

## SWEDESBORO WOOLWICH SCHOOL DISTRICT

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

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

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

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

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

- • Make sure you sign and date this completed form
- • • Your child must hand in this completed form at the open house or 1<sup>st</sup> day of school

#### PEOPLE – OTHER THAN PARENT—APPROVED TO PICK UP YOUR CHILD FOR DISMISSAL – ID REQUIRED

| Name  | Relationship | Contact Phone Number |
|-------|--------------|----------------------|
| _____ | _____        | _____                |
| _____ | _____        | _____                |
| _____ | _____        | _____                |
| _____ | _____        | _____                |

|                                                   | MON | TUE | WED | THUR | FRI | COMMENTS                                                                                 |
|---------------------------------------------------|-----|-----|-----|------|-----|------------------------------------------------------------------------------------------|
| BUS # _____                                       |     |     |     |      |     | (Students cannot use different buses.<br><u>DISTRICT POLICY</u> - 1 bus, 1 seat, 1 stop) |
| PARENT PICK-UP<br>(IN MULTIPURPOSE ROOM—ID REQ'D) |     |     |     |      |     |                                                                                          |
| 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 AT THE 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 EMAIL TEACHER OR LEAVE A MESSAGE ON VOICE MAIL.**

**\*\*\*YOU MUST BRING ID WITH YOU EVERY TIME YOU SIGN YOUR CHILD OUT OF SCHOOL\*\*\***

WE WILL NOT RELEASE YOUR CHILD WITHOUT PROPER ID

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

8/2026