while others are going down.