

Dismissal Information

(Revised 07/02/12)

Dear Parent or Guardian,

The safety of your child(ren) is a major concern. In order to keep your child(ren) safer, we would like to know how your child(ren) will go home each day. Some children have the same routine every day. Some children have different routines on different days due to parent work schedules or whatever. This is why we request the information for all five days of the week.

Please note

1. The bell will ring at 2:40pm signaling the dismissal of the students.
2. There will be **no early dismissal days**. We will dismiss at 2:40pm every day.

If your child(ren) ever goes home in a different manner than listed below, the person picking up your child must have a **visor card** Or we must have a **written note stating**:

1. how your child is getting home and
2. who will be picking them up.

This information can be written in your child's planner and the teacher will send the planner to the office for us to copy. **Unfortunately, it is not safe to call in and make changes over the phone.** Someone could pose as a parent on the phone and ask us to send a child out to them on the parking lot after school. We are not trying to make your life more difficult. Rather we want to keep your child safe.

Children cannot be left unsupervised on the playground, the DePaul Building or Church. **At 3:00pm children that have not been picked up will be sent to After School Care in the SVES cafeteria. You will need to go to the cafeteria to pick up your child(ren) after 3:00pm. Phone calls to parents will not be made.**

This is how my child(ren) get(s) home after school each day.

(Here are a few **examples** of what to write):

Walks Home	Parent Picks Up	Carpools With (Name)
After School Care	Grandma Picks Up	Rides Home With HS Student (Name)

Thank you for helping us keep your child(ren) safe!

.....
Name(s)/Homeroom): _____, _____, _____, _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Parent/Guardian Signature: _____ Date: _____