

**If your child is ABSENT, please contact your child's school before 10:00 AM.**

- **Greenville:** 914-472-7760, ext 2265 (Health Office)
- **Seely Place:** 914-472-8043 (Health Office)
- **Jr./Sr. High School:** Call 914-725-1543 or email [passalone@edgemont.org](mailto:passalone@edgemont.org)

**If your child is LATE to school, follow the directions below:**

- **Greenville:** Student should obtain a pass from the Health Office upon arrival.
- **Seely Place:** Student should obtain a pass from the Health Office upon arrival.
- **Jr./Sr. High School:** Call 914-725-1543 or email [passalone@edgemont.org](mailto:passalone@edgemont.org) to let the school know the student will be arriving late. Once the student arrives, he or she should sign in at the main office before proceeding to class.

**If your child is leaving school EARLY, follow the directions below:**

- **Greenville:** Call the Main Office at 914-472-7760 in advance. Once you arrive to pick up your child, go to the Main Office. If your child returns to school before the end of the day, he or she should report to the Main Office to be checked in and sent back to class.
- **Seely Place:** Call the Main Office at 914-472-8040 in advance. Once you arrive to pick up your child, go to the Main Office. If your child returns to school before the end of the day, he or she should report to the Main Office to be checked in and sent back to class.
- **Jr./Sr. High School:** A parent or guardian must sign the student out in the Main Office. The student will then be called out of class. Once the student returns to campus, he or she must first sign back in at the Main Office and then can proceed to class.