

IMPORTANT

Trumbauersville Elementary Home and School Communication Guidelines

We would like parents to follow these guidelines regarding messages to the school about your children.

Parents may contact office directly by dialing our main number at 215-529-2550. In most cases, the secretary will be able to answer your call personally. During times when numerous calls are being received, your call may be directed to the school's general voicemail where a message may be left and a return call will be made if needed.

All requests that need attention before the end of a school day should be made **through the school office** using the above number. These calls include permission for a change in transportation at the end of the day, for any emergency situations, or when there is a need to speak directly with school personnel during the school day. **Regarding emergency situations or change in transportation at the end of the day, do not leave a message on voicemail or e-mail but keep calling until you speak directly to the school secretary. Absence notification should be left on the office voicemail.**

The school office is open from 7:45 AM until 4:15 PM. If your child is going to be absent or late on any given day, the **school office** should receive this information. In these cases a voicemail message may be left at any time, with a request for homework as well.

There may be a substitute in your child's room on any given day and thus messages would not be retrieved from voicemail or from e-mail.

If you have any questions about the above information, please do not hesitate to call the school office at 215-529-2550.

Revised 6/25/12

