

TRANSPORTING PROCEDURES & EXPECTATIONS

PREP, ST. CATHERINE LABOURE PARISH, 2018-2019

For the safety of all students it is essential that parents and students carefully read this form. All students are expected to arrive on time for class. This is critical because of our limited time together! Opening prayer begins promptly at 10 AM. You will be marked **Tardy** if late!

Please do not arrive with your students any earlier than 5-10 minutes before class begins. Door unlock at 9:45 AM and relock at 10:10 AM. They unlock at 11 AM for pickup and relock at 11:20 AM.

STUDENT DROP OFF:

PRESCHOOL - KINDERGARTEN - must be accompanied by parent safely to their classrooms.

1st – 4th GRADES - must be accompanied by parent, or older sibling with parent permission, to their class.

5th – 8th GRADES - may enter the building alone with their parents' permission, going directly to their class.

STUDENT PICK UP:

PRESCHOOL – K - 1st through 4th must be picked up in classroom by parent or guardian on the form below.

5th - 8th GRADE may be dismissed unaccompanied with written parent permission to meet on premises, but not in the parking lot unaccompanied.

5th -8th GRADE may escort their younger siblings out of classroom ***only*** with their parents' written permission and meet on premises, but not in the parking lot.

If any parent is late in picking up their children, including grades 5-8, those students should wait for parent by the PREP Entrance with the Director (NOT in the parking lot).

Please complete and return the portion below with registration forms:

One (1) form per child (for individual classroom records)

Reprint the form if necessary.

Student Name: _____ Grade _____

Date: _____

I give my permission for my *5th - 8th* grade child to arrive and leave unaccompanied to, and from class and will meet them after class at: _____

I also give permission for my *5th - 8th* grade child to *accompany my younger children to meet me*, or a below mentioned adult, after Religious Education. ____ Yes ____ No

Please list sibling's name and grade: _____

I understand and agree to the above procedures and expectations, including late pick up policy, and take full responsibility for the safe transporting of my child/children to and from Religious Education classes.

Parent Name: _____ Parent Signature: _____

List of ALL Adults who have my permission to pick up my child (& relationship to child)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |