

**Individual Dismissal Procedures**  
**Woodstock Elementary School**  
学生放学安排表

Student Name 学生姓名: \_\_\_\_\_ Date 日期: \_\_\_\_\_

AM Teacher 上午班老师: \_\_\_\_\_ PM Teacher 下午班老师: \_\_\_\_\_

In order to ensure a safe dismissal for your child from Woodstock Elementary, it is very helpful for us to know where you would like your child to go at the end of each day.

为确保孩子放学后的安全, 知道你孩子每天放学后的接送安排 对我们是非常有帮助的。

Please complete this form and return it to your child's PM teacher.

完成本表格后, 交给下午班老师。

If any of this information changes, please notify the teacher immediately.

接送安排有任何改变, 请立即通知老师。

Day of the Week	Where Child Goes/Who Picks Up Child* 放学安排/谁接学生
Monday 星期一	
Tuesday 星期二	
Wednesday 星期三	
Thursday 星期四	
Friday 星期五	

Parent/Guardian Name(s) 家长姓名: \_\_\_\_\_

Contact Number to Call During Dismissal if Questions Arise 放学后紧急联络电话: \_\_\_\_\_

In the event of an early school closure, please provide the directions for your child's dismissal:

如果学校紧急关闭, 请提供孩子放学的安排:

Emergency Contact Information, someone other than the parent or guardian 家长以外紧急联络人方式:

Contact Name 姓名: \_\_\_\_\_ Contact Phone Number 电话: \_\_\_\_\_

*\*If you have multiple children at Woodstock, children in Third Grade and above can walk from their classroom to meet parents/guardians at a younger sibling's classroom dismissal location via a route approved by the parent/guardian and the school. If you would like your child to walk to a younger sibling's classroom, please indicate the classroom to where your child will be walking and your child's teacher verify if it is an approved route.*

如有多名孩子就读本校, 三年級以上的兄姊由家長同意, 可以走到弟妹班上放学指定門口, 等待家長接送。家需寫下弟妹的班級和獲得老師的批准。