

June 1, 2009

Dear Parents,

Emergencies are a part of life, and they come to us from a variety of sources. In our efforts to be prepared, I need to provide you information about our emergency plans, and I need you to provide us information to assist in providing orderly, safe transitions in the event of an emergency. The well-being of the children is my highest priority.

My request from you is that you arrange an alternate pick-up person(s) and complete the attached Emergency Situation Release. This Release will authorize St. Mary's to release your child(ren) to someone other than yourself in the event of an emergency closing of the school. The most typical emergency closing is a weather-related early dismissal, but utility interruptions, hazardous materials spills, or other incidents near the school might also require closing the school building on an emergency basis.

Because parents are not always able to reach the school quickly to pick up students at the time of an emergency dismissal, we ask that you establish an alternative or back-up plan for your child(ren) and authorize us to release your child(ren) to someone other than yourself. This might be an extended family member or neighbor, or another school family. Whomever you choose must be willing and able to come to the school on short notice and assume responsibility for your child(ren) until you are able to reach them yourself. **It is absolutely essential that you sign and return the Emergency Situation Release form to the school authorizing the school staff to release your child to the alternate you arrange.**

Please note that, in the event of an evacuation of the school, students and staff will be relocated to the main church, Sandy Spring Bank (611 Rockville Pike), Sunrise Assisted Living (8 Baltimore Road), or, Richard Montgomery High School. If necessary, another location may be designated by emergency authorities at the time of the emergency.

Your help and cooperation in making these plans in advance will help us maintain calm and a reassuring atmosphere for the children should an emergency arise.

If you have any questions, please call the main office.

Sincerely,

Sister Carol Rigali, O.S.F.  
Principal

**ARCHDIOCESE OF WASHINGTON**  
**St. Mary's School**  
**Rockville, Maryland**  
**2009-2010**

**Authorization for Release of Student(s) During Emergency Situations**

Name(s) of Student: \_\_\_\_\_

Date(s) of Birth: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

I CERTIFY that I am the custodial parent/legal guardian of the above named student(s) and I grant permission for my child(ren) to be released to any of the following individuals. (Each section must be complete.)

My child may be released to the following individuals. (Additional names may be included on a separate piece of paper. If additional names are attached, parent/guardian must initial here: \_\_\_\_\_)

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #s: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #s: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #s: \_\_\_\_\_

**Parent/Guardian Information:**

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Child's after school care provider: \_\_\_\_\_ Phone: \_\_\_\_\_

**I understand that my child will not be released to anyone other than those listed on this form during an Emergency Situation. (If this form is not completed and returned to St. Mary's School, staff may refer to the Emergency Information card.) If changes occur during the school year, I will contact the school to update this form.**

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date