



INTERNATIONAL SCHOOL OF THE SACRED HEART

UNEXPECTED EARLY DISMISSAL PROCEDURE 2019-2020

Sometimes the school needs to close early unexpectedly due to a severe weather warning or for some other reason to ensure all our students get home safely. For this reason the school needs to know how you would like your child to be dismissed.

Please list the name and grade of each of your daughters/sons and **pick one option each** for what you authorize them to do in the event of an unexpected early dismissal. If you choose “Leave school with sibling(s)”, this must apply to all JS/MS/HS children in the same family.

1. If school is dismissed early, I authorize my daughter/son to:

Family Name ()	New grade	Leave school on her own	Leave school with sibling(s)	Wait for a parent to pick up	Wait for a parent with sibling(s)

Note: *If you have more than one child at the school, older siblings may pick up younger siblings (JS, MS and HS only) and leave school or wait for a parent together. Kindergarten students must wait for a parent.*

2. Please send a text message from your MOBILE PHONE to emergency@issh.ac.jp if you want to register your mobile phone email address on the emergency contact list. Messages will be sent to your mobile phone in addition to your regular email account in the event of an irregular early dismissal or an emergency situation.
3. Other contact (e.g. Skype) - if available _____
4. Please print the name, the relation, telephone number and e-mail of a third person in Tokyo we can contact in case of an emergency (other than student’s home number or the parent’s company) e.g., a relative, neighbor, friend, or another parent at the school.

(Third Person’s Name and Relation)

Telephone: _____ Mobile Number: _____

(Please see reverse side)

RELEASE OF STUDENTS AFTER A MAJOR DISASTER 2019 – 2020

After a major disaster such as an earthquake, K-12 students stay at school until collected by a parent. In the case of a parent being unable to pick up their child, please nominate a family friend your child can be released to. Ideally this person lives within walking distance of the school. This applies to all students, even those who normally go home on their own.

In the event that I am unable to come to school to collect my child/children after a major disaster, I give my permission for my son/daughter to be released to:

1. _____ Telephone: _____

2. _____ Telephone: _____

For MS/HS students only:

Please check the box below if you give permission for your daughter(s) to be released to the parent of a friend if you or the individuals named above are not available. This measure will be used as a last resort. The name of the friend and contact number will be recorded by the school.

My daughter has my permission to leave with a friend's parents if the above mentioned people are unavailable.

Students will not be released to anyone other than those listed above without prior authorization by the parents and will remain at school.

Please note that it is the responsibility of the parent to notify the school immediately if any of the above information changes.

Parent's Signature: _____ **Date:** _____