

**AN IMPORTANT REMINDER FOR
PARENTS/GUARDIANS
from the
SOUTH BAY SCHOOL
MAIN OFFICE**

It continues to be our procedure at South Bay that, in the interest of students' safety, any and all changes to your child's usual dismissal routine MUST be:

- *made in advance*
- *made in writing, including the child(ren)'s first and last name(s), the date(s) of the change, the signature of the parent/guardian, and a contact phone number for the parent/guardian, in case we have a question. (Requests for dismissal changes sent via phone message, email and text message are not acceptable.)*

Changes to children's dismissal routines cannot be made verbally (in person or by phone), unless the verbal request is accompanied by a written request (see above).

Thank you for your cooperation!