

Important School Information

STUDENT ABSENCES (All grades PS – Grade 8)

When your child will be absent, please call the school office by 8:30 AM (781-324-6584 **Extension 15**) and leave a message with your child's name and grade. You may email your child's teacher, but the office must also be notified.

DISMISSING YOUR CHILD EARLY

Please send a note to your child's teacher with the time and reason for dismissal. You must come to the office to sign out your child when dismissing early.

FACULTY PARKING LOT

Please do not drive into the faculty parking lot at any time including Early Drop-Off and pick-up at Extended Day.

AREA BUSINESS LOTS

Please do not park in area business lots when dropping off and picking up. They receive many complaints from their customers that they are unable to park. They will be ticketing and/or towing any unauthorized vehicles in their lots. *You may park in Sacred Hearts Parish lot on any space with a Cross.*

STUDENT DROP-OFF

7:30 AM – Teachers are in the schoolyard. Please do not drop off your child any earlier.

If raining, students enter through the school gym on Ferry Street.

If tardy on rainy days, please enter through the front door on Irving Street.

7:50 AM – Preschool students enter in the back of school at the cafeteria door.

7:50 AM – Students Grades Pre-K – 8 file into school.

8:00 AM – Students Grades K – 8 are marked tardy.

8:15 AM – Students (all grades) must come to the office to sign in before going to class.

If you require EARLY DROP-OFF, please contact Miss Mary Beth Leon
[***marybeth.leon@cheverusschool.com.***](mailto:marybeth.leon@cheverusschool.com)

DISMISSAL TIMES

2:00 PM – Preschool students are dismissed in the back of the school at the cafeteria door.

2:00 PM – Students Grades Pre-K – grade 2 are dismissed in the schoolyard.

2:05 PM – Students Grades 3 – 8 are dismissed in the schoolyard.

If you require EXTENDED DAY, registration forms are available in the office and on the school's website.

SCHOOL CANCELLATIONS

You will receive an automated telephone call in the event of school cancellations.

Cancellations are also posted on the school's website and major television stations (ABC, CBS, NBC).