

GUIDELINES FOR STUDENT DISMISSAL

We want you to know that at dismissal, your child's safety, security and a stress free environment is our highest priority. At MRCS we make it our business to know the dismissal plans for each and every child, every day. We need your help in fulfilling this goal! Please take a moment to read over the following and if you have any questions, do not hesitate to contact us at 833-7771 x103.

1. Please fill out the form on the reverse side and return to us as soon as possible. We cannot safely dismiss your child without this information. **Thank you** for your attention to this!
2. Your School Packet will contain two (2) car placards to be used for any day that you are participating in car pool pickup. This placard should be placed on the driver side dashboard (during the first few weeks of school, we may ask you to hold it up😊).

Important Note: If you are having another adult pick up your child on any day, please make sure that you call, text, email or send a note to the school authorizing the pickup. If we do not receive authorization, we will ask that the driver come into the front office so that we can contact you.

3. We know that sometimes dismissal plans will change. If you must change your end-of-day transportation plans, please talk to your child to prepare him/her for the change before your child leaves for school in the morning. Then, make us aware of the change by:
 1. sending an email to dismissal@mrcserie.org,
 2. sending a note to school that day – addressed to transportation office, or by
 3. calling the school **before 2:00 pm** at 833-7771, ext. 170

In the case of family medical or other emergencies, please notify the school office as soon as possible to enable us to support you and your child's dismissal needs.

Please take the following into consideration regarding carpool dismissal:

- Children under 80 lbs/8 years of age are required by law to have car seats.
- Please restrain family pets so they will not interfere with students being assisted in or out of vehicles.
- *Regarding shared custody, when a parent has provided a copy of a Court Order which decrees shared custody of a child, MRCS recognizes the right of each parent's access to their child and dismissal from MRCS to either parent. We hope that you can appreciate our neutrality and that it is inappropriate for any school employee to discuss custody schedules, complaints, or disputes with either parent.*



MONTESSORI REGIONAL CHARTER SCHOOL
STUDENT DISMISSAL FORM

HOME SCHOOL DISTRICT: _____

CHILD(REN)'s NAME(S): _____

I WOULD LIKE MY CHILD TO BE DISMISSED FROM SCHOOL EACH DAY BY: (CIRCLE ONE CHOICE)

BUS

OR

CAR POOL

OR

MRCS AFTER SCHOOL CHILD CARE

OR

ST. PAUL PENNBRIAR

If you will be changing your child(ren)'s regular/"default" dismissal you must notify the school before 2:00 p.m. on the day of the change. The school may be notified by:

✉ **mail: dismissal@mrcserie.org (preferred method - you will receive a confirmation of the change)**

Phone: 833-7771 x 170 (you will not receive a confirmation)

Note to school the morning of the change: (you will not receive a confirmation)

YOUR SIGNATURE/DATE BELOW IS CONFIRMATION THAT YOU HAVE READ AND UNDERSTAND THE GUIDELINES FOR STUDENT DISMISSAL WHICH APPEARS ON THE BACK OF THIS FORM:

Name of Parent/Guardian - PLEASE PRINT

Signature

Date