



As you know, it is necessary for parents/guardians to provide the school with **written documentation or authorization for all absences, late arrivals, early pick-ups, or changes to your child's usual dismissal routine.** **We cannot accept telephone calls, faxes or emails for any changes to your child's dismissal.** All dismissal changes must be sent to school with your student the morning the change is to occur. As per district policy students are not authorized to take a different bus home other than for childcare purposes, which are approved by the transportation department. In the event your child needs to go home with another student, you will need to have them dismissed as a walker for that day.

For each instance, please include all information on the note, and send it to school with your child:

- For absences, the note should be sent in with your child the day he/she returns to school.
- For lateness, you are to accompany your child into school so they can be signed in late by the office staff.
- For early pick-up, the note should be sent in with your child on the day he/she will be picked up early, along with name of person picking child up if other than parent. Appropriate ID is required at all times.
- For dismissal routine changes, the note should be sent in with your child on the day of the change in his/her dismissal routine.
- For students attending childcare, i.e. Angel Care, Safe or Hazelton Prep, it is imperative that your child's monthly calendar is completed prior to **the first of each month** so no interruption of their dismissal routine takes effect. In the event we do not receive your child's monthly calendar, your child will be sent home according to their normal dismissal. ***We are not authorized to send students to child care programs without a calendar/schedule from the child care provider.***
- As a reminder **you are required** to contact your child care provider, and inform them when your child will not be attending, if you make changes to the calendar/schedule.

Your cooperation in keeping interruptions into the classrooms to a minimum is appreciated. We understand emergencies do arise and if you have an emergency, please contact the main office at 376-7801 and someone will assist you.

A downloadable copy of a *Note from Home* is available on the John F. Kennedy website for your convenience at www.wbschools.org.