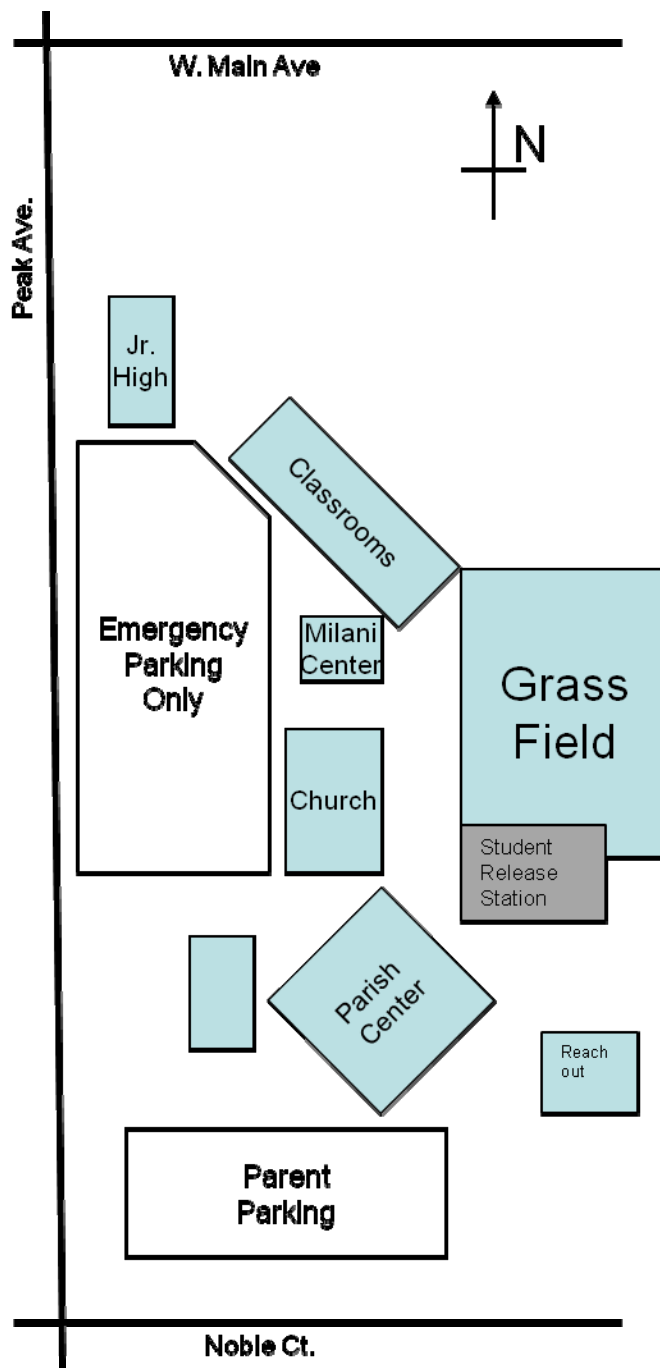

WHEN PICKING UP YOUR CHILD

Please :

- Bring your patience*
- Do not block Driveways*
- Follow procedures*

Our goal is to responsibly reunite you with your child. Students will remain at school until a parent or parent-chosen responsible adult signs for and picks him/her up.



EMERGENCY PREPAREDNESS

STUDENT RELEASE

WHAT PARENTS NEED TO KNOW



*St. Catherine School
17500 Peak Avenue
Morgan Hill, CA
408-779-9950*



St. Catherine School has adopted student release procedures for implementation in the event of an emergency or disaster.

This guide will help parents understand the student release process and ensure families are safely and efficiently reunited after an emergency or disaster.



Keys towards success

- Keep your child's school emergency card information up-to-date.
- Have current, valid identification of parent or designated adult who is picking up your child.
- Be familiar with where the "Student Release Station" will be located and where parking is.
- Review the student release procedures with your child.

EMERGENCY INFORMATION

We need parents to:

- Update child's emergency information whenever changes occur.
- Provide names and contact phone numbers of trusted adults who can pick up your child and who live closest to the school. And, name and contact information for your child's physician/ health plan (this information is included on the emergency form provided to the school at the beginning of the year).



CURRENT IDENTIFICATION

Current and valid identification with a photograph is needed when a parent or trusted adult signs for your child. The identification can be either:

- A valid California drivers license or identification card.
- An employee identification card.
- Any current identification with a photograph and name.



STUDENT RELEASE FORM

When you arrive at the Student Release Station, you or your designated trusted adult will be asked to complete a Student Release Form with the following information:

- Name of Child or children being picked up
- Your Name
- Relationship to the Child
- Your destination



STUDENT RELEASE STATION

School personnel have undergone training in proper Student Release Procedures. You will be asked for current identification; to complete the necessary student release form; and for:

- Your child's name
- Teacher's Name

If you are designated as a contact person for your neighbor's children, please be prepared to give the above information as well.