**EARLY CHILDHOOD CARPOOL FORM**

2016-2017 School Year

Child's Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to myself, I hereby give permission for my child to leave school with the following persons/agencies:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Everyone will receive a carpool sign on the first day of school. The card is to be placed in the front passenger window of your car.*

*If there is a child custody situation, you MUST provide documentation from the court.*

*For safety and protection, students WILL NOT be released to any person not listed on this form.*

*Anyone not recognized by staff AND who does not have an official St. Mary’s North Campus carpool sign*

*will be required to show photo ID and the name on the ID must match a name on the list.*

*Students will not be released to anyone (parent, family member, or other listed individual) whose behavior,*

*as deemed by a reasonable person, may place the child in danger. If the person demonstrating risky behavior is not*

*the parent, the child will not be released and the parent will be contacted.*

**Carpool – Please indicate:**

* My child will NOT ride in a carpool. Y / N
* My child WILL ride in an organized carpool. Y / N

Members of our carpool:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_

**Drop-Off Procedures**

**Early Morning Drop-Off** Front of ECC Building 7:15-7:30 a.m.

*A teacher will be on duty in the Gilmore Lynn Room at 7:15 a.m. each morning. If there is not a teacher on the porch between 7:15 and 7:30 a.m., you must park your car and walk your daughter into the ECC.* ***Early drop off is limited due to state regulations and student/teacher ratios. Please indicate below if you need to drop your daughter off prior to the regular 7:30 carpool start time.***

**Regular Morning Drop-Off** Front of ECC Building 7:30-8:00 a.m.

**Please indicate ECC Morning Drop-off**

* My child will be dropped off in the **early** morning carpool (7:15 – 7:30 a.m.). Y / N
* My child will be dropped off in **regular** morning carpool. Y / N

**Dismissal Procedures**

* SMP, PK and JK morning girls will be dismissed from the Early Childhood Center porch at noon.
* SK and JK Full Day girls without older siblings will be dismissed from the Early Childhood Center at 3:00.
* SMP and PK Full Day girls will be dismissed from the Early Childhood Center at 3:00.
* Children in grades 1-4 without ECC siblings will be dismissed between the buildings at Moss Hall or Walnut Grove porch at 3:00. (Please refer to carpool maps)
* JK or SK girls with grade 1-4 siblings may either dismiss from the ECC or Moss Hall porch at 3:00.
* LS siblings of SMP and PK girls are dismissed from the ECC porch.
* It is your responsibility to notify your child’s teacher and your carpool partners, if applicable, of any change in pick-up.

*Parents must notify the student’s teacher or Jacinta Miller of any change in pick-up before 2:00 p.m.*

**Please indicate:**

* My child/carpool will be picked up at the ECC porch. Y / N
* My child/carpool will be picked up at Moss Hall porch. Y / N
* My child will go to PursuitsCare each day. Y / N
* My family will need \_\_\_\_\_\_ carpool cards.

 **Late Pick Up**

Students not picked up by 3:20 will be taken to PursuitsCare. There will be a $20.00 charge per

 student. All families must pre-register with Pursuits for emergency drop-in purposes. Due to state

 licensing laws, PursuitsCare may not accept a child without family information on file.

 Please print this form and return to the Lower School office by **Monday, August 8**.

 Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_