

EMERGENCY CARD INFORMATION



Dear Parents/Guardians;

In order to have accurate information on each student, we are requiring that a parent or guardian complete an Emergency Health Card, which will be sent home in the August mailing. It is **MANDATORY** that we have one for every student in our care.

Please note that students **will not be released** for early dismissal to anyone **not listed** on the front of the emergency card. Every child **MUST** have at least two (2) emergency contacts listed (other than parent/guardian and must be over 18 years of age).

Identification will be required for anyone picking a student up from school during school hours.

If any phone numbers should change during the school year, we are requesting that you promptly write a note to the main office with the changes. If you wish to add or remove an emergency contact to your card you must do so **in person** or request a new card be sent home with student for completion. No verbal modifications to emergency cards will be accepted over the phone.

Any documentation regarding legal custody of a child must be noted on the emergency card and verified with the proper court documentation.