



The International School at Mesa del Sol

## PERMISSION TO PICK UP & EMERGENCY DISMISSAL FORM 2017-2018

Student Name: \_\_\_\_\_  
Last Name First Name

Dear Parents:

The following emergency procedures will be followed at *The International School at Mesa del Sol* in the event of early dismissal due to inclement weather or other unforeseen events, which necessitates closing the school early.

\_\_\_\_\_ *The International School at Mesa del Sol* implements an Inclement Weather policy. Announcements will be broadcast through SCHOOL REACH phone/email/text system, Facebook™ and on our website. TIS does NOT follow APS closures/delays.

\_\_\_\_\_ Refer also to this website: <http://www.koat.com/weather/grid.html> for posted notices of delays, cancellations, and early dismissals and emergency announcements at the TIS website: <https://www.tisnm.org>

\_\_\_\_\_ Parents and Guardians are asked to refer to these sources to learn about late school openings, cancellations, and early dismissals of the *International School at Mesa del Sol*. We will keep students in a safe place at the school site until a parent or their authorized designee arrives for them (i.e. relative, friend, etc. from the list on reverse).

\_\_\_\_\_ We will refer to the information supplied on the Parental Permission to Pick Up List (on reverse) if an Emergency Dismissal should take place, make sure it is complete and kept up-to-date as the school year progresses.

\_\_\_\_\_ Teachers and office staff will require identification of all persons before releasing the student.

\_\_\_\_\_ Changes and/or additions to the persons authorized to pick up your student must be done *in writing* by the parent or guardian.

\_\_\_\_\_ Arrangements for after school need to be made and confirmed with your child before the beginning of the school day. Interruptions in the classroom are very disruptive to the teachers and the learning process of all the other students in the classroom. If you are late picking up your child, they will be taken to the office.

Please initial each line to show that you have read and understand our pick-up and Emergency dismissal policies.



The International School at Mesa del Sol

PERMISSION TO PICK UP & EMERGENCY DISMISSAL FORM

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name:	Phone Number:	Phone Number:

List any people (over the age of 18) that will be allowed to pick up your child from school.  
\*\*PHOTO ID WILL BE REQUIRED\*\*

Name:	Phone Number:	Relationship:

*The International School at Mesa del Sol* EARLY PICKUP AND VISITOR POLICY:  
Please remember these rules are for the safety and protection of all children on campus.

1. ANY adult/visitor on campus during school hours MUST SIGN IN AT THE OFFICE.
2. Children being picked up before 3:30 p.m. must be checked out from the office.
3. The office will not call the child from class UNTIL the person picking up arrives at the office. (It is a good idea to let your child know, and/or write a note before school that they will be leaving early).
4. Arrangements for after school need to be made and confirmed with your child before the beginning of the school day. Interruptions in the classroom are very disruptive to the teachers and the learning process of all the other students in the classroom.
5. The school office is closed at 4:00 pm.
6. Be reminded that it is your responsibility to notify the office IN WRITING or in person of any changes that pertain to this list. **The office number is 505-508-3295 or info@tisnm.org.**

Please sign below to indicate that you have read and understand this information.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_