

# Holy Trinity Catholic School Guideline Sheet For School Sponsored Activities

Dear Parent/Group Leader:

We believe after school programs for our students are very beneficial. If your group would like space to meet after school, we request you follow our guidelines and complete an information and calendar sheet.

## Guidelines:

- Classrooms may be reserved beginning after the Labor Day Holiday. The campus will be unavailable for days the school will be closed for in-services and holidays. (See School Calendar.)
- Turn in an *Information and Schedule Sheet* to the School Office at least one week prior to your first meeting.
- **Attach a copy of your group roster with student names, leaders' names and phone numbers.**
- The classroom must be clean and returned to the original set-up. Please do not use any of the Teacher's supplies, games, or equipment. Never remove any furniture from the classroom or bring any other furniture into the classroom.
- The children will be called to the front lobby **after the carline is completed**. Younger siblings, if they will be meeting with you, will also **be called after carline is over**.
- If a group has scheduled a Field Trip, the names of the children may be called for the 3:10 Multi-Purpose Room dismissal as long as the children leave with the leader immediately and you have signed them out on the sign-out log. EACH STUDENT MUST HAVE A WRITTEN PERMISSION SLIP. The school must be provided copies in advance.
- To use any other area on campus the space must be reserved in advance separately from the room you are using. (i.e.: playground area, multi-purpose room, courtyard etc.)
- An adult leader must return extended day students to a caregiver and check them in. Do not drop off a child without checking them in and speaking to their caregiver.

Please keep this sheet for your information.

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