



## OFFICE INFORMATION

**Phone - 412-364-8055**

**Office hours - 8:00 am - 3:30 pm**

**School hours - 8:30 am-3:15 pm**



**For all Attendance/Tardy/Early Dismissal matters, please contact the office at [bhoffice@edenca.org](mailto:bhoffice@edenca.org) or give us a call**

- Students will be marked tardy after 8:30 a.m.
- You will receive an email from the school office if your child is absent or tardy. Please reply to the email stating the reason for absence or late arrival or send a written excuse with your child.
- You will need to come to the office to sign your child out for an early dismissal.
- Please call the office if you need to get a message to your child. We will give the message to them or have them call you.

### **OFFICE STAFF:**

**Office Assistant:**

**Mrs. Pam Gauntner** - [pgauntner@edenca.org](mailto:pgauntner@edenca.org) Monday-Friday

**Office Administrator & Volunteer Coordinator:**

**Mrs. Joyce Ricci** - [jricci@edenca.org](mailto:jricci@edenca.org) Monday-Friday