

Copied To C.C. _____

Copied To HR Teacher _____

BERLIN ELEMENTARY SCHOOL

SCHOOL YEAR 2017/2018

DAILY END-OF-DAY SCHEDULE

Student Name: _____ **Home Room Teacher:** _____

Date: _____

We recognize that there are several regular after-school activities that children participate in during the year, including Community Connections, Homework Club, and parent pick-up. From here forward it will be unnecessary to send in a daily note when these are part of your child's everyday routine. Below is an end-of-day form to be completed. Please carefully fill in the grid indicating what your child will do each day. Either place a "X" in the appropriate box or indicate Bus # (if known) and physical address where your child will be getting off the bus. We will reference this grid when there are questions about your child's end-of-day routine. Every time your child's end-of-day routine will vary from what you indicate on the grid, you will need to send a note to school. The routine you indicate on the grid will become our default, unless we receive a note from you. If you have any questions about this procedure, please call Cally Clifton, Administrative Assistant.

ACTIVITY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Bus #	To:	To:	To:	To:	To:
Parent Pick-Up					
Community Connections					
Homework Club					

Please indicate here if your child(ren) NEVER ride the bus to school in the morning _____.