

— Frequently Asked Questions —

ABSENT

All students enrolled in Boys & Girls Club **must be** picked up at the **BGC door** at **dismissal**. Please **do not call TIS or BGC** to have your child dismissed at the TIS door.

Early Dismissal-Your child must remain in their classroom until you arrive in the office. Students **cannot** wait in the office. Anyone picking up a student must be on the Emergency Contact/Pick up List. We cannot allow students to leave with a person who is not on the list.

Please call 216-721-0120 & press 1 for the **Attendance Line**. If your child is ill, they must be fever and vomit free for 24 hours before returning to school. Don't forget your doctor excuse or absent note!

BGC Dismissal/Early Dismissal

EXTRA CLOTHES

Accidents happen for all ages! Make sure your child has an extra school uniform including underwear, socks and shoes. They will be kept in their cubby.

We love to celebrate! If you'd like to bring **cupcakes** or **cookies** please contact your child's teacher 1 week in advance. Please bring napkins. Please do not bring homemade treats. All treats must have an ingredient label.

No Cake Please.

BIRTHDAY

MEDICINE

Please send payments in a secured envelope with your student's and homeroom teacher's name on it. Pay online at www.myschoolaccount.com. Cash, Checks and Money Orders are accepted in the Office.

Students may not have **ANY** medication (including common over the counter items like cough drops, cold medicine, topical creams, etc.) without a **Prescribed Medication Form** completed by your child's doctor. Forms are available in the office or with the school nurse. All prescribed medications are kept in the nurse's office.

NEED TO PAY FEES

GRADES AND BEHAVIOR

Check Jupiter first. Please email or call the teacher if you have questions. **Teachers are the first point of contact at TIS**. If you have additional questions after speaking with the teacher, contact Principal Ms. Kruger for **grades** or Assistant Principal Mr. Hallowell for **behavior**.