SAINTS PETER AND PAUL SALESIAN SCHOOL

660 Filbert Street · San Francisco, California 94133 · (415) 421-5219 · fax (415) 421-1831

www. sspeterpaulsf.org

School Dismissal Procedures

This procedure was adopted in the interest of safety for all our children. Your cooperation and support is necessary for the success of the procedure.

For students who are picked up on foot, parents and guardians should enter the large schoolyard and come down to the small playground. The students will be dismissed through the side door of the cafeteria. Parents and guardians will leave the school grounds the same way they came in, via the large playground. Please do not enter the cafeteria. The students will come out to meet you.

Students who participate in the Boys and Girls Club will be dismissed accordingly.

Students who are picked up by car will be escorted down the main stairway by student monitors. A faculty member is assigned to dismissal duty daily and will be present in front of the Church stairs on Filbert Street. The faculty member will supervise and direct our student monitors. Please be prompt during pick-up. If your child is not picked up by 3:30pm he or she will be escorted to After School Care and the drop in fee will be assessed.

All cars are to circle airport style until the student being picked up is escorted to the curb. Student monitors will assist the younger students into the cars. If your child is not at the curb you will need to circle the block until he or she arrives. It is very important that no one leave the car. There will be no double parking as this poses a serious safety risk to everyone. Please do not approach the school from the far side of the street. All pick-ups must take place on the Church side of the street. Students will not be allowed to cross to the park side of Filbert during the pick-up procedures.

We will need everyone's help and cooperation in order for this procedure to work. Please be so kind as to study the procedure carefully so that everyone will be able to follow through. Kindly return the form below so that the staff will be aware of how your child will get home each day.

_____ _____

Student's Name *Grade*

Please check one of the following:

Daily Departure: _____ Salesian Boys' and Girls' Club

_____ By car

_____ Pick up on foot by parent or other adult

_____ After School Care

_____ _____

Parent's / Guardian's Signature *Date*