

# Quick Reference Guide

## School Address and Contact Information

St. Alphonsus Parish School  
5816 15th Ave NW  
Seattle, WA 98107

School Office: 206.782.4363  
Before/After School Care, extension 127

Parish Office: 206.784.6464

[www.stalseattle.org/school](http://www.stalseattle.org/school)

## Office Hours

8:10am-3:30 (Wednesday, office closes at 2:30)

## School Hours

8:30-3:05 (Wednesday, school dismissed at 2:15)

## Volunteer and visitor check-in

Sign in at the school office and pick up a volunteer or visitor badge to wear while visiting the school. Sign out and leave badge in the school office upon leaving the building.

## Absences

Day-of: Notify school by 9:00am via [Imacomber@stalseattle.org](mailto:Imacomber@stalseattle.org) OR 206-782-4363  
Pre-Planned: Parent/guardian must send an email to the teacher and school office as soon as plans are confirmed.

## Tardy

Student must check in at the school office before going to class; K-2nd students must be accompanied by their parent.  
If tardy during school Mass, students must join their class at Mass as the office will be closed during Mass.

## Early check-out

Parent/guardian must notify the teacher via email and sign student out in school office.

## Daily Hot Lunch Program

Check our website or watch your weekly *Angels' Angle* e-newsletter for the monthly menu and lunch pricing. Purchase lunch cards and milk tickets through the school office or by emailing our Office Manager at [csweet@stalseattle.org](mailto:csweet@stalseattle.org).

## School Sweatshirts

Purchase during school office hours from Mrs. Sweet in the school office.

## Uniform Exchange

Find free gently used uniforms each Monday morning in The Commons.

## Inclement Weather School Closure Notification

Each family will receive an email notification via Renweb to announce a school closure due to inclement weather.

## Lost and Found

The bin and coat rack are found in The Commons.