# Dear Parents,

# As with everything we do time sometimes gets away from us. We understand that can happen when it is not really expected. In those situations a phone call to school would be appreciated. We all have families and things to do that have us running in circles. Those same things hold true for our faculty and staff here at Holy Cross. We too have families to pick up, and errands to run. We are not always here after 3:30 on a daily basis. We are asking that each family complete the Emergency drop in form for CARES. I am sure 95% of you will not ever have to use it. However, it can be a blessing if that one trip eats into your time, and you can’t get here to pick up your child on time. The emergency drop in is for extreme cases and will not be used unless absolutely necessary. It will be utilized in the event that someone can not remain here at school with them. The information is necessary in the unlikely event that your child will have to go to CARES so the director knows who will be picking up the child(ren). You will not be charged unless they go to the after school building. Please take a minute to complete the forms.

# Thank you in advance for your help and understanding in this matter.

# Sincerely,

# Mrs. Ward