

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); fax (217-639-4005) or in person to the office by August 2. **If you cannot get the physical form to the office by one of the means listed, please call the school (217-639-4000) or email the information to jlw87@charleston.k12.il.us and let us know your child's plan before August 2 – we will then complete the form for you.**

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 July 23 to start busing the first day of school**):

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

If Daycare: Name of Daycare _____

Does your child need to be met at the bus stop? ☐ Yes ☐ No

☐ My child will be in the Rec Department's After School Club
(Please register with the Rec Department by July 23 if possible – space may be limited)

In the mornings, we encourage you to drop your child off in the car line rather than walking him or her into the building. Parking constraints prohibit this. If parents feel they must walk the child towards the building, they are requested to say good-bye to their child at the flagpole out front. Parents should not walk children to the classroom due to safety concerns.

Child's Name _____ Grade _____

Parent's Name _____ Phone Number _____

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

Teacher _____ Car Rider _____ Walking _____

PM Bus # _____ Bus Stop _____