Monday October 19, 2015

Good morning after school staff,

Please be advised that the protocol has changed for after school instruction.

Please take the following steps,

* Meet and Greet students in the café prior to club
* You will escort your students to your class.
* Generate a list of students to be kept on file in main office/ Ashley/Neil
* Each student/parent will need to sign Parent Permission slips for file
* After class escort the students to the main exit.

When you collect the permission slips, put them in my mailbox (Asley) you may email me your roster at [ashley@tywls-astoria.org](mailto:ashley@tywls-astoria.org).

If a parent is running late please let Neil know immediately as he will be the late day administrator.

Best regards,

Ashley Pacheco

Community Associate