

Important things to know!

1. You must sign your child in and out each school day.
2. You need to show up 10 minutes before class starts on your workdays (co-opping and on-call).
3. If it is not your workday, please be to class as close to starting time as possible.
4. Please update any emergency information as soon as a change occurs. (Phone number, address, who can pick up, and emergency contacts)
5. Always, always, always use the crosswalk!
6. Send your child to school with their tote bag everyday.
7. Send a jacket, coat, and/or a hat in cool weather.
8. If your child has any allergies, please let the teacher know so that it can be posted.
9. You must put away your cell phone while working at the preschool.
10. Provide a healthy snack on your workdays as prearranged by your class calendar.
11. Call in if you are sick or running late, DON'T email.
12. The phone number for the school is **(503)656-8230**

**Thank You,
Oregon City Preschool Teachers**