



School Year _____

Student's Name _____

ARRIVAL & DEPARTURE REGULATIONS

Please list below the person(s) other than yourself who will be responsible for bringing and picking up your child (or children) each day to school. Please include a phone number (and cellular phone number if available).

1. _____ Phone _____
2. _____ Phone _____
3. _____ Phone _____
4. _____ Phone _____
5. _____ Phone _____

Your child will only be released to these people. If there is anyone else who will be picking your child up or bringing him/her to school, you must notify the school in advance.

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You must be sure the teacher is aware of your child's arrival and departure. No child should be allowed to enter the school building without parent or responsible adult, nor should a child be left in a classroom when a teacher is not present.

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If this information should change during the school year, it is imperative that you update records in the office.