



# Winslow Township School One

## CHANGE IN DISMISSAL PROCEDURE

Dear School #1 Families,

As you know, smooth, consistent procedures during dismissal are imperative in order to ensure the safe arrival home of your child. With safety and security in mind, we require adherence to your child's regular, normal mode of transportation on a consistent basis (consistency on a weekly basis: parent pick up all week, bus home all week, etc.).

If it becomes necessary to request a change in your child's dismissal procedures, this change must be presented to the school office in writing along with a follow-up phone call to the main office (sole form of electronic communication is never recommended).

**Last minute changes by telephone will not be permitted.**

**We ask that changes are kept to a minimum.**

We do understand that unexpected circumstances may arise; therefore, we ask that you use the following form for each instance that you request a change in your child's normal dismissal procedure. A phone call to the main office is also required.

Early pickups should occur no later than 3:15 p.m. during regular school days, and no later than 12:45 p.m. on early dismissal days.

Sincerely,

*Nathan Davis*

Principal

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## CHANGE TO NORMAL DISMISSAL PROCEDURES

Student's Name: \_\_\_\_\_ Date(s) \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Instead of my child's normal dismissal procedure as a: Bus Rider, Parent pick-up or Aftercare program (CIRCLE ONE)

I request that my child be:

- Parent Pick Up (specify car rider or walker)
- Emergency contact pick up by \_\_\_\_\_ Phone: \_\_\_\_\_
- Bus rider—assigned route number \_\_\_\_\_
- Aftercare program

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_