

Please complete this form and return it to Mrs. Miller in the Deerfield office.

## Deerfield School Dismissal Form

Student's Name: \_\_\_\_\_ Student's Teacher: \_\_\_\_\_

Please circle your child's dismissal plan for each day.

Monday	Tuesday	Wednesday (Full Day)	Wednesday (Early Release)	Thursday	Friday
Pick-Up	Pick-Up	Pick-Up	Pick-Up	Pick-Up	Pick-Up
Walker	Walker	Walker	Walker	Walker	Walker
Extended Day	Extended Day	Extended Day	Extended Day	Extended Day	Extended Day
Bus # _____	Bus # _____	Bus # _____	Bus # _____	Bus # _____	Bus # _____

The following people are allowed to pick up my child from school: *(Please add additional names on the back, if needed.)*

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Changes to dismissal plan:

- 1) If your child's daily dismissal plan changes, please send a note to your child's teacher at the beginning of the school day.
- 2) If your child's dismissal plan changes after the school day has begun, please send an email to Mrs. Miller ([mmiller@westwood.k12.ma.us](mailto:mmiller@westwood.k12.ma.us)) by 12:00pm.
- 3) If an emergency occurs during the school day and you need to pick your child up early or change his/her end of the day dismissal plan, please call the Deerfield office: (781) 326-7500 x8200.

**Note:** Please arrange play dates prior to the start of the school day and send in a note with the dismissal plan at the beginning of the school day.