

## GUIDELINES FOR STUDENT DISMISSAL

July 20, 2011

- Whatever routine you establish with regard to your child's transportation to and from school, please try to leave it in place without any changes for the first month of school while your child and his/her teacher learn the routine. This helps us to ensure that your child is in the correct location (carpool, bus, or after school care) at the end of the day.
- 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:
  - sending an email to [office@mrcserie.org](mailto:office@mrcserie.org),
  - sending a note to the teacher, or by
  - calling the school **before 2:00 pm.**
- **Though we realize emergency situations do occur, last minute, end of day changes are very disruptive to the learning environment and student activities in our classrooms and are strongly discouraged!**
- We require a written permission slip from a parent or guardian when a person who is not listed on the Transportation Authorization Form will be picking up your child. That person must come to the school office to present identification.
- *Where 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. MRCS faculty and staff will not become involved in custody disputes or disagreements, and the child will be dismissed from MRCS to either parent. It is important to understand our expectation that any and all scheduling of arrival and dismissal will be resolved outside of school and that parents will refrain from discussing custody schedules, complaints, or disputes with Montessori faculty or office staff.*
- Car Pool, and Busing Information may be found by going to our website at [www.mrcserie.org](http://www.mrcserie.org).