**Timberview Office Information**

Office: 817-744-2600             Fax: 817-744-2638

**Attendance:** 817-744-2640 **Email:** tiffany.dykema@kellerisd.net

**Nurse:** 817-744-2620 **Nurse Fax:** 817-741-2621

**Counseling Secretary / Registrar:** 817-744-2611

 **A - G: Daisha Story** 817-744-2612 Daisha.Story@kellerisd.net

 **H – O: Melanie Loy** 817-744-2613 Melanie.Loy@kellerisd.net

 **P – Z:** **Heather Henley** 817-744-2615 Heather.Henley@kellerisd.net

**Deliveries to Students**

Deliveries to students need to have their first and last name written on the item. If your student is not aware of an item bring dropped off, notify the front desk and we will send a note. We do not call students out of class for deliveries.

***\*Items such as flowers, balloons, pizza & take out cannot be delivered to the school. This includes Uber Eats, Grubhub, etc.***

**Birthdays**

Please coordinate birthday celebrations with the teacher. All items need to be store-bought for safety reasons. Treats are delivered to the classrooms at the end of the day. Sorry, no balloons or flowers, etc. will be accepted and treats cannot be shared during lunch.

**Early Release for Students**

If you need to pick up your child for early release, please do so before 3:30 p.m. We cannot call a student out of class for dismissals before a parent or guardian are physically in the office for pick up.

**Lunch Procedures**

Parents are welcome to eat lunch with their child. You may bring food from outside restaurants for **YOUR** **CHILD ONLY**. ***You may not bring food for other students – ONLY YOUR CHILD.***

*\*Only visitors on your child’s approved visitor list may come to have lunch with your child.*

**Make-Up Work**

If your child was absent for an extended amount of time, you may request assignments by emailing your child’s teachers. The teachers will gather any necessary make up assignments in a reasonable time. The parent can pick up the assignments after the teachers have submitted them to the office.

**Check-In Requirement**

Please remember to always check in at the front office if you need to proceed past the front office area. This is for the safety of all students, including yours. Please have your driver’s license readily available.