

DISMISSAL PROCEDURE



Family Name: _____

Child(ren): _____ Grade _____

For the safety of the children, and to avoid confusion at the end of the day, we are asking that you designate your child's mode of transportation to and from school. Check below where your student typically goes at the end of the school day. If there are changes to this routine, you must send an email to the school office and your child's teacher **by noon of that day** so we can properly dismiss your child each day. Please choose only one.

Carpool

Bicycle

Walk

Extended Day

(Extended Day is only available to those families who have submitted a contract and selected a plan for the year. NO drop-ins will be accepted this year.)

Authorization to Pick Up Students:

Name 1 _____ Relationship _____

Name 2 _____ Relationship _____

Name 3 _____ Relationship _____

Is there anyone ***NOT*** authorized to pick up your student(s)? Yes No

Return this completed form to the school office no later than August 18th. This information must be collated and provided to each classroom teacher prior to our first day of school on August 23rd so that they will know how to dismiss your child(ren) at the end of each school day.

Signature of Parent/Guardian

Date