

Friends SELECT S C H O O L

Lower School Dismissal Plan

Please complete the table below to establish your child’s dismissal plans for this upcoming school year (back door, After School Program, Friends Select bus, public school bus). **PLEASE RETURN THIS FORM BY AUGUST 5th.** If you are unsure of your plan, please make your best guess and return the form.

The plan may be altered to make temporary changes on a daily basis, or to make permanent changes by contacting Marissa Colston, administrative assistant to the lower school and middle school at marissac@friends-select.org or by calling (215) 561-5900 ext. 116. **Note: ALL DISMISSAL CHANGES SHOULD BE COMMUNICATED to the administrative assistant PRIOR TO 2:00 p.m. on the day for which a change is requested.*

It is helpful if parents also let the classroom teacher or After School Program know about changes in dismissal plans, but PARENTS OR GUARDIANS MUST NOTIFY MARISSA COLSTON of any change PRIOR TO 2:00 p.m. who will then notify the After School Program and the classroom teacher. Only parents or guardians can change a lower school child’s dismissal plan. The word of a lower school student that his/her dismissal plan has changed will not be honored.

You can complete the table below and email it to Marissa Colston at marissac@friends-select.org, or you can print this page and complete the table by hand and send it in by conventional mail to Marissa Colston’s attention at Friends Select School, 17th & Benjamin Franklin Parkway, Philadelphia, PA 19103.

Please indicate your child’s dismissal plan for each day of the week:

Write “Back Door” for pick up on foot or by car

Write “ASP” for the after school program

Write “FSS Bus” for either of the Friends Select School Buses

Write “PS Bus” for a public school district bus

CHILD’S NAME	GRADE
CHILD’S NAME	GRADE
CHILD’S NAME	GRADE

Monday	Tuesday	Wednesday	Thursday	Friday
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This is my plan. I will notify Marissa Colston of any changes to my plan.

	DATE
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Parent / Guardian Signature (Type Name If By Email)

Please make a copy for your records.