



Winslow Township Elementary School #4
 541 Kali Road
 Sicklerville, N.J. 08081
 (856) 728 - 2440



Lori S. Kelly
 Principal

Denise Barr
 Assistant Principal

CHANGE IN DISMISSAL PROCEDURE

Dear School #4 Families,

As you know, smooth, consistent procedures during dismissal are imperative in order to ensure the safe arrival home of your child. With safety and security in mind, we require adherence to your child's regular, normal mode of transportation on a consistent basis (**consistency on a weekly basis: parent pick up all week, bus home all week, etc.**).

If it becomes necessary to request a change in your child's dismissal procedures, this change must be presented to the school office in writing along with a follow-up phone call to the main office (sole form of electronic communication is never recommended).

**Last minute changes by telephone will not be permitted.
 We ask that changes are kept to a minimum.**

We do understand that unexpected circumstances may arise; therefore, we ask that you use the following form for each instance that you request a change in your child's normal dismissal procedure.

Early pickups should occur **no later** than 3:00 p.m. during regular school days, and no later than **12:45** p.m. on early dismissal days.

Sincerely,
Lori Kelly
 Principal

CHANGE TO NORMAL DISMISSAL PROCEDURES

Student's Name: _____ Date: _____

Grade: _____ Teacher: _____

Instead of my child's normal dismissal procedure as a Bus Rider, Parent pick-up or Aftercare program

I request that my child be:

- Parent Pick Up
- Emergency contact pick up by _____ Phone: _____
- Bus rider—assigned route number _____
- Aftercare program

Parent/Guardian Signature: _____ Date: _____