

**Frederic Chopin  
Polish Saturday School  
in Allamuchy, NJ**

**SAFETY POLICY**

In order to enhance safety and efficiency during the dismissal, before classes start as well as during school hours the Board of Directors adopts the following "Safety Policy" for the supervision of pupils in F. Chopin Polish School (Educational Polish Corporation).

1. School hours are 9:00 a.m. - 12:30 p.m., parents or guardians cannot leave children in school earlier than 8:50 a.m.
2. Teachers must be present in classrooms 10 minutes before school starts (8:50 a.m.)
3. Parents or guardians have to bring children to **Cafeteria**. Children can never be left unsupervised in the parking lot, in any classroom, or other part of the school or such.
4. Teachers cannot leave students unsupervised in the classroom at any time.
5. Students can use only their designated classroom and the Cafeteria. Students cannot use any other part of school including stairs, unless approved by a teacher and supervised by a designated adult (teacher, parent/guardian).
6. Teachers can not dismiss students if their parents or guardians are not present. Parents have to sign "Dismiss form" when they are picking up their children.
7. Students who stay in after school classes have to be sent by teachers to designated classrooms.
8. Students can use playground or walk outside only if supervised by teachers or parents.
9. All parents or guardians who are late more than 10 minutes after dismissal have to pay "Late Fee" (\$5 for every 15 min or a part of)
10. This policy applies also to all classes after or before regular school.
11. Parents are financially responsible for all damages caused by their children.

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Parent's Signature

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Parent's Name (print)

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Date