

November 2011

Dear Parents and Guardians,

The winter sports season is upon us, and this generally results in an increase in the number of students in the building after school for extended periods of time. To ensure the safety of all of our students I would like to take this opportunity to review policies concerning dismissal and the after school room.

Dismissal at Bishop Kearney is at 2:46 p.m. We ask that any parent or friend picking up students use the front driveway (i.e. circle) from 2:45-3:05. Any student in the building after 3:05 p.m. will need to report to the after school room until they are picked up. Students from 3:05 on will be dismissed from the cafeteria and should therefore be picked up in the back of the building at the cafeteria doors. This will allow the staff to be sure that the students are being picked up and not randomly walking throughout the building.

For those families that are new to Bishop Kearney, the after school room is a service we provide for students participating in after-school activities, or waiting for rides that cannot come immediately after school. If students are staying after-school to wait for their designated practice time or their ride, they must report to the after-school room. This is not an option; it is mandatory that students report to the after-school room. The after-school room is monitored by our faculty on a rotating basis from 3:00-5:00p.m. The after-school room will begin on Monday, November 7<sup>th</sup> and run through March 30<sup>th</sup>.

The following rules and procedures are in place to ensure the smooth running of the after school room:

- No changing of clothes is allowed prior to release for practice.
- Students will be dismissed 10 minutes prior to their practice time.
- Students going to a restaurant must reenter the building through the outside cafeteria doors.
- No students will be allowed to go to their lockers after entrance into the cafeteria or upon returning from a restaurant. Personal items must be brought to the room before going out to eat.
- There will be no loitering by the door or talking to the security guard.
- Students must be quietly engaged in an activity while in the room.
- Students must be seated while in the room.

Please review the above procedures with your child. Students who are not able to live up to these expectations may not be allowed in the room and may have disciplinary consequences. Again, students who need to remain in the building after 3:05 p.m. **MUST** report to the after school room, or otherwise leave the building.

If your child is participating in an after-school activity it is important that they be picked up promptly at that activity's end. It is our coach's expectation that students will be picked up within ten minutes of the end of practice. Loitering or hanging around the building to watch another practice or wait for a friend is prohibited.

We appreciate your support in this matter and in helping us to ensure all of our students' safety.

If there are any questions please feel free to contact myself, or Mr. Miller at 342-4000 ext. 226. We appreciate your support in this matter. Thank you.

Sincerely,

Julie A. Locey  
Principal