

Dismissal and Pick-Up Information

Please complete all four sections and print legibly in dark blue or black ink only.

SECTION 1:

Student Name _____ Entering Grade _____

Please list each **parent/legal guardian ONLY** and preferred contact number. **Do not include friends, grandparents, or any other relatives in this section unless they have LEGAL guardianship of the student. If there are more than two legal guardians, please include on a separate sheet of paper and attach.**

Parent/Legal Guardian 1

Best contact number

Parent/Legal Guardian 2

Best contact number

SECTION 2:

In order to ensure the safe delivery of students to the rightful adults at the end of each day, please choose **ONE** of the following. **Please read all options before making one selection.**

Please release my child to **ONLY** the parents/legal guardians listed in Section 1 unless otherwise instructed in advance and in writing (**NO PHONE CALLS**).

Please release my child to any of the parents/legal guardians listed in Section 1 or to any other CNH parent/guardian.

Please release my child to any of the parents/legal guardians listed in Section 1, or to any of the following people (include siblings age 13 or over who have permission to collect your child). If your child uses a pick-up service, include name and contact number of pick-up service on this list, as well. You do not need to provide 4 names.

Please release my child to any of the parents/legal guardians listed in Section 1, or to any CNH parent/legal guardian, or to any of the following people (include siblings age 13 or over who have permission to collect your child). If your child uses a pick-up service, include name and contact number of pick-up service on this list, as well. You do not need to provide 4 names.

Name **Phone Number**

1. _____
2. _____
3. _____
4. _____

Name **Phone Number**

1. _____
2. _____
3. _____
4. _____

SECTION 3:

The following is my child's typical pick-up/aftercare schedule. Please check **ONE OPTION** for each day.

Monday 3:15	Tuesday 3:15	Wednesday 1 PM!	Thursday 3:15	Friday 3:15
<input type="checkbox"/> Aftercare at CNH	<input type="checkbox"/> Aftercare at CNH	<input type="checkbox"/> Aftercare at CNH	<input type="checkbox"/> Aftercare at CNH	<input type="checkbox"/> Aftercare at CNH
<input type="checkbox"/> Pickup by parent/legal guardian	<input type="checkbox"/> Pickup by parent/legal guardian	<input type="checkbox"/> Pickup by parent/legal guardian	<input type="checkbox"/> Pickup by parent/legal guardian	<input type="checkbox"/> Pickup by parent/legal guardian
<input type="checkbox"/> Walks home	<input type="checkbox"/> Walks home	<input type="checkbox"/> Walks home	<input type="checkbox"/> Walks home	<input type="checkbox"/> Walks home
<input type="checkbox"/> Rides bus	<input type="checkbox"/> Rides bus	<input type="checkbox"/> Rides bus	<input type="checkbox"/> Rides bus	<input type="checkbox"/> Rides bus
<input type="checkbox"/> Gets a ride home with:	<input type="checkbox"/> Gets a ride home with:	<input type="checkbox"/> Gets a ride home with:	<input type="checkbox"/> Gets a ride home with:	<input type="checkbox"/> Gets a ride home with:
<input type="checkbox"/> Uses a pick-up service <i>Include name and contact info in Section 2.</i>	<input type="checkbox"/> Uses a pick-up service <i>Include name and contact info in Section 2.</i>	<input type="checkbox"/> Uses a pick-up service <i>Include name and contact info in Section 2.</i>	<input type="checkbox"/> Uses a pick-up service <i>Include name and contact info in Section 2.</i>	<input type="checkbox"/> Uses a pick-up service <i>Include name and contact info in Section 2.</i>

SECTION 4:

Does your child have your permission to walk, bike, or take public transportation home unaccompanied by an adult indicated on this form? Yes _____ No _____

Parent/Guardian signature _____ Date _____

This authorization is in effect for the school year 2011-2012.

OVER PLEASE

Please use the table below only if you need to add more than four people to your pick up list.

Name	Phone Number

DISMISSAL POLICIES & PROCEDURES

- On Mondays, Tuesdays, Thursdays, and Fridays, school ends at 3:15 PM. **Every Wednesday, school closes at 1:00 PM** to allow for collaborative staff planning and development.
- Teachers will dismiss students at the end of the day. If you arrive early, please do not disrupt classes.
- It is not necessary to call and inform the office or classroom teacher if someone on your list will be picking up your child/ren.
- Students will not be dismissed to anyone who is not included on their pick-up list. Verbal permission is not sufficient. Therefore, it is important to update this list regularly, during school hours. Do not wait until the last minute to make changes to your pick-up list. Please do not call to request someone be added to your list. Any changes must be made by a parent/legal guardian in person. It is strongly recommended you pre-arrange emergency plans with other families in case of an unanticipated event.
- Students will not be dismissed to anyone under 13 years of age, including siblings.

LATE PICK UP

- Students are expected to be picked up promptly at 3:15 PM on Mondays, Tuesdays, Thursdays, and Fridays, and at 1 PM every Wednesday.
- Late pick-up will be tracked and any student remaining at 3:30 PM on Mondays, Tuesdays, Thursdays, and Fridays, or at 1:15 PM on Wednesdays more than once in a trimester, will be required to register for on-site aftercare with One World Cultural Arts Society, and families will be required to pay any registration and aftercare fees that apply.

AFTERCARE

On-site after care is provided by One World Cultural Arts Society, an independent child care provider. Contact Executive Director, Kendra Banks, at 443-803-3313 for information or to ask questions about the program.

MAKING AFTER SCHOOL PLANS

Because school phones must remain available for teacher and administrator use, students and parents are not permitted to make or receive phone calls at the school, except in the case of emergency. Therefore, students and parents are not permitted to use school phones to coordinate after-school activities with friends or family. All after-school arrangements must be made in advance or outside of school.

CAR POOLS

City Neighbors Hamilton encourages car pools, but does not arrange or coordinate them. If families encounter an unusual situation and are aware that a late pick-up is likely, it is their responsibility to secure timely, alternate pick-up arrangements for their child/ren. We strongly recommend that you use the family list (provided in September) to arrange—in advance—emergency pick-up plans with other families who live nearby, particularly in the event of unanticipated school closings, such as inclement weather. Once those plans are made, be sure to update your pick-up list to include the appropriate people.

OVER PLEASE