

Changing dismissal of your child

Changing the way a child goes home (bus, car, walk, McAuliffe's After School Care or other daycare provider), **MUST be done in writing**. In accordance with the Jessica Lunsford Act, we cannot relay telephone messages to students regarding a change to their afternoon dismissal procedures as we must have documentation.

If the regular method of leaving school needs to be changed, parents must send a signed note to the child's teacher. **Only a written statement from the parent/guardian can be accepted as valid instructions.**

The following information must be included on the physical note (not an email):

- Child's first & last name
- Teacher's name
- Date(s) the change will be in effect (single day, week, rest of the year)
- First & last name of the person picking up (if applicable). This person **MUST be listed on the child's registration form** as authorized to pick up and **must present a valid photo ID**. (The person that signed the registration form may add additional pick up names, but this must be done in person)
- Parent/Legal guardian's first & last name PRINTED
- Parent/Legal guardian's signature
- Date of the note

For any questions regarding this, please contact the office at 768-0465.

Thank you for your assistance in helping to keep our students safe.