



## HELPFUL HINTS TO PARENTS THAT WILL ASSIST TEACHERS AND SCHOOL OFFICE

1. If your child will not be in school, **YOU MUST CONTACT THE SCHOOL OFFICE by phone or send a message on Sycamore. The school office will contact the teacher.**
2. ALWAYS ASK YOUR CHILDREN IF THEY HAVE ANY NOTES FROM SCHOOL. (*Do not assume your child will give you notes*). Take the time to read them thoroughly -- they will keep you informed of necessary information.
3. **Check Sycamore regularly for information and updates from school and teachers!**
4. Establish a file, crate, box, drawer or any special place to put all school papers. Have your child place papers in this area when they come home from school, where you will be able to look them over and your child won't forget them in his/her backpack.
5. Keep papers often referred to in a handy place (i.e., school calendar).
6. Always return notes by the date requested. Time is wasted following up on items not returned by their deadline. Please respond to ALL notes -- even if your answer is "no," you will not be driving, aren't interested in something, etc.
7. When money is requested from the school:
  - A separate payment should be made to each student's teacher. It is difficult to trace if one student's pizza money is included with another student's field trip money in a different classroom.
  - Put money in an envelope or ziplock bag. **Clearly indicate on outside of bag or envelope: amount, student's name, grade, and what money is for, etc.**
  - Always return money or notes with the child that gave you the note.
  - If you can't pay on the date requested, please return the note stating that. Follow-up on late payments is very time consuming.
8. Notify school office and the teacher of any change in address, home phone number or work phone numbers as soon as possible. **THIS IS VERY IMPORTANT!**

