

DISMISSAL ROUTINE for: _____

Please complete this form and return to your child's teacher by Monday, September 11th, 2017.

Dismissal is at 2:40pm outside the school entrance on 1 Peck Slip, rain or shine. Please be on time!

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

- If your child attends 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.
- 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).
- **Please inform us IN WRITING when there is a change in this schedule.** This is particularly important if your child takes the bus. When there is a change in your child's bus routine, **please send a note to the teacher.**
- **If your child has a last minute dismissal change, please call the school in addition to an email to the teacher, as we need a written record. Do not count on anyone receiving last minute emails.**
- 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.**

DAY OF WEEK	Person picking up/Cell Phone #
MONDAYS	
TUESDAYS	
WEDNESDAYS	
THURSDAYS	
FRIDAYS	

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
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Name	Phone	Relationship
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Name	Phone	Relationship
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Parent/Guardian Signature _____