



## Dismissal Plan for Kindergarten – 4th Grade

**First Day:** Try to make the first day of school dismissal consistent with what your child will do the rest of the year. Practice on Orientation/Visiting Day. Teachers will also help your child with the correct destination and dismissal will easily become routine. Book-bag tags help so much.

### Changes from the plan below:

- Please write a note to your child's teacher, including anything unusual about the first day. Children are more comfortable at school if they know in the morning how they are going home in the afternoon.
- In an emergency (car trouble, meeting ran late, etc.) please telephone 614-324-1666 to register information about a change of transportation as soon as possible.
- If you must designate someone not on the plan below to pick up your child, please give him/her your confidential, family code word. Code word \_\_\_\_\_ (to be given out only by a parent to their designate in an emergency). If we don't have a note and the person picking up doesn't know the code, we will ask that person to wait while we contact the parent(s) signing the transportation plan.

**After School:** Children who are not picked up by 3:45 or who miss the bus always go to AfterCare to call a parent and then play until someone can come to get them.

Please complete the form below and return it to the Lower School office on or before the school year begins. The information it contains should reflect the dismissal plan your family intends to use the majority of the time. Please retain this portion of the form for your information.

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Name of Child \_\_\_\_\_

For K-4<sup>th</sup> Grades:

\_\_\_\_\_ My child will stay for AfterCare.

\_\_\_\_\_ My child will ride home on bus # \_\_\_\_\_ from \_\_\_\_\_  
(Community)

For K-4<sup>th</sup> Grades: Code Word \_\_\_\_\_ (confidential)

\_\_\_\_\_ My child will be picked up at car line by \_\_\_\_\_  
or me.

\_\_\_\_\_ My child will be part of a car pool driven by \_\_\_\_\_,  
\_\_\_\_\_ or me.

Parent Signature(s): \_\_\_\_\_

**Please submit completed form to the Lower School Office by the first day of school.**