

Richmond – Japanese Immersion

Fall 2007

Dear Richmond Family:

Please help us organize our records for your child’s **AFTER SCHOOL PLANS** at 2:15 pm when dismissed from class. Please note that bus numbers may vary from morning to afternoon. We need the afternoon bus information only. When there is any change from this plan, we will need that information in writing and including the date to take effect. This is vital for single day changes. Without written information we will not deviate from the plan you provide below. If there are major changes in the future, please fill out a new form. Please return this to your child’s teacher tomorrow OR mail an electronic copy to both teachers and Patsy in the office at pburke1@pps.k12.or.us.

Thank you!
Richmond Teachers

STUDENT’S NAME: _____ GRADE: _____

The following people have my permission to pick up my child at school: _____

Date Effective: _____ Parent Signature: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
P.M. Bus #					
Pick-up at Richmond Name & Phone Number)	Name: Phone Number:	Name: Phone Number:	Name: Phone Number:	Name: Phone Number:	Name: Phone Number:
<input type="checkbox"/> Art4Life <input type="checkbox"/> Vermont Hills (check one)					

SELECT ONLY ONE OPTION FOR EACH DAY

EXAMPLE:

	Monday	Tuesday	Wednesday	Thursday	Friday
P.M. Bus #				#33 Alameda	#33 Alameda
Pick-up at Richmond (name of person)	John Smith Phone Number		John Smith Phone Number		
<input type="checkbox"/> Art4Life <input type="checkbox"/> Vermont Hills (check one)		X			

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School Start & end times for 2007-08

6:30 AM	Vermont Hills childcare in Room 20 begins service
7:00 AM	Art4Life childcare in Room 17 begins service
7:30 AM	Childcare student receive breakfast in cafeteria
7:40 AM	Richmond cafeteria opens for breakfast
8:00 AM	First bell – student report directly to classroom
8:05 AM	Tardy bell
10:45 AM	Morning pre-school dismissal
2:15 PM	School day ends, students dismissed to bus or cafeteria to meet parents
6:00 PM	Childcare service ends for the day