

St. James St. John School
180 Orchard Street
New Bedford, MA 02740
Telephone (508) 996-0534
Fax 508-717-6969

Dear Parent/Guardian,

In order to ensure the safety of all our students who go to *Extended Care/Homework Room* either on a regular basis, occasionally or very seldom, we are asking that all student's have the attached form on file. Please complete the form even if you do not plan on having your child attend Extended Care or the Homework Room. Sometimes things change unexpectedly and it may be necessary for you to send them to extended care.

Please make note of these important details:

- It is very important that we have phone numbers in which you can be reached after school in case of an emergency or if we have any questions.
- Please notify the person picking up your child that they will need to provide a form of identification before dismissing the student (ex. driver's license).
- A note must be sent in to school if a person who is not on the Dismissal Form will be picking up your child from Extended Care/Homework Room. Please include the date, the person's name and their relation to the child on the note.
- Please notify the school of any changes in your information or in any of your contacts information.
- Only one form per family is necessary. Please include the names of all the children on the line provided.

We ask that the completed forms be returned to school no later than September 16, 2011. We thank you in advance for your help and understanding. Please feel free to call the office with any questions.

Sincerely,
Extended Care Staff