



Dear Parents,

We have made some changes to the SFBGS Before and After Care Program this year. We believe you will love the positive changes in our program. First of all, after the faculty and staff submitted ideas, we have changed our name to SFBGS Morning and Knightly Care. The new director, Miss Katelyn Keene, is committed to providing a secure, and fun environment for your children.

As always, keeping our children safe is a top priority. With this in mind, another layer of security is being added to the program. A new sign-in and sign-out procedure will be implemented. A Kiosk for checking children in and out will be used for this purpose. Photo IDs will be used at the Kiosk, so we are asking you to email a picture of the person/persons you have designated to drop off and/or pick up your kids at Morning and Knightly Care. Please email those photos to Christine Piontek at cpiontek@borgiagradeschool.org. In the subject line add **Kiosk photos. Also, please identify the name of the person in the photo in the body of your email.** These photos will be uploaded, along with a barcode on a card for pickup verification. The photo barcode cards will be kept at school at the Kiosk station.

In the event it becomes necessary for someone to pick up your child who is not included in your child's pick up verification, parents should call the office or Miss Keene to notify the school who is picking up for that day. That person will be required to present an ID. You also have the ability to add this information to your FACTS ParentsWeb demographic page. It would be advisable to email their picture so a barcode card can be made for future pick up.

We appreciate your cooperation as we implement this procedure. We are looking forward to providing a more secure drop-off and pick up procedure.

Sincerely,

Linda Pahl, Principal

Christine Piontek, Assistant Secretary/Technology Coordinator

Debbie Williams, Secretary