



Sen Pok Chin School

1156 Senpokchin Blvd.
Oliver BC V0H 1T0
250 498 2019
office@senpokchin.com



Principal Ms. Valerie Allen
principal@senpokchin.com

Date: December 12, 2019

Re: After School Dismissal Routines

To Parent(s)/Guardian(s),

We are fortunate to have multiple after school options for your child to either get home or stay in after school programming offered by the school and the community. We want all our students to feel safe and for families to feel confident in our dismissal procedures. To ensure that all children are going to the right place after school, it is critical that our safety system is used by all families in the school.

- It is the parent's responsibility to please call the school no later than 2:30 pm to notify us to make any changes to the dismissal board if there are any changes to your family's regular dismissal plan.
- If your child(ren) is being picked up by someone other than the alternate indicated in the students' file, parent/guardian must provide permission for that person by letting the secretary, classroom teacher and/or principal know.
- Parents picking up their children must check-in with bus supervisor to let them know they are there to pick up their child.
- If your child attends the Kindergarten After School Program or Right to Play program on a regular basis and they will NOT be attending on a specific day, parents need to call into the office to let the school know the alternate arrangement plan for the day.

We hope this news letter will assist all stakeholders to better understand the dismissal system that is in place at the school for your child's safety.

Sincerely,

Valerie Allen
SPC Head of School