



**The Washington New Church School
Student After School Pick-up Schedule
2017-2018**

Dear Parents,

In order to insure safe dismissal from school, we would like you to fill out the following form to let us know what the usual procedure will be for your children after school. We need to know if they walk home, stay at WNCS for aftercare or are picked up and by whom. Students **not picked up by 3:15pm** will be directed to aftercare and a minimum charge will be applied.

We understand that there may be changes on an occasional basis and so it is important that you make sure to inform us whenever there is a change. This includes walking to a friend's home or designating a different person who will be picking up your child. *We will not let unauthorized persons pick up your child(ren).*

Name of child(ren):					
<i>My child(ren) leave(s) school according to the following schedule:</i>					
	✓ if they Walk Home	Picked up by a parent: please specify (e.g. mother and/or father)	Picked up by other: (provide name – phone #)	Other arrangements: Please specify	✓ if staying for Aftercare
MONDAY	<input type="checkbox"/>				<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>				<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>				<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>				<input type="checkbox"/>
FRIDAY	<input type="checkbox"/>				<input type="checkbox"/>

Return this form to the school before Monday, August 28, 2017.

Please let us know by phone: 301-464-5602, fax: 301-805-8835, text 301-518-3628 or e-mail: bonnie.cowley@washnewchurch.org any changes as soon as they are known.

Students not picked up by 3:15 p.m. will be sent to Aftercare and charged the drop in fee of \$10/day if picked up by 4:00 p.m., and additional \$10 if picked up after 4:00 p.m.

Our goal is the safety of your child each and every day.

Thank you for you continued attention to this procedure.