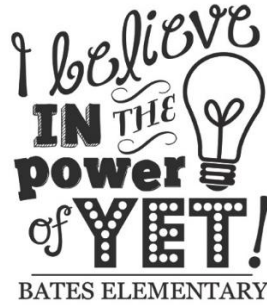


Laura Wright
Principal



Debra Decker
Secretary

850 East 3100 North
North Ogden, UT 84414
Phone: 801-452-4580 Fax: 801-452-4599

Early Check-Out Policy

Dear Parent(s),

In an effort to better serve you, and to alleviate classroom interruptions, we are requesting that you help us by observing the following procedures.

If you know that your student(s) will be checked out early or will not be riding the bus home...

Please send a note with your child, or email the teacher(s), on the day of the early release indicating the time that you will arrive or what the change in transportation will be. The teacher will send your student to the office (with the note) at the requested time.

If you unexpectedly need to check out your child early...

1. Please stop by the office in person.

or...

2. If the check-out is not an emergency please call the office **at least** 15 min. in advance to allow time to have your student(s) gather belongings and come to the office.

We respectfully request that early check-outs or changes be made **prior** to 2:50 p.m., as after 3:00 students are preparing to board buses, walk home, or carpool. We wish to assist you in all due haste, and your cooperation in this matter will help us to manage check-outs effectively while minimizing educational impact and classroom interruptions.

We sincerely thank you for your support,

Ms. Wright