

## Subject: **Early Dismissal/Check-Out Procedure**

Dear Parents and/or Guardians:

The education, safety and well-being of each student attending David C. Hinson Sr. Middle School is our top priority. To assist us with early check outs please make note of the following:

- **We ask that you please send a note in with your child stating the time that they will be checked out and who will be picking them up. Please include a telephone number where you can be reached. This note should be turned in to their grade office before reporting to 1<sup>st</sup> period.**
- **If you're checking out your child during PE class we suggest that your child should NOT dress out. If possible, please do not plan on checking your student out during PE if you did not send in a note. Once students are dressed out for this class the time involved in getting your student back into the locker room to change clothes can be quite lengthy.**
- **Also, please do not plan on checking your student out during the last 15 minutes of the day because this is a very busy time in the front office and making sure all of our students get home correctly is the priority at that time.**
- **Please be patient. It could take up to 30 minutes to get your student depending on the class he or she is in and any items he or she may need to get before coming to the office.**

We appreciate your consideration and understanding regarding the aforementioned policy items.