

EARLY PICK UP PROCEDURE

THE WELCOME CENTER COORDINATES ALL EARLY PICKUPS

If you need to pick up your child early:

- ✓ **Send your child to school with a parent written note** indicating the time of the pick-up and the reason. This form may be used for your convenience.

- ✓ **Have your child bring this parent note to the Welcome Center when they arrive at school.** Your child will be given a pass so that they may leave class at that time.

- ✓ **If this early pick up was unplanned or you did not send in a parent note** **call the Welcome center at 914-271-2191 x2229.**

STUDENT'S NAME _____

DATE OF EARLY PICK UP _____

TIME OF PICK UP _____

REASON FOR EARLY PICK UP _____

PARENT SIGNATURE _____

- ✓ Please have a form of identification with you when you come to pick up your child.
- ✓ Children must be signed out by a parent or guardian at the Welcome Center.

**If you have any questions, please contact
the Welcome Center at 271-2191 x 2229**