



BRIGHTality

Student Drop Off and Pick Up Procedures

2023-2024

Drop-Off Procedures

DROP-OFF FOR FULL TIME STUDENTS IS BETWEEN 8:00-8:30 am* School starts at 8:30 am

Parents/Transportation will use the Brown Avenue entrance from Fairfield Street to drop-off their student. Parents/Transportation should enter Brown Avenue, staying to the right. Please have your student exit the vehicle on the curbside (right side of car). After drop-off, please continue down Brown Avenue to Bishop Street to exit. PLEASE DO NOT U-TURN in ANY private driveways as this can be disruptive to the neighboring community members.

Pick-Up Procedures

PICK-UP TIME FOR FULL TIME STUDENTS IS AT 2:30 pm* School ends at 2:30 pm

Parents/Transportation will use the Brown Avenue entrance from Fairfield Street to pick-up their student. Parents/Transportation should enter Brown Avenue, staying to the right. Please have your student enter the vehicle on the curbside (right side of car). After pick-off, please continue down Brown Avenue to Bishop Street to exit. PLEASE DO NOT U-TURN in ANY private driveways as this can be disruptive to the neighboring community members.

Parents/Transportation who do not pick up their student on a regular basis **must** send a note to their staff member informing them of the change in departure plans. This can include other



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friends or family members and community support workers. If there is a change in the student's transportation plan, the person/agency picking up the student must show identification and sign the student out before departing.

ALL afternoon transportation changes must be made before 2:00 pm. Otherwise, it is assumed students will be sent home by their usual transportation.



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STUDENT DROP-OFF/PICK-UP FORM

Student Information (please print)

Student's Full Legal Name:

Please notify BRIGHTality if an unauthorized person will picking-up your student

For the safety and protection of students, written permission must be received in advance for school staff.

I, parent/legal guardian, authorize the following individuals to pick-up my student from BRIGHTality.

Name	Relationship to Student	Phone Number

If an authorized individual without valid identification or an unauthorized individual attempts to pick-up any student from the school, I can be contacted at this number:

All parents/guardians and transportation must make sure that a staff person recognizes that the student has been dropped-off/picked-up from the school.

Name of Parent/Guardian (printed):

Signature:

Date: Click or tap to enter a date.