

Ridgewood Public Schools  
Ridgewood, New Jersey

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**SCHOOL DISMISSAL FORM**

School employees are expected to know and supervise the implementation of parents'/guardians' plans for dismissal. It is the responsibility of parents/guardians to notify the school as to the preferred plan for the dismissal of their children, as well as be familiar with the school calendar and dismissal times.

Please read the choices below in order to let school officials know how your child should be released at dismissal time and indicate your preference.

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**Child's Name**\_\_\_\_\_ **Teacher**\_\_\_\_\_ **Grade**\_\_\_\_\_

1. \_\_\_\_ My child is aware of our family plan for leaving school grounds each day. The supervising staff member will dismiss my child from the assigned door at the designated time. My child knows to return to the teacher or main office if there is an unexpected change in our plans. **\*\*Please note:** This option should be selected if the child walks home, alone or with a group, or if a parent (or other adult/group) meets the child at a designated location other than the dismissal door on a regular basis.

2. \_\_\_\_ My child takes the bus.

3. \_\_\_\_ My child may be released by the supervising staff member **ONLY** to the following: **\*\*Please note:** If this option is selected, make sure to include all care givers, siblings, as well as leaders of any organization in which your child is participating immediately following dismissal from school, i.e. Brownies, Girl Scouts, CCD, Hebrew School, etc.

**Name:**

**Phone:**

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I understand that school personnel will follow the plan indicated above every day. Changes to this plan **may only be made in writing and given to the teacher in advance of the anticipated change.** I have received the school calendar (attached) and will plan accordingly.

I also understand that there are no crossing guards at lunch time or at any time other than scheduled morning arrival and afternoon dismissal. In the event that my child will arrive at school or be released from school at any time other than scheduled morning arrival or afternoon dismissal, I will assume responsibility for his or her safe crossing of the street.

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**Parent Signature**

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**Date**

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**Print Name**