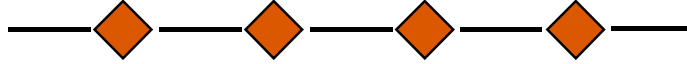




SAINT CATHERINE OF SIENA SCHOOL



“EDUCATING STUDENTS FOR THEIR LIFE’S JOURNEY HOME TO GOD”

To: Primary Grade Parents
From: Doug Lonneman
Re: Primary Dismissal Policy

Last year the School Board adopted a new policy concerning the dismissal of students in grades K-2. The policy is as follows:

As part of the dismissal policy all parents will be required to complete a form that will list the days and names of the person or persons responsible for picking up students in grades K-2 as part of their regular pickup routine. Throughout the year, any deviation from this routine must be reported to the classroom teacher and/or the school office (by the parent of the child whose routine will be changed) via note or telephone call.

In the event that the teacher or school is not contacted with a change to the child’s normal routine, the classroom teacher will not release the child until parents are contacted by the school office.

Please complete the form below and return it to the school office as soon as possible. When your dismissal pickup routine is going to be changed please contact your child’s teacher or the school office.

Regular Pickup Routine for the _____ Family.

Student’s Name(s): _____

The following people will pick up on the following days:

Mondays: _____

Tuesdays : _____

Wednesdays: _____

Thursdays : _____

Fridays: _____



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