

**SCHOOL ONE**  
**2007/2008 DISMISSAL FORM**

Dear School One Parents/Guardians:

The safety of our students at dismissal time is an important concern to the School One staff, and is taken very seriously. Each of our classroom teachers escorts his/her class to the assigned doors for dismissal at the sound of the bell at 3:10 p.m. Teachers insure, to the best of their ability, that every one of their students has departed school safely, and is proceeding home as desired by their parents/guardians.

If for any reason a student will not be going home according to their regular routine, a **WRITTEN NOTE** must be sent to their child's teacher. For example, if a child is typically picked up at 3:10 p.m. by his/her parent, but has a play date and is being picked up by a friend's parent, a note must be sent to school that morning. Without a written note, or notification from the parent, the student will be sent to the office and the parent will be contacted.

If an emergency arises and you cannot pick your child up after school, we suggest that you contact your emergency card friends or relatives to make arrangements, AND notify the school office so your child and your child's teacher can be informed. **However, we do ask that parents (1) make the necessary arrangements for their child's dismissal from school in the morning BEFORE their child leaves for school, and (2) send a written note outlining these arrangements to their child's teacher.**

Students walking home from school are reminded to use sidewalk areas and to practice appropriate safety precautions. It is important that they cross intersections where the Scotch Plains-Fanwood crossing guards are stationed. Crossing guards are located at the intersections of Park Avenue and East Second Street; East Second Street and Willow Avenue; Madison and Willow Avenues; and Midway and Willow Avenues. Afternoon crossing guards are on duty from 2:15 to 3:45 p.m.

To make our staff aware of your child's normal dismissal routine, please complete the information below **and return this form to your child's teacher tomorrow**. Thank you for your prompt attention.

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**DISMISSAL PROCEDURES**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

My child's normal dismissal routine from school is as follows (please check ONLY one (1) of the options listed):

- Picked up by parent/guardian
- Picked up by indicated family member (i.e., sibling, grandparent, etc.): \_\_\_\_\_
- Picked up by indicated family friend: \_\_\_\_\_
- Meets a family member at a location on school grounds other than assigned dismissal door
- Takes the school bus
- Attends the [ ] FSP YMCA school-age child care program, or [ ] JCC after-school program
- Walks home
- Other (please provide specific details on space provided) \_\_\_\_\_

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