

**THE SCHOOL DISTRICT OF PHILADELPHIA
MCCLURE ELEMENTARY SCHOOL
600 W. HUNTING PARK AVENUE
PHILADELPHIA, PA 19140**

Sharon Marino
Principal

Telephone (215) 456-3001
Fax (215) 456-5587

Date: _____

TO: Parent/Guardian of _____, Grade _____ Room _____

Address: _____ Phila., PA _____

RE: Child(ren) left at school beyond dismissal time.
Your child(ren) was/were picked up today at _____ p.m.

Today your child(ren) was/were not picked up on time at dismissal. This is not the first documented time that this has occurred. There have been _____ documented occurrences where your child(ren) was/were not left after dismissal without adequate care. You must pick up your child(ren) on time or designate a responsible adult to pick him/her up at dismissal on time (3:09 p.m.).

If this continues, we are obligated to forward this letter with all supporting documentation along with dates of your failure to provide care for your child(ren) to the Department of Human Services (DHS) for review and follow-up. It is also our responsibility to report children to the Philadelphia Police Department- 25th District so that they can pick up the child(ren) and they will remain at the Police station at 3901 Whitaker Avenue (215) 686-3250 until they are picked up from there.

Please ensure appropriate childcare arrangements are made for your child(ren) and most importantly that your child(ren) are picked up ON TIME at dismissal (3:09 p.m.)

PHILADELPHIA POLICE CONTACTED: _____ YES _____ NO ARRIVAL TIME _____ P.M.

School Staff Name: _____

CC: Student Pocket
Neighborhood Network 4
DHS