

(Section 1)

St. Vincent Catholic Schools – ELEMENTARY ONLY – Dismissal Information

The safety of your child is a top priority. Please carefully read the following bullet points regarding dismissal and detach the top portion of this page to keep for your records.

- The dismissal bell is at 2:40 p.m.
- Children cannot be left unsupervised on the school or church premises.
- At 3:00 p.m. any children that have not been picked up will be sent to After School Care and can be picked up in the cafeteria.
- If your child needs to go home in a different manner than listed below, a parent **MUST** submit that change **in writing**. Changes can be submitted with a note in the child's planner or an email to the office.
- If unforeseen changes need to be made the day of, call the office to make dismissal changes no later than 2:00 p.m.

(Detach Here)

Student Name: _____ **Grade Level for 19/20:** _____
Last First

List below the dismissal plan for your child for each weekday. (Examples: ASC, Walks to HS or Home, Parent Pick Up, Carpools with, etc.)

Monday: _____ Tuesday: _____

Wednesday: _____ Thursday: _____

Friday: _____

(Section 2)

St. Vincent Catholic Schools – K thru 12 – Disaster Information

Student Name: _____ **Grade Level:** _____
Last First

In the event of an emergency, please list the names of parents below in the order you would like to be contacted.

Parent Name: _____ **Cell Number:** _____
Last First

Work Number: _____

Parent Name: _____ **Cell Number:** _____
Last First

Work Number: _____

In the event of an emergency, the following have permission to have my child(ren) released into their custody.

Name: _____ **Cell Number:** _____
Last First

Name: _____ **Cell Number:** _____
Last First

Name: _____ **Cell Number:** _____
Last First

Please list the names and homerooms of any additional students you have at St. Vincent Catholic Schools.

Student Name: _____ **Grade Level:** _____

Student Name: _____ **Grade Level:** _____

Student Name: _____ **Grade Level:** _____

Signature of person picking up child(ren) the day of the disaster.

Name: _____ **Signature:** _____ **Date:** _____