



THE HIGHLANDS SCHOOL

2409 CRESWELL ROAD • BEL AIR, MARYLAND 21015 • PH: 410.836.1415 • FAX: 443.412.1098 • hsmd.org

Dear Parents/Guardians,

Dismissal each day can be accomplished quickly and smoothly if we know who will be picking up your child. For the safety of the children, it is necessary for you to give your permission for your child to leave the building with any individual other than yourself.

Please complete the dismissal information sheet below and return it before the first day of school. The information that you provide will help us to fine tune our procedures and ensure our child's safety. If there is an occasion that requires a person to pick-up your child other than the person or carpool you've listed, a note or call to the school is required to allow us to release your child to that person. **There is no need to contact the office if the driver has a dashboard sign.** Please be sure to display the placard with your family's name on it on the passenger side dashboard to speed up the dismissal process. If you need additional placards, please contact our Administrative Assistant at 410-836-1415.

If you arrive late for pick-up, your child will be waiting for you in the office where you must come to sign him/her out.

Dismissal Information 2020-2021

Child's Name _____

Number of dash board placards needed _____ ***In the future, do you plan to use the bus?***

Please list the person and/or carpool that have your permission to pick-up your child each school day.

Day	Driver	Phone Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I grant approval to the above driver(s) to pick up my child from school. If this should change I will notify the school and update this form.

Parent/Guardian Signature: _____ Date: _____