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TO: PARENTS AND/OR GUARDIANS OF ALL CHESS CLUB PARTICIPANTS

FROM: LISA SHANKS, PRINCIPAL OAK HILL SCHOOL

DATE: FEBRUARY 8, 2012

RE: UPDATE REGARDING ATTENDANCE AND DISMISSAL

Chess Club has eight remaining practices scheduled under the direction of Mr. Mike Maguire including all Thursdays from this date except 3/29/12 during Spring Break until the final practice on 4/5/12. There have been from 70 to 90 children in attendance each week. In order to maintain the safety of your child until he or she is picked up at 3:00 PM each Thursday, the following procedures will be initiated immediately:

* A dismissal form to cover every Thursday afternoon for the remainder of the chess program is attached. Your child’s homeroom teacher must receive this completed form to insure that your child is allowed to stay for chess. Only if he or she is not staying for chess would you need to send a note after the interim dismissal instructions are on file with your child’s homeroom teacher and/or the office.
* Students that typically go to daycare and/or will be returning to daycare after chess, must proceed to daycare as usual right after school dismissal, check in at daycare and then a daycare worker will escort them to the cafeteria. These children will need to sign in in the cafeteria as well since the daycare attendance and the chess attendance will serve separate purposes.
* All students will be checking in by grade level in the cafeteria. Students will be advised to do this before beginning play. Parent helpers are being sought to assist the younger children with this task.
* Students typically play as many games as is possible and often rotate partners. This will continue; however, to eliminate students roaming the school unattended, they should bring a book or game for themselves if they do not plan to spend the entire hour playing chess.
* Parents are asked to come to the cafeteria for dismissal. Please sign the forms next to the child/children that are leaving with you. Students will not be allowed to leave the school without an adult escort. This delay should be minimal, but very necessary.

Thank you in advance for your attention to these details! We will be working to help all the students understand the new boundaries being set, but truthfully believe it to be in the best interest of the safety of our children. Once everyone has the same expectations of how this activity is to flow, an attendance and dismissal record of chess club should be achieved with minimal loss to playing time. Parent helpers—with or without chess experience-- are welcome any time. If you are interested in helping, please contact Beth Duvall at 867-6426 or [beth.duvall@evsc.k12.in.us](mailto:beth.duvall@evsc.k12.in.us) and she will forward that information to the appropriate person.