

# Dismissal Routine for: \_\_\_\_\_

Please complete this form and return to your child's teacher by Friday, September 7th!

**Kindergarten - 5<sup>th</sup> Grade: Dismissal is at 2:40pm outside the school entrance on 1 Peck Slip, rain or shine. PreK dismissal is at 2:35pm at the classroom. Please be on time!**

Please make sure we know your child's dismissal routine for each day:

- If your child will be picked up by you or another caregiver, please indicate the person's name and include contact information (cell phone number is ideal).
- If your child will attend After-school at Peck Slip please write "Manhattan Youth."
- If your child will be picked up by a different after-school program, please indicate the name of the program and include a contact name and phone number.
- Finally, if you or your caregiver is running late, please call the school so we know when to expect someone and can alleviate your child's worries. **In general, please do not be late. We do not provide child care past dismissal.**
- **PLEASE INFORM US IN WRITING if there is a change in this schedule by sending a note to your child's classroom teacher. If the change is a permanent one (change of babysitter, etc.), you 'll need to come to the Main Office to update this information.**

DAY OF WEEK	Person picking up/Cell Phone #
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Please indicate the name, number and relationship of any other additional people authorized to pick up your child after school. We recommend including at least one other Peck Slip parent.

\_\_\_\_\_  
Name Phone Relationship

\_\_\_\_\_  
Name Phone Relationship

Parent/Guardian Signature \_\_\_\_\_