



# ABERDEEN HALL

PREPARATORY SCHOOL

# EARLY PICK-UP LATE DROP OFF

## NOTIFICATION FORM

Academy Way, Kelowna, BC V1V 3A4    250.491.1270    info@aberdeenhall.com    **ABERDEENHALL.COM**

If your child will consistently be picked up from school early or dropped off late, please complete the form below. The form will be kept in your child's file. If your child will be picked up by someone else other than the person noted on their file, please provide the name of the person below. Please return the completed form to [absent@aberdeenhall.com](mailto:absent@aberdeenhall.com).

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

Early Pick Up      Day(s) of Week: M      Tu      W      Th      F      Time: \_\_\_\_\_

Late Drop Off      Day(s) of Week: M      Tu      W      Th      F      Time: \_\_\_\_\_

Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Additional Authorized Person for Pick Up / Drop Off: \_\_\_\_\_      Contact Number: \_\_\_\_\_

**Important:**

**Parents / Guardians picking up a student from the ELC Building or Junior Hall must inform the Junior reception desk either by phone or in person just prior to the student's departure in order for the student to be signed out.**

**Parents / Guardians picking up a student in Senior Hall (Grades 6-10 only) must ensure they meet the student at either the Senior reception desk or in the roundabout. Students must sign out prior to their departure.**

**This information will be used by the school to track absences.**

Parent / Legal Guardian Signature: \_\_\_\_\_      Date: \_\_\_\_\_