



École Primaire  
**East Hill**  
Elementary School  
10350 Bd Perras, Montréal, QC H1C 2H1

Date: September 26<sup>th</sup>, 2024

## **AFTER SCHOOL PROGRAM DISMISSAL PROCEDURE – FALL SESSION 2024-25**

Dear parents,

The fall session of our after school programs is set to begin the week of September 30<sup>th</sup>, 2023, until the week of December 2<sup>nd</sup>, 2024. Please review with your child the day of your chosen activity.

Please see below the procedure the parents are asked to follow when the after school activity has ended:

### **DAYCARE STUDENTS**

-When the activity has ended, the coaches will release the students and send them back to their respective daycare group.

### **PICK UP STUDENTS**

-All the coaches will dismiss their students at the upper entrance of the school. All parents will pick up their child at this location.

-The coaches will wait inside the school (upper entrance) until each student is picked up by a parent. The parents are asked to wait outside, also at the upper entrance door. **Please note that all coaches are instructed not to send the students to their parent's car. All students must be picked up by a parent at the main entrance door.**

-Parents are asked to pick up their child on time. If a coach is still waiting for a parent to pick up a student, the coach will contact the parent and will remain with the student until the parent arrives.

Thank you for your collaboration.

Kind regards,

Marsha Excellent  
Vice Principal  
East Hill Elementary School

