

**CODIFICATION REFERENCE NUMBER: M8601**

**DATE:** December 2, 2009

**PUPIL SUPERVISION AFTER SCHOOL DISMISSAL**

**FOR GRADES K-5**

In the development of Dismissal Plans and Dismissal Pattern/Schedule Forms each school will consider the following factors:

- Mode of transportation (walking, picked up by car, biking, busing etc.)
- Carpools (passengers and drivers)
- Procedure to be followed in the event the child is not picked up
- The day of the week
- The child's after school destination
- Emergency contact information
- Early Dismissal Schedules (anticipated and unanticipated)
- The schools calendar
- After care programs
- Facility factors such as parking lots, driveways, and exits
- Areas students may be held
- Emergency notification systems (i.e. inclement weather or calendar changes)
- Child's name and teacher
- Bus number
- Parent's acknowledgement of responsibility for pick up
- Parent's permission for the child to be dismissed independently
- Parent's acknowledgement of the Dismissal Plan and school calendar
- Parent's responsibility to notify the school office of a change to Dismissal Pattern/Schedule
- Amount of time that Dismissal Pattern/Schedule applies
- Staffing ability

In addition to the above the Principal will consider the following should a parent ask for a meeting for a Request for Supervision at Dismissal from School Form:

- Age and number of designated escorts
- Notification of appropriate staff
- Time the child will be picked up
- Ability to supervise the child
- Consequences for not picking up a child

Sample Dismissal Schedule/Pattern follow.

## Daily Dismissal Schedule

<b>Bus Number</b> (if applicable)  _____
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_____
Year
_____
School

_____ Child's Last Name  _____ Teacher's Name
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**All schools must have accurate dismissal information for all students. Please complete the entire form, sign at the bottom and return this form to your child's teacher during the first week of school.**

Child's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother Cell Phone: \_\_\_\_\_ Mother Work Phone: \_\_\_\_\_

Father Cell Phone: \_\_\_\_\_ Father Work Phone: \_\_\_\_\_

If carpooling, name of Pick-up person(s) and phone number(s): \_\_\_\_\_

Relationship(s) to student (if other than parent): \_\_\_\_\_

List students who are carpooling together: \_\_\_\_\_

**Methods of Dismissal:**

Bus Rider      Car Rider      Walker/Biker      Aftercare

Oak Street School only:

**OSW**=Oak St. Walker to auditorium  
**HSW**=Henry St. Walker to K-Rm. 19

**IWOS**= Independent Walker Oak St.  
**IWHS**= Independent Walker Henry St.

<b><u>Day of Week</u></b>	<b><u>Method of Dismissal</u></b> (bus rider, etc.)	<b><u>Destination</u></b> (home, daycare, etc.)
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

**Change in Dismissal:** Please advise the office and teacher in writing of any changes to your child's regular dismissal procedures. Same day changes, please call the office. Do not send changes by email.

**Early Dismissal:** A district/school calendar is attached for your information. In the event of an unanticipated early dismissal parents will be notified via the Honeywell Alert System. All students will be sent home according to their normal way for that day, including aftercare students. Please be sure you have a plan in place for your child who normally goes to aftercare.

*If your child is not picked up, the school will contact all individuals who have been designated by the parent(s) as emergency contacts. If emergency contacts are not available, the Bernards Township Police will be notified.*

Your signature indicates that you have read this form and the information above is accurate and correct. I will inform the school of any changes in dismissal instructions or contact information.

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

## **FOR GRADES 6 – 12**

In the development of Dismissal Plans each school will consider the following factors:

- Mode of transportation (walking, picked up by car, biking, busing etc.)
- Carpools (passengers and drivers)
- Procedure to be followed in the event the child is not picked up
- Early Dismissal Schedules (anticipated and unanticipated)
- The school's calendar
- After care programs
- Facility factors such as parking lots, driveways, and exits
- Areas students may be held
- Emergency notification systems (ie inclement weather or calendar changes)
- Parent's acknowledgement of the Dismissal Plan and school calendar
- Staffing ability

**WHILE THIS POLICY IS DESIGNATED FOR AFTER SCHOOL DISMISSAL, EACH BUILDING'S ADMINISTRATION SHOULD ALSO BE COMMUNICATING ARRIVAL PROCEDURES TO PARENTS AS WELL CONSIDERING MANY OF THE SAME FACTORS.**