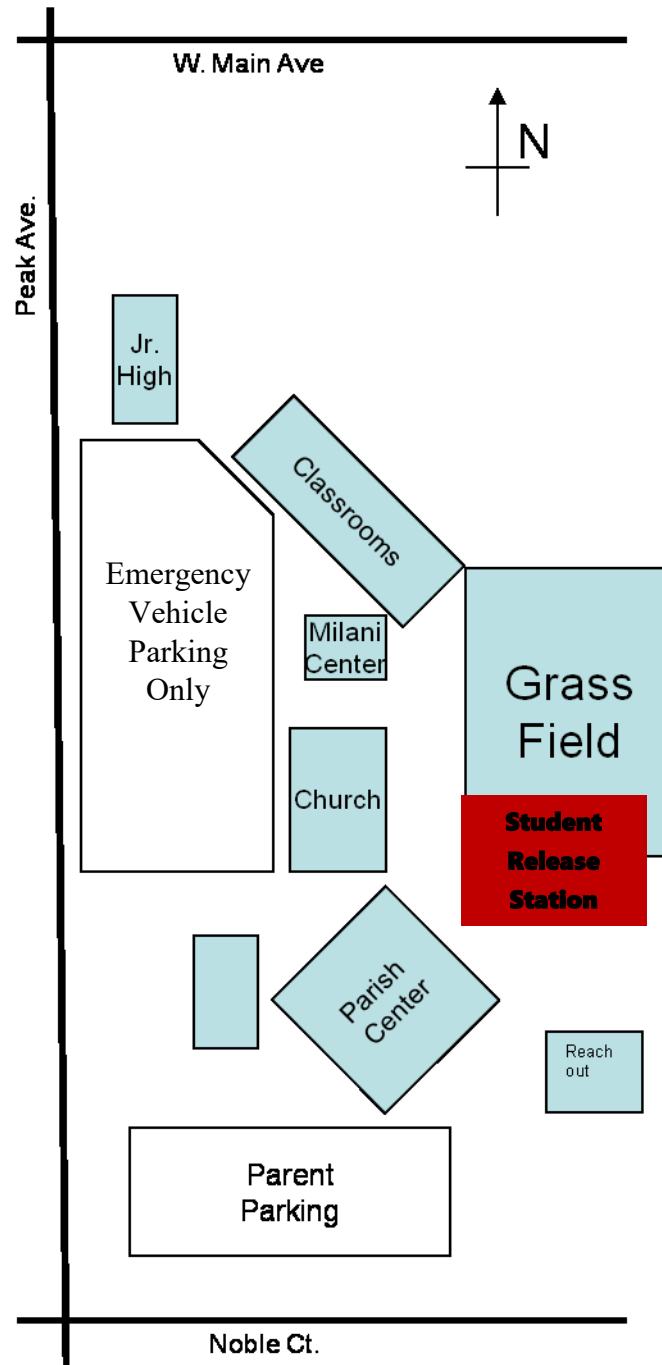## WHEN PICKING UP YOUR CHILD

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 authorized adult signs them out.

W. Main Ave

N

Peak Ave.

Jr. High

Classrooms

Emergency Vehicle Parking Only

Milani Center

Church

Grass Field

Student Release Station

Parish Center

Reach out

Parent Parking

Noble Ct.

EMERGENCY PREPAREDNESS

STUDENT RELEASE

WHAT PARENTS NEED TO KNOW

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

EMERGENCY RELEASE

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 to success

♦ Keep your child's school emergency information on **PowerSchool** 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" and "Parent Parking" are located.

♦ Review the student release procedures with your child.

EMERGENCY INFORMATION

We need parents to:

♦ Update child's emergency information including contact information for your child's physician/ health plan on **PowerSchool** whenever changes occur.

♦ Provide names and contact phone numbers of the adults who are authorized to pick up your child.

STUDENT RELEASE STATION

♦ Please park in the side parking lot next to the Parish Center (See Map).

♦ You will be asked for current identification.

♦ School personnel have undergone training in proper Student Release Procedures, please follow their instructions.

CURRENT IDENTIFICATION

Current and valid identification with a photograph is needed in order to release the student to the parent or authorized adult.

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

When you arrive at the Student Release Station, you or your authorized adult will be asked to sign out each student they are picking up with the following information:

♦ ID

♦ Name of Child being picked up

♦ Adult Name (print and sign)

♦ Child's final destination after release