



The Queen City Academy Charter School
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Accredited by the Middle States Commissions on Elementary and Secondary Schools

Danielle M. West
 Chief Academic Officer/Director

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Parents/Guardians,

Please indicate below the dismissal procedure for your child(ren) at the end of the school day.

Scholar Name(s): _____ Grade _____
 _____ Grade _____
 _____ Grade _____

I will pick up my child(ren) at the end of the day.

If I am unable to be at dismissal on time, the individual(s) below are authorized to pick up my child(ren). I understand that only the individuals listed here will be able to pick up my child(ren).
If your child(ren) is not picked up by 3:45p.m., you will incur a late fee.

Name	Relationship
_____	_____
_____	_____
_____	_____

My child(ren) take the school bus home. **You must provide written notification if your child(ren) will not take the bus home on a particular day. If we do not have a written note, your child will be placed on the bus.**

My child(ren) walk home. My signature below gives permission for him/her to be released at the end of the school day to walk home.

My child(ren) attend an after school program at _____ and will be picked up by them.

My child(ren) attend the after school program at QCACS.

 Parent/Guardian Signature _____
 Date