

Dear Parent/Guardians of Elementary Children Grades K-5:

For the safety and protection of all children, we will continue our “Sign Out” policy after class. Each person who has permission to pick up your child/children after class must be listed below. This includes parents, guardian, appointed and approved adults who will come to the classroom after every religious education class to pick up a child. The person will initial the “Sign Out” form available at classroom door.

We would prefer that doctor, dentist and other appointments be made at another time besides the one hour of Religious Education. However, we understand that in extreme circumstances this cannot be avoided. In the case of early pick up from class, a parent must write a note that is to be handed to the catechist at the beginning of class. Parents picking up early are to come to the main lobby of St. Theresa School where a staff member or volunteer will retrieve the child from the classroom. Parents should refrain from entering the hallways during class time.

Other dismissal policies are as follows:

- The school will be open *after* 5:25 p.m. in order that parents may enter.
- Grade 4 & 5 students may pass to a lower grade for pick up during the entire school year only if parent submits permission in writing to the catechist.
- No minor child may leave the school unless accompanied by an adult. This includes children walking to cars or to a nearby home. No minor child may pick up or sign out another child.

On the form below please list all children in Grades Kindergarten through 5 and include the grade they attend at Religious Education, then list all adults who have permission to take your child. If for any reason a person not listed comes to pick up your child, they must have a written note to present to the catechist at dismissal. Any permanent changes to this “Sign Out” must be done in writing and given to the Religious Education office.

Thank you for your cooperation,  
The St. Theresa Religious Education Staff

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Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**LIST ALL ADULTS APPROVED FOR PICK UP:**

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Parent Signature \_\_\_\_\_

Emergency # or Cell # to reach you  
from 4:30 – 5:30 p.m. on class days.