

2015-2016 DAILY DISMISSAL PROCEDURE

Please request a new form from the office when there are changes.

Child's Name _____

Teacher _____

WHAT IS YOUR CHILD'S USUAL DAILY DISMISSAL PROCEDURE?

(check usual procedure) Ride Bus _____ Car Rider _____
(fill in appropriate information below)

(ANY CHANGES TO THIS USUAL PROCEDURE MUST HAVE A **NOTE IN THE MORNING (PREFERRED)** OR A **PHONE CALL PRIOR TO 2:00 PM**)

Please note: Children should have a regular plan and stick to it. The more this plan changes, the more likely for your child to end up in the wrong place!

My child will USUALLY Ride Bus # _____ transfer bus? _____ to (Destination physical address) _____ (no PO BOXES!)

Name of Adult (or teen)/relationship at this location _____ Phone(s) for this adult _____

Other destinations my child MAY go to on occasion throughout the year due to child care needs (grandparent, neighbor, aunt, friend, daycare facility):

Is there a day of the week that your child will always go to this alternate destination? (ex: every Thurs & Fri)

*Bus # _____ Name of Adult/relationship _____ Address _____
Phone-(cell preferred) _____ Are there regular days of the week your child will go here? _____

*Bus # _____ Name of Adult/relationship _____ Address _____
Phone-(cell preferred) _____ Are there regular days of the week your child will go here? _____

For Daily Car Riders: Name and contact info of all adults who will pick up your child throughout the year-(include parent, grandparent, etc)
(CAR RIDERS MUST BE SIGNED OUT AT THE FRONT DOOR BETWEEN 3:00 & 3:15—PRIOR TO 2ND DISMISSAL!)

1. Name _____ cell phone _____ 2. Name _____ cell phone _____

*****WHAT SHOULD YOUR CHILD DO IN THE EVENT OF AN EARLY DISMISSAL (SNOW, NO ELECTRIC/WATER, ETC)?**
Parents will be notified via our automated phone system. PLEASE DO NOT CALL THE SCHOOL!

_____ In case of an early dismissal, my child will go on the same bus, to the same destination as usual.

_____ In case of an early dismissal, my child should go to: Name _____ Phone _____ Address _____

Bus Driver Name / Bus Number (at alternate site) _____

Parent Signature _____ Date _____

Please note any further information the office/child's teacher should know pertaining to your child's dismissal: