

**Carl Sandburg parents and caregivers please complete the top portion of this form for each child and return to the school by email ([jlw87@charleston.k12.il.us](mailto:jlw87@charleston.k12.il.us)); fax (639-4005) or in person in the office by August 3<sup>rd</sup>. If you cannot get the form to the office, please call the school (639-4000) and let us know your child's plan before August 3<sup>rd</sup>.**

**Normal routine for a regular school day** (This is where your child will go daily unless we receive a note or phone call from a parent / guardian.)

Check the appropriate choice:

My child will be picked up at the end of the day

My child will ride the bus at the end of the day. (Complete the Illinois Central Bus Application during the online registration process. **The Bus Application must be completed by August 7 to start busing the first day of school**):

→ Where will your child be dropped off after school?  Home  Daycare  Other

My child will be in the Rec Department's After School Club  
(Please register with the Rec Department by August 7<sup>th</sup> if possible.)

**In the mornings, we encourage you to drop your child off at the door rather than walking him or her into the building. Parking constraints prohibit this. If parents feel they must walk the child to the building, they are requested to say good-bye to their child at the outside door. Parents should not walk children to the classroom due to congestion in the hallways. If you should choose to walk your child to his/her classroom, please sign in at the office and obtain a Visitor's Badge.**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

.....  
**TO BE COMPLETED BY THE OFFICE:**

Teacher \_\_\_\_\_

PM Bus # \_\_\_\_\_ Bus Stop \_\_\_\_\_