



Complete and return to your child's homeroom teacher.
Keep the policy for your records.



MONTCLAIR PUBLIC SCHOOLS

Request for Supervision at Dismissal from School for Students in Grades K - 5

Parent/Legal Guardian Name _____
PRINT

Phone Numbers: _____, _____, _____
Home Work Cell

Child's Name/Grade _____ Teacher _____

8601 – Student Supervision After School Dismissal (M)
 Excerpt: Elementary Dismissal Procedures

Dismissal will be supervised. District staff shall be assigned to specific locations and given defined responsibilities to supervise student dismissal as specified in the building dismissal plan. At the close of school, in accordance with any parent/guardian designation, students shall be dismissed as follows:

1. An "Officially Escorted" Student

If a student's parent/guardian annually designates his/her child as an "officially escorted" student in Kindergarten through grade five, the student shall be taken to a designated area in or around the school to be individually picked up and signed out by one of the persons authorized to do so by the parent/guardian. The person designated to escort the student is required to go to the area designated by the school for student pick-up and sign for the release of the student.

2. An Unescorted Student in Kindergarten through Grade Five.

If a parent/guardian designates that his/her child/children in Kindergarten through grade Five may leave school unescorted, the child/children will be taken to the designated school exit and shall leave school by walking, biking, riding in a car or using another parent/guardian designated method without being signed out and "officially escorted" as described in A above.

3. A Student Enrolled in an on-site Student After-Care Program (SACP).

If a parent/guardian enrolls his/her child/children in the YMCA (School After Care Program) SACP program, the student(s) will be taken to the program location by a member of the staff and put in the care of a member of the SACP staff. Parents/guardians whose child/children do not attend SACP full time, will be responsible for selecting another dismissal designation for their child/children on the days they are not enrolled in aftercare.

4. A Student Receiving District Transportation

A student traveling on district buses shall be safely put on Board the bus. Regular and early dismissal shall be supervised according to the same protocols as above unless otherwise specified.

(Please complete page 2)

In accordance with Board of Education Policy 8601, my child should be dismissed accordingly: (add notes as needed)

For the purposes of this permission form, "officially escorted" means that the parent or designated adult must personally pick up the child from the teacher at the established exit.

_____ My child is a WALKER and must be **officially escorted** to their parent/guardian/designee or an approved adult on the emergency contact list which I have provided to the school.

_____ My child is a WALKER and can be dismissed from the building without the teacher releasing them directly to the parent/guardian or an approved adult on the emergency contact list. My child has permission to be unescorted.

_____ My child is enrolled in the YMCA on-site AFTERCARE program on the following days: _____

_____ My child is a BUSSER and receives district transportation. Bus# _____

The following people are designated to pick up my child after school dismissal in accordance with the terms of Board Policy 8601:

I have read and understand the information outlined above.

Parent/Guardian Signature: _____ **Date:** _____