

### TRINITY-ST. PAUL DROP OFF AND LATE PICK-UP POLICY

Students are to arrive no sooner than 20 minutes before the start of the school day. That means students who attend the St. Paul Center should arrive at the St. Paul center after 7:55 a.m. and students who attend the Trinity Center should arrive at the Trinity Center after 8:10 a.m. Students who ride the bus to St. Paul should arrive at Trinity by 7:45, and students who ride the bus to Trinity should arrive at St. Paul by 8:10 a.m. Please make special arrangements when necessary. Remember that before-school care is available at the St. Paul Early Childhood Learning Center at 125 Wolf Ave. in Hamel.

School is dismissed at 3:00 p.m. at the Trinity Center and 3:15 p.m. at the St. Paul Center. Children who are not involved in after-school activities should be picked up by 3:30 p.m. (at the St. Paul Center). Parents of students who are frequently at school after 3:30 p.m. will be *required* to sign up their child(ren) for after-school care at SPECLC. We will then automatically send your child(ren) to the daycare on the bus and the SPECLC fee for after-school care will be charged.

Emergencies: If parents phone the school before 3:30 p.m. to indicate late pick-up due to emergency situations, the children will not automatically be taken to SPECLC. Families are allowed two emergency late pick-up per month as long as they phone ahead.

I understand this policy and will abide by it. If I am asked to register my child for afterschool care at SPECLC, I will comply. Hence, I will give my permission for my child to be transported to SPECLC if my child is still at the St. Paul Center at 3:30 p.m. without being involved in after-school activities.

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(Signature)

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(Date)