



August, 2026

Dear Parents,

The safety and well-being of your children is our top priority at Saint Luke School. To ensure a secure and organized environment, we have necessary procedures for both our school day as well as our after school program and after school clubs/activities. These procedures and needed documents must be filled out by **ALL** families so they can be kept on file in the event of dismissals as well as if your child is enrolled or may ever be enrolled in the future for any after school programs. All forms are due on **Monday, 9/14**. Please take a moment to review the procedures below:

- **Check-In & Check-Out Process for After School Program**
 - All students must be signed in upon arrival by our staff and signed out at dismissal by an authorized adult.
 - A valid photo ID will be required at pick-up for any adult that is not a parent or known pick up adult. Please ensure all authorized individuals are listed on your child's emergency contact form. Please alert any adults who pick up your child to always bring their photo ID.
 - Parents must exit their car and stand at the designated pick up spot for all dismissals. Teachers will not dismiss students to another undesignated parent or allow students to cross the street or enter the parking lot.
- **Emergency Contact Form for ALL students**
 - Please complete an updated emergency contact sheet and return by **Monday, 9/14**.
 - During the school year, if there are any changes to your contact information or authorized pick-up persons, please notify us immediately.
 - Students will not be dismissed at any time to anyone that is not on the emergency contact sheet. Phone calls from a parent will not be an acceptable form of permission.
- **Health & Wellness Measures**
 - Students feeling unwell should remain at home.
 - If a child exhibits signs of illness during the school day or after school program, a parent/guardian will be contacted for immediate pick-up. A nurse is not on duty during after school hours.
 - Students being picked up for scheduled appointments may only be released at the start or end of a period. The office should be notified in advance of these appointments, whenever possible.
- **Behavior Expectations for After School Programs**
 - Students are expected to be kind and respectful to peers, staff, and school property.
 - Running indoors, rough play, and any form of physical or verbal aggression will not be tolerated. The parent will be notified and if the behavior continues, students will not be permitted to attend the remainder of the workshop (no refunds given) or in the case of after school, parents will be asked to find alternate care arrangements.

These procedures are designed to create a safe and structured environment for all students. While we realize they may take additional time when you are picking up your child, we can always make time for **SAFETY**. Please account for these extra few minutes when planning your child's pick up arrangements. If you have any questions or concerns, please feel free to contact me. Thank you for your cooperation and support in keeping our school and after care programs safe and enjoyable for all!

Sincerely,

Mrs. Jan Brunswick, Principal



Emergency Contact Form

Student Information:

- Full Name: _____
- Date of Birth: _____
- Class: _____
- Home Address: _____

Parent/Guardian Information:

- Name: _____
- Relationship to Student: _____
- Primary Phone: _____
- Secondary Phone: _____
- Email Address: _____

Emergency Contacts (Other than Parent/Guardian):

1. Name: _____
 - Relationship: _____
 - Phone: _____
 - Alternate Phone: _____
2. Name: _____
 - Relationship: _____
 - Phone: _____
 - Alternate Phone: _____

Medical Information:

- Physician's Name: _____
- Physician's Phone: _____
- Allergies/Medical Conditions: _____

Authorization & Consent: I hereby authorize the staff of Saint Luke to seek emergency medical treatment for my child in the event that I cannot be reached. I understand that every effort will be made to contact me before treatment is provided. I am also aware that a nurse is not on duty after school programs.

Parent/Guardian Signature: _____ **Date:** _____