**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 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.**

**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.