

Guidelines and Policies

German Saturday School of Portland

Dear Parents,

Thank you for entrusting your student(s) into our care. We look forward to a busy, fun-filled and safe year!

1. School will start punctually at 10:00 a.m. To assure our students' safety, please escort your children to their classroom five minutes before 10:00 am and pick them up at their classroom at 12:30 p.m.
2. Please let your child's teacher know if your child has a conflicting schedule that requires any special arrangements (sports, music, dance etc.).
3. Classes will take a 10 minute break at about 11:00 a.m. This break will be either in the classroom or outside, accompanied by your child's teacher. Please provide a snack and drink for your child. This brief time of socializing makes the whole class more pleasant.
4. Please enter for school through the marked entrance on the right side of the building and use the stairs to the first and second floor of the building. The third floor is a private residence. No one affiliated with the German Saturday School of Portland may be on the third floor.
5. Children may not leave their floor or the building without supervision and must stay in the hallway outside their classrooms. Please speak to your child about this.
6. Bathroom use will be only permitted on the buddy system with the older children, and with a hall monitor or teacher for the younger children. Students should use the restrooms on the main floor past the stairs/elevator on the right hand side of the hall before coming to class.
7. Please make arrangements to pick up or have your child picked up on time. School policy is to charge \$5.00 per every 15 minutes late pick-up.
8. Teachers may not release children to another pick-up without written authorization.
9. In case of an emergency during school, all efforts will be made to contact you at the phone numbers provided on your application.
10. In case of school closure due to inclement weather or other factors beyond the control of the GSSOP, the school committee may determine and publish a make up plan.
11. In case of school closure due to factors within the responsibility of the German American Society, the school committee will schedule and publish a make up time no later than the first Saturday of April. No make ups will be scheduled for school closures after that date.

Please sign and send in with your application. Thank you!

Parent/Legal Guardian Signature

DATE