

# St Joseph Mission School

## Dismissal and Pick-up Authorization

Please note the following guidelines for St Joseph Mission School dismissal and pick-up:

- Students in grades Pre-k through 8th will stand with their teachers near the fence on the east-side of the building. Please keep that area clear, so the classes have places to stand.
- Students not picked-up within 15 minutes will automatically be placed in Afterschool Care on program days. Students may not wait outside, unaccompanied by an adult, after dismissal. Parents must then park and come in through the front doors of the school to sign the child out of Afterschool Care on program days.
- On non-program days, if students are not picked up within 15 minutes, students will be brought to the front office area to wait for authorized individual to pick them up.
- Please do not text or e-mail changes in pick-up to staff members. Any changes to dismissal or pick-up must be called into the school office prior to 2:30 PM.
- Other adults on your authorized pick-up list will be allowed to pick-up your student(s) only after showing photo identification to staff members. Changes to those on your authorized pick-up list must be made note of on authorization card, and can be done on a one-time basis by phone confirmation.

Please complete the form below to inform us as to what your child(ren) will *typically* do after school. Also provide the names of any other adults authorized to pick-up your child(ren).

(if this is different for different children in the family, a separate form should be filled out for each child)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Authorized Pick-Up list (adults other than the custodial parent(s) / legal guardian)

Name	Relationship to Student

I authorize the above persons to pick-up my children from school. I understand this permission will be in place until I communicate a change, in writing, to the school.

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_