



AFTER SCHOOL ACTIVITIES PROTOCOL

September 6th, 2017

Dear parents,

Welcome back to the New Year and the restarting of our activities program. Please allow me to take a moment of your time and restate the **after school** activities protocol.

As safety is always our first concern for all of our Roslyn students we ask that you please pay special attention to the procedures for after school dismissal from our programs. Your cooperation is not only appreciated but **required** in order to keep the building secure and all of our children safe.

*****Note there is 3 available pick-up times: 4:30, 5:00 and 5:30 ONLY*****

Parents of children in after school activities have 3 separate time when you can pick up your children. Those times are 4:30, 5:00 and 5:30. There will be a supervisor at the front door to dismiss your children. You are asked to remain on the benches at the of the front entrance until such time as your children are brought to you. Please **DO NOT** wonder through the school in search of your children.

Please be mindful of these times as there will be no one available to buzz you in or open the front doors other than these dismissal times.

You will be **required** to sign your child/children out with the supervisor in order to ensure that they are leaving with a responsible adult or guardian.

*****Please allow for a little extra time for this procedure as there are many children leaving at the same time.*****

If your child has permission to leave on their own after the activity is over you **must** provide us with a written signed permission slip or communicate this directly to Heather at dismissal. If you child is leaving with someone other than yourself, we ask that you notify **Heather** via txt or phone call at the number below for the after school supervisor.

We require ALL children to be picked up by 5:30 after which time you will be charged \$5.00 for every 5 minutes you are late. Your child will not be able to participate in activities of any kind until these fees are paid in full.

Thank You for your attention and cooperation in this matter

Debbi Jardine,
Activities Coordinator.
514.815.4412

Heather Teich
After School Supervisor
514-222-6290