



Our new procedure for dismissing students to after school activities will be as follows:

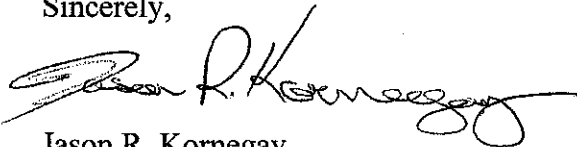
- Any students participating in after school activities will be dismissed to the library prior to the regular bus dismissal. This includes all school sponsored and community sponsored activities such as girl scouts, cub scouts, and cheerleading
- Attendance will be taken in the library before any students are allowed to move to activities.
- When all students are accounted for, buses will be released and students will be able to proceed to their after school activities.

In addition to asking for your support of these changes, we are asking for your help in making sure that students are picked up on time after activities. Although we understand that last minute issues arise, our advisors are often required to move on to other activities at the end of the day. For this reason, any student who is regularly picked up after the designated end time of an activity will be automatically sent to our child care program and parents will be billed at a rate of \$6.00/hour for the service.

These changes are designed to reduce the possibility that a child will be sent to the wrong place at the end of the day. If you have any questions about where your child is to be sent at the end of the day, please send a note to the school in the morning.

If you need to make changes in arrangements for your child for the end of the day, please send a note to the office. This applies to all students, not just those students attending afterschool programs. When we receive phone calls with changes late in the day, we need to disrupt classes in order to get messages to teachers and students. This is also another place where mistakes can be made. For the safety of all students, we will only be able to honor verbal requests for changes in emergency situations. With your assistance, we can ensure the safety of all of our students. Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason R. Kornegay". The signature is fluid and cursive, with a large initial "J" and "K".

Jason R. Kornegay