



Clark Mills School
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CLARK MILLS SCHOOL
FULL YEAR PARENT PICKUP - NAMES OF RESPONSIBLE PARTIES

Dear Clark Mills Parents/Guardians,

I hope this email finds you all well! We are very much looking forward to seeing our students in September, and are busy preparing for the opening of school. Although we encourage all students to take the school bus, we understand that some parents prefer to drive their child to and from school. To assist us with this process, we would like to have a list of our **Full Year Parent-Pick-Up** students to help us prepare for the school year. Your help is requested and appreciated.

If you plan to pick your child up from school on a daily basis or the same days each week, please complete this form for **each child by August 31st**.

If you plan to pick your child up from school occasionally, please send a handwritten note to your child's teacher on the day of pick-up. Please **do not** email the letter to the teacher in case he/she is absent from school that day.

You may access the Google form located at the link below:

<https://forms.gle/ub7zRm427B2YLUC97>

This form asks you to indicate the name of the person who will be picking your child up from school daily. In this form, I will be providing extra spaces for names in the event you have multiple persons picking your child up on different days or just in case you have a backup person assigned to this responsibility.

As always, if at any time, your pickup person is different than what is indicated, please send in a note with your child for that day so the office can make the temporary adjustment. You may also call to confirm that note was received. Please advise all persons noted as responsible parties for your child at pickup that proper identification is needed every day. If they forget such, they will be asked to retrieve it. Thank you for your cooperation and assistance.

Sincerely,

Jayne Orlando

Principal