



If your children 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 other than the person noted on their file please provide the name of the person below.

Child's Name: _____

Child's Grade: _____

Child's Homeroom Teacher: _____

Reason for being dropped off late or being picked up early:

Time and weekday to be picked up early:

Time and weekday to be dropped off late:

Date early pick up/late drop off to start:

Date early pick up/late drop off to finish:

Name of additional authorized person to pick up/drop off:

Phone Number of authorized person:

To comply with the BC government rules we must follow, please abide by the following:

1. Parents picking up children must wait outside of the building and call the front desk to inform us you are here.
2. We will sign out your child on your behalf.

This information will be used by the school to track Absences.

Parent / Legal Guardian Signature: _____

Date: _____