

SECTION 1: All Grades KG – 5, Daily Dismissal Plan

We need your help to get your child home safely each day! Please fill out the form below and send it in so that we know how to send them home **throughout the year**. Please fill in both sections.

Child's Name: _____ Teacher Name: _____

Effective Day / Date: _____

_____ Walker (Street Name: _____) *Must live in walking area!*

_____ Car Rider

_____ CASA

_____ Day Care Van Specify Day Care: _____

_____ Bus Rider Bus #: _____ **must circle one:** load 1 or load 2

_____ Private Child Care Pick Up Name: _____

Phone # for Provider: _____

If your child's schedule varies, please specify. Example: Day Care MWF and Bus Rider T, TH

SECTION 2: Early or Emergency Dismissal Information

- Notification will go out from LCPS when a decision is made to close early. **DO NOT CALL** the school.
- Last minute changes are difficult to make, so we rely on this form to get your child home safely.
- Buses run normal routes but at the earlier time.
- Day Care Centers will pick up as scheduled unless they notify *you* otherwise.
- **CASA does not meet** when school is closed or dismissed early. Set your child's new dismissal now.

I understand my child may be dismissed early from school because of inclement weather and/or failure of water or electrical power. If this should happen, he/she should:

_____ Dismiss as usual and noted above. THIS IS **NOT** A CHOICE FOR CASA!

_____ Change dismissal as follows: _____

Contact Phone _____ Be VERY SPECIFIC! Do not write neighbor or day care. Please inform your child of this change prior to an early dismissal.

I understand that this form is my child's regular & emergency dismissal routine. If **any** plans change daily, I will send a note to the teacher (*note pads available*) or call the school **before 2:00 PM** at 703-957-4425. If my child's regular dismissal changes, I will request or send in a new form. This form is available online. No changes are allowed without notification from the parent/guardian.

Parent Name _____ Daytime Phone: _____

For Office Use Only: Summary Updated by _____ Dated: _____