IMPORTANT DISMISSAL INFORMATION **- Grades K-3**

We would like to inform you of our dismissal procedures. Our aim is to make the end of the day procedures run as quickly and smoothly as possible, with the SAFETY of all children being FIRST PLACE. **EVERY student is required to return the bottom portion of this form.**

⇒ EVERY child who is being picked up MUST be signed out EACH day. Sign out will begin at **3:00 p.m. in the cafeteria.** Please enter through the side door on the far left side of the building and proceed to the dining area, sign out the student, receive release card, and wait for student to be brought to cafeteria. After getting the student, please exit through the same doors.

⇒ We will be forming a PERMANENT PICK UP LIST. If your child will be picked up from school **EVERY DAY of the school year**, please indicate this on the form below and return it to the school. Keep in mind that this means your child will be brought to the cafeteria for pick up at the end of the day every day throughout the school year. HOWEVER, if someone is not present to sign the child out by 3:10, the child WILL be put on a bus to go to their home address.

⇒ If your child is not on the PERMANENT PICK UP LIST, then we **MUST have a signed, dated note by 2:30 p.m.** if he/she is going to be picked up at the end of the day. This will give us time to ensure that your child is brought to the cafeteria for pick up instead of being put on a bus. If your child is not on the PERMANENT pick up list and we do not have a note, by 2:30 p.m. the day of pick up, the student will be put on a bus. **Please remember that it is your child's responsibility to give notes to the teacher. Phone calls can not be accepted. Email and/or faxes are accepted, but it is the parent's responsibility to follow up to be sure the information has been received.**

Please keep the following in mind:

1. Must be 16 years of age or older and have photo identification with you when picking up a student.
2. If no one is present to sign the student out at 3:10 p.m., the student will be put on a bus to go to the home address.
3. Only those individuals who are listed on the child's release card will be permitted to pick up students. (Unless a written, dated note saying otherwise has been provided).
4. NO ONE is permitted to park in the front of the building — loading zone for busses.
5. Keep the top portion of this sheet as a reference of our procedures.

☐ **PICK UP STUDENT**: I have read the above information and would like for my child to be on the PERMANENT PICK UP LIST at Newton Falls Elementary for the 2018-2019 school year. I understand that this means I guarantee my child will be picked up at **3:00 p.m. in the cafeteria EVERY DAY OF THE YEAR**. I also understand that if someone is not present to pick up my child at this time, he/she will be placed on a bus to go home.

☐ **STUDENT IS TO RIDE THE BUS**: I do NOT wish for my child to be on the PERMANENT PICK UP LIST at Newton Falls Elementary for the 2018-2019 school year. I want my child to be transported by bus each day. I understand that if I would like to have my child picked up at the end of the day, I must provide a signed, dated note by 2:30 p.m. of the day of pick up. **(Phone calls will not be accepted)**

_____ _____

(Student's Name) *(Student's Teacher)*

_____ _____

(Parent/Guardian Signature) *(Date)*

(over)

IMPORTANT DISMISSAL INFORMATION **- Grades 4-5**

We would like to inform you of our dismissal procedures. Our aim is to make the end of the day procedures run as quickly and smoothly as possible, with the SAFETY of all children being FIRST PLACE. **EVERY student is required to return the bottom portion of this form.**

⇒ End of the day pick up is at 3:10 p.m. The oval driveway west of the school entrance (right side of the building) is designated as car rider pick up for grades 4 & 5 (unless you have a younger sibling)

⇒ Students who have a younger sibling in the building (K-3) who will be picked up, will follow the pick up procedures listed on the other side of this paper for grades K-3.

⇒ We will be forming a PERMANENT PICK UP LIST. If your child will be picked up from school **EVERY DAY of the school year**, please indicate this on the form below and return it to the school. Keep in mind that this means your child will be brought to the oval drive way for pick up at the end of the day **every day throughout the school year**.

⇒ If your child is not on the PERMANENT PICK UP LIST, then we **MUST have a signed, dated note by 2:30 p.m.** if he/she is going to be picked up at the end of the day. This will give us time to ensure that your child is brought to the oval drive way (or cafeteria) for pick up instead of being put on a bus. If your child is not on the PERMANENT pick up list and we do not have a note, by 2:30 p.m. the day of pick up, the student will be put on a bus. **Please remember that it is your child's responsibility to give notes to the teacher. Phone calls can not be accepted. Email and/or faxes are accepted, but it is the parent's responsibility to follow up to be sure the information has been received.**

Please keep the following in mind:

1. Cars must wait and remain in line
2. Students are to enter their cars only at the drop off stop where staff are on duty
3. Drivers must obey the directions of the staff on duty as the buses exit the parking lot
4. NO ONE is permitted to park in the front of the building — loading zone for busses.
5. Keep the top portion of this sheet as a reference of our procedures.

☐ **PICK UP STUDENT**: I have read the above information and would like for my child to be on the PERMANENT PICK UP LIST at Newton Falls Elementary for the 2018-2019 school year. I understand that this means I guarantee my child will be picked up in the oval driveway at **3:10 p.m. or in the cafeteria at 3:00 p.m. (if have a younger sibling) EVERY DAY OF THE YEAR**. I also understand that if someone is not present to pick up my child at this time, he/she will be placed on a bus to go home.

☐ **STUDENT IS TO RIDE THE BUS**: I do NOT wish for my child to be on the PERMANENT PICK UP LIST at Newton Falls Elementary for the 2018-2019 school year. I want my child to be transported by bus each day. I understand that if I would like to have my child picked up at the end of the day, I must provide a signed, dated note by 2:30 p.m. of the day of pick up. **(Phone calls will not be accepted)**

_____ _____

(Student's Name) *(Student's Teacher)*

_____ _____

(Parent/Guardian Signature) *(Date)*

(over)