

# MARGARET CLIFFORD SCHOOL

## **PERMANENT YEARLY DISMISSAL PROCEDURE FOR YOUR CHILD AT THE END OF THE SCHOOL DAY**

•A FORM MUST BE COMPLETED FOR EACH CHILD IN YOUR FAMILY•

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ HOMEROOM TEACHER: \_\_\_\_\_

•(√) Check off each day according to your child's schedule

••Make sure you sign and date this completed form

	MON	TUE	WED	THURS	FRI	COMMENTS
BUS # _____						(Students cannot use different buses. <u>DISTRICT POLICY</u> -1 bus, 1 seat, 1 stop)
PARENT PICK-UP ( <u>SIDE DOOR—NUMBERED TAG REQUIRED</u> )						
AMAZING PLACE						
COMET CARE						
GODDARD						
KIDDIE ACADEMY						

**EVERY TIME YOU DEVIATE FROM THIS YEARLY DISMISSAL PROCEDURE, YOU MUST FILL OUT A DAILY COMMUNICATION FORM AND SEND IT TO SCHOOL WITH YOUR CHILD**

( ADDITIONAL FORMS ARE AVAILABLE IN MAIN OFFICE AND ON THE DISTRICT WEBSITE)

**IF YOU ARE UNABLE TO FILL OUT A DAILY COMMUNICATION FORM YOU MUST CALL THE MAIN OFFICE AND SPEAK TO SOMEONE AT THE SCHOOL. DO NOT LEAVE A MESSAGE ON VOICEMAIL.**

**PARENT PICK UP STAFF WILL NOT RELEASE YOUR CHILD UNLESS YOU HAVE YOUR NUMBERED ID TAG—YOU WILL BE SENT TO THE MAIN OFFICE TO SIGN YOUR CHILD OUT. THE OFFICE WILL NOT RELEASE YOUR CHILD WITHOUT PROPER PHOTO ID**

PARENT/GUARDIAN(SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_