

# Memo

**To:** Parents of children at St. Luke the Evangelist School of Religion  
**From:** Joyce Szczapa  
**CC:** Fr. Albert, Pastor and Cathy Smith, Pastoral Associate  
**Date:** January 3, 2013  
**Re:** New Safety Guidelines

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Starting next week we will be implementing new safety guidelines for the children as they attend Religious Education Classes.

Once class begins for Grades 1-5 on Sunday at 9:45 AM and Monday at 4PM, the entrance will be locked. If you are late, it will be necessary to ring the bell which is located at the left of the door and a Hall Monitor will let you in. This procedure also applies to the Confirmation Class on Sunday at 5:45 PM and the Middle School Students on Monday at 6:30 PM.

When it is time for class dismissal, it will be necessary for all parents to come into the building to escort the children to your vehicles.

Parents are reminded that only they are allowed to pick up their children unless the office has written permission as to who is the designated driver.

I hope you will understand that any inconvenience this new procedure might cause is because we are thinking of ways to ensure your children's safety to the best of our ability.