

BRITTEN SCHOOL

To: Britten School Parents

From: Michele F. Hixon, M.Ed., M.Ed.Admin.
Principal

Re: Special After School Dismissal

Dear Parents,

As you know, the safety of our students is foremost in our minds at all times. We are aware that special circumstances sometimes arise that necessitate someone other than the legal guardian or parent to pick a student up at school. Keeping the well being of our students in mind, we have set guidelines designed to enable us to accommodate you under these special circumstances.

GUIDELINES

1. Through your child's teacher or counselor, we will make available to you The attached form that will allow you to outline your needs for special pick up. The form must be completed, signed and returned **in advance** of any special arrangements. (Hand-written notes or log entries will not be sufficient.)
2. Any adult designated to pick up a student will be required to show a picture ID and formally sign the student out.
3. We will not be able to release a student to older siblings.

It is our hope that this system will allow us to accommodate you when you have transportation difficulties. Please keep in mind that we will not release students to anyone other than parent or guardian unless these criteria have been met.

Thank you for your continued support.

Attachment

10110 Gladstone Street
Westchester, IL 60154-2618

708.343.7500
FAX 708.343.0363
www.brittenschool.org

BRITTEN SCHOOL

Parental Permission Slip for Special Pick UP

Student Name _____

Classroom/Teacher _____

Date of Special Pick Up _____

I _____, give my permission for _____
Parent/Legal Guardian Parent/Legal Guardian Designee
(must be 21 or older)

to pick up my child from MacNeal School in my place.

Parent/Legal Guardian Signature

Date

Main School Office Use:

Parent/Legal Guardian Designee Signature

Date

Time

Responsible Britten School Faculty

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