

A Few Important Reminders...

Early Pick-Up

If a student needs to leave school before 2:45 p.m., the parent/guardian must send a written notice to school **the day before (or at least the morning of)** the requested early dismissal giving the date, time and reason for the request. The parent/guardian must sign the student out at the time of the early dismissal. It is disruptive for staff and students when students are pulled from class without advance notice.

Late Arrival

If your child has a morning appointment and will be late coming to school, the parent/guardian must send a written notice to school the day before the appointment giving the date, time and reason for the late arrival. Following this procedure will help make sure your child is not marked absent on the hot lunch count and it will let the school secretary know that she does not need to call your home to see why your child is not in school.

Absences

When a student is unable to attend school, a parent/guardian should call the school between 7:30 a.m. and 8:30 a.m. to let the school secretary know the child will be absent. If a parent forgets to call, the school secretary will call the home to confirm the reason for the student's absence.

When the child returns to school, a note of explanation from the parent/guardian must be presented to the teacher. Recognized excuses for school absences are: personal illness, family illness, death in the family. Student are required to give advance notice in order to be excused for any other type of absence.

Ed Choice Scholarship students **MUST** provide a written note following **EVERY** absence or the absence is reported to the Ohio Department of Education as unexcused. Twenty unexcused absences will result in the loss of the Ed Choice Scholarship.

Parking Lot

Our drop-off and pick-up procedures are done with the safety of our children in mind. Every child's safety is of the utmost importance. We ask everyone to correctly follow our drop-off and pick-up procedures. Failure to do so creates chaos, frustration and unsafe conditions.

When dropping off your child, please:

1. Enter the parking lot slowly and drive all the way to the last orange cone to drop off your child.
2. Have your child exit on the right side of the car (closest to the school).
3. **NEVER** pull around a car that is in front of you.
4. Wait for your child's temperature to be checked.
Note: As the weather gets colder, temperatures will be checked inside the school at the glass doors. If there is no fever, a staff member will signal that you may leave.
5. Exit through the rear driveway near Stuver Spring.

When picking up your child, please:

1. Pull into a line facing the school.
2. Do not attempt to pull out until the teacher/monitor releases your line.
3. Exit the parking lot slowly.

Thank you for helping us to make St. Anthony of Padua School a safe place for all our children.

Mrs. R. Capotosto
Interim Principal