



**CHRISTIAN HERITAGE
ACADEMY**

2020-2021

DISMISSAL CLARIFICATION SLIP GRADES K (Full Day only)-5

Dear Parents of Students in Grade K (Full Day)-5,

Please give this completed form to your child's classroom teacher on the first day of school.

To help facilitate regular end-of-day dismissal time, please tell us the door from which you will pick up your child. This will allow us to direct your child accordingly at dismissal time and will be especially helpful during the first weeks of school as teachers and students establish routines. We appreciate your assistance.

Today's Date: _____

My student, _____, will go to the following door for pick-up each day.
(student name – print please)

My child will be picked up at (please circle one): North Door (N-3) South Door (S-3)

If your student will be in After Care, please circle all days that apply: M T W Th F

Carpooling? If so, please write the family name(s) below with whom your child will carpool on a regular basis:

DISMISSAL CHANGES

Arrangements for variation of your child's dismissal plan should be made **IN ADVANCE** (for example, riding home with friend for after-school play date, person other than usual picking up your child, etc.) Please send a note to the teacher (on paper or via email) first thing in the morning on the day the change will take place with detailed alternate pick up plan. Teachers will facilitate any necessary dismissal arrangements.

Emergency Dismissal Change - Notification by phone or email must reach the CHA Reception Desk NO LATER THAN 2:30 PM. At this time a staff person will deliver the change to the appropriate classroom teacher. Dismissal is a busy time for our faculty and staff. Notification of a change received after 2:30 PM cannot be guaranteed to reach the teacher in time.