We are so excited to have the opportunity to educate your child. Here at Hillis we want you and your child to be as prepared as possible for school. Hopefully you will find this information sheet helpful!

# **Address and Phone Numbers**

Address: 2401 56th St. Des Moines, IA 50310

Phone Number: (515) 242-8412

Fax Number: (515) 323-8622

# **Online Information**

Email: hillis@dmschools.org

Website: http://hillis.dmschools.org

# **School Hours**

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| INFORMATION YOU NEED TO KNOW ABOUT HAVING A STUDENT AT HILLIS |

Doors open at 7:30 am in the morning. School hours are from 7:45 am to 2:40 pm. Children cannot enter the building before 7:30 am. There will be NO supervision for students until 7:30 am. **It is important that your child arrives to school on time and is picked up in a timely manner.**

# **Attendance**

If your child will be absent or late, please call our office at (515)242-8412 or email us at hillis@dmschools.org by 7:30 AM the morning of their tardy or absence. Students must be in their classrooms by 7:45 AM or they will be counted tardy.

**Hillis Office Staff**

Renee Gelfond, Principal — [renee.gelfond@dmschools.org](mailto:renee.gelfond@dmschools.org)

Chris Detwiler, Counselor — [christina.detwiler@dmschools.org](mailto:christina.detwiler@dmschools.org)

Laura Clement, Office Manager — [laura.clement@dmschools.org](mailto:laura.clement@dmschools.org)

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