

Dismissal Procedures
2022-2023 School Year
ONE FORM PER STUDENT – RETURN ON THE FIRST DAY OF SCHOOL

Student's Name:	Homeroom:
Mother's Name:	Cell: Home: Work:
Father's Name:	Cell: Home: Work:

Sometimes our dismissal time gets hectic due to announcements, bus changes, special circumstances, etc. Please complete the following form for each student. **This record will be maintained by the school office.** Naturally, exceptions will be handled on an individual basis with a note for the exception. **Any variation from the schedule below must be made by means of a signed note from the parent in the morning. If a change must be made during the day, we will only accept emails before 2:00.**

On a regular basis my child will go home in the following manner - bus, latchkey, car-rider (if bus, please list bus number)	
Monday: _____ (bus# _____)	Thursday: _____ (bus# _____)
Tuesday: _____ (bus# _____)	Friday: _____ (bus# _____)
Wednesday: _____ (bus# _____)	

If we must dismiss early on a school day due to inclement weather (West Clermont bus transportation determines this), our one goal is to safely get the children home. Therefore, please help us prepare for this possibility of an early dismissal by indicating which option is applicable below. If the situation arises that we must dismiss early, radio and TV stations will be announcing WEST CLERMONT SCHOOLS. If you are in a school district other than West Clermont and your district is **not closing early, there will be NO BUS service from that district for early dismissal and your students must be picked up by a parent or your student will go to Latchkey (Latchkey charges apply) and wait until the end of the school day for their bus.**

Please check **one** only:

In the event St. Veronica School must dismiss early due to inclement weather or any other emergency, please:

- _____ send my child home on the regular West Clermont/Batavia/Milford bus
- _____ send my child to Latchkey
- _____ I will pick up my student at the early dismissal time

Please make a copy for your records!