

Geneseo Community Unit School District No. 228

Southwest Elementary School
Mr. Tom Ryerson,
Principal

715 S. Center Street
Geneseo, IL 61254
309-945-0652

December 16, 2011

Dear Southwest Parents,

The Geneseo Community School District prides itself on supporting families and children by providing a safe and caring environment for students when attending our district's schools. To that end, the elementary schools will be implementing updated procedures for picking up students at the buildings.

We encourage parents not to make any changes in the transportation arrangements that are set at the beginning of the school year. If, however, changes do need to be made, please send a **hand written** note to school in the morning specifying these changes.

1. Parents are encouraged to send notes directly to the classroom teacher with their child in the morning regarding changes in procedures. Notes should **include the full name of the person** who is picking the child up, not just "grandma" or "aunt."
2. Changes in routines **may not be emailed** to teachers for safety reasons.
3. Notes should be sent to school if your child will be picked up for an appointment or any other reason during the school day.

If necessary, last minute changes may also be made via telephone **prior to 2:00 pm**, or on early release days, one hour before the end of day. The building secretary may ask the caller to identify the student's 4-digit safety pin number provided by the parent/guardian at registration. This system was created for the safety of our students. Please DO NOT share your child's pin number with other adults and/or your child.

If teachers on car duty do not have a note allowing students to go home with a person outside the normal routine, the child will be escorted inside, and the person picking up the child will need to contact the parent through a call from the Southwest Office. If school personnel are unable to make parental contact, the parent(s) will need to come to school to get the child.

Thank you for your cooperation.

Tom Ryerson
Principal, Southwest Elementary School