



2018-2019 Nottingham Car Rider Dismissal/Procedure

This year each parent/guardian will need to fill out the attached car rider dismissal form. (Please provide this form even if your child may ride the bus or walk. This information will assist the school in the event you need to need to pick up your child due to early dismissals, appointments etc.)

The car rider dismissal will continue to take place through the side entrance (Hodgson Street) Side entrance. Car Riders are dismissed at 3:15pm to the Nottingham Cafeteria for supervised pick-up. To insure safety, all parents/guardian/designated individual(s) will be required to enter the side entrance of the building. You will then be required to show photo identification prior in order to sign out the child.

On the Nottingham Car Rider Dismissal Form, please list the people that you designate to pick up your child. Each person you designate (including parents/guardians) will need to show a **photo ID** when picking up a child.

Having to show a photo ID will add considerable time to the dismissal procedure and that is why we are asking for your help in making the dismissal time manageable and safe. We are asking for the following:

1. We ask that you fill out the form **before** the first day of school. Please bring the completed form to the school prior to the first day – this could be during Meet-N-Greet on August 24.
2. Please advise anyone who is picking up a child **MUST** have their photo ID in hand
3. If someone does not have a photo ID, please have them contact the main office **prior** to picking up a child. If someone comes to pick up a child without a photo ID, the time it will take to pick up that child could be a lengthy process.

***Note: Early Dismissals- (As noted in the Elementary K-6 Family Handbook – pg. 13)**

Students are not to be picked up early or arrive late on a regular basis. Early dismissals and late arrivals should be reserved for unusual circumstances only. If a student is to be picked up before the end of the school day, a note from home stating the reason for the early dismissal must be submitted. The note must be given to the homeroom teacher. Parents/ guardians must sign out the student in the main office. Students will be called to the office for early dismissal once they have been signed out.

*** No child will be permitted to leave school with persons other than his/her parents, or designated emergency contacts, unless a written statement regarding the authorization for an alternate caregiver is received from the parents and is approved by the office.**

Please refrain from making changes to dismissal after 2:45 pm.

2018-2019
Nottingham Car Rider/ Dismissal Form

Student's Name _____ Teacher: _____
(please print)

Parent/Legal Guardian Name _____
(please print)

Individual(s) authorized to pick up my child: (valid photo ID must be presented at pick-up)
(please print)

1. _____

2. _____

3. _____

4. _____

5. _____

Parent Signature _____

Date _____

* A photo ID is required to pick-up a student. Anyone without a photo ID will need to come to the office to be verified and this could be a lengthy process.