

**PLEASE COMPLETE A FORM FOR EACH STUDENT
AND RETURN TO THE CLASSROOM TEACHER**

HILLTOP SCHOOL

ARRIVAL AND DISMISSAL PROCEDURE

CHILD'S NAME: _____

GRADE: _____ **CLASSROOM TEACHER:** _____

The following is my child's **usual morning arrival** procedure:

- A. My child will be dropped off by car All Days M T W R F
- B. My child will be taking the bus All Days M T W R F
- C. My child will be walking All Days M T W R F

Other: _____

The following is my child's **usual afternoon dismissal** procedure:

- A. My child will be picked up using the car line All Days M T W R F
- B. My child will be taking the bus All Days M T W R F
- C. My child will be attending aftercare All Days M T W R F
- D. My child will be picked up in person at the: front rear of the building
 All Days M T W R F

Who may pick up your child in the event that you are unable? This includes any unanticipated early dismissals.

Name: _____ Name: _____

Phone: _____ Phone: _____

Relation to Student: _____ Relation to Student: _____

Remember to send in a signed and dated note anytime this schedule changes for your child.

**PLEASE COMPLETE THE FOLLOWING SECTION IF YOUR CHILD WILL TRAVEL TO/FROM SCHOOL
WITHOUT ADULT SUPERVISION. LEAVE BLANK IF YOU DO NOT WISH TO ALLOW THIS.**

I understand that the schools provide supervised arrival and dismissal of students at the school site. My child, _____, has my permission to travel to and from home without adult supervision.

Signature of parent or guardian

Date