

September 2014

Dear Parents:

In order to ensure your child's safety and minimize disruption to class time, please review the following guidelines:

1. Students being picked up at dismissal (2:50 p.m.), whether by the parent or a designee, **do not** need a note. They should follow whatever instructions they have been given by parents.
2. Students being picked up prior to dismissal **need a note**. Notes should include the child's full name, pick-up time and the parent's full name – printed and a signature. Please note that **we cannot tell a student to go home with another student or that they are being picked up early by the parent or another person**. Alternate plans must be made in advance. We can only tell a student to take the bus home in the event there is a change of plans. (Understandably, emergency situations do arise; in those cases, we will make arrangements for your child to call you to receive instructions directly from you.)

Students being picked up early must be picked up by the parent or by an official "emergency contact." Parents must report to the Main Office to pick up their child during school hours.

3. Students going home on a different bus or getting off at a different stop with a friend **need a note**. The note should contain the student's full name, alternate bus number/stop and name of the student they are traveling home with. Again, parents should print and sign their full names. Any arrangements to go home with a friend, etc. must be made prior to coming to school. Students are not allowed to call home from school to ask if they can go to a friend's house after hours.

Again, these guidelines are important to ensure student safety and minimize disruption to school operation and learning. Thank you for your help!

Sincerely,

Timothy J. Salem
Principal

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