

Matunuck Elementary School
Student Dismissal/Pick-Up Note

Date: _____

In an effort to streamline dismissal, we would now prefer to use Only This Form for student dismissals. This form needs to be sent to school on the day that the child will be a pick-up. Each child will need a separate form. Additional forms are available in the main office, the cafeteria at dismissal time, or on the Matunuck School website.

PLEASE NOTE: Parent phone calls for student dismissals will be honored only in **EMERGENCIES**.

Student First/Last Name: _____ Grade _____ Teacher _____

Please dismiss the above named student:

TODAY ONLY @ 3:13pm _____ Early Dismissal @ _____

EVERYDAY UNTIL FURTHER NOTICE _____

Student will be picked up by: Parent _____ Other (who?) _____

Student will be taking a different bus: Bus # _____ With: _____ (who?)

Parent Name: _____ Signature: _____

Cell/Contact# @ dismissal: _____

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SOUTH KINGSTOWN SCHOOL DEPARTMENT



DEBRA J. ZEPP
Principa

DEBRA J. ZEPP
Principal

MATUNUCK ELEMENTARY SCHOOL
380 MATUNUCK BEACH ROAD
WAKEFIELD, RI 02879
TELEPHONE (401)360-1234 FAX (401)360-1235
TTY 1-800-745-5555

February 15, 2013

Dear Parents:

After vacation, we will change our student pick-up requirements. We have revised the "Student Dismissal/Pick-up Note" to reflect specific information needed. For safety reasons, we are trying to streamline the process for both parents and children.

1. Each child in your family will require a separately signed pick-up note given to the classroom teachers. Every classroom teacher must be notified separately to avoid confusion.
2. Complete the form only on the day of pick-up. No longer will we accept messages like Monday, Thursday, Friday and every other Tuesday. We find this confusing for the child at the end of the day and inefficient for an expedient dismissal.
3. If your child is an everyday pick-up without any changes, you only need to check the form once. No need for additional notes.
4. Do not email the office about pick-ups. There are many times that I am not in the office to read email until after school hours. Also, the office staff may be out sick. Please make a personal call to the office in case of emergency changes.
5. If your child will take a different bus home, the form must be completed each time.
6. When picking up your child, please do not enter the building before 3:10 pm using the side door. Be prepared to show ID. The same person may not be at the door every day and is expected to ask. At this time, I will continue to allow parents in the cafeteria, but it will be important to pick up your child and leave immediately. The cafeteria must be cleared quickly so that we can pass bus children to the front door and begin after-school programs in that space.
7. Please stay off the stage and exit out the side door you entered without loitering.

Thank you for your anticipated cooperation. If you have any questions, feel free to contact me.

The South Kingstown School Department does not discriminate on the basis of age, sex, race, religion, national origin, color or disability in accordance with applicable laws and regulations.