



Norma Elementary School

873 Gershal Avenue, Pittsgrove, NJ 08318
Phone: (856) 358-6904 Fax: (856) 691-2885

Patience Respect Integrity Diligence Empathy

Dr. Priscilla Ocasio-Jiménez, Principal (ext. 4732)

EXPRESS SIGN IN & SIGN OUT FORM

PLEASE CHECK ALL THAT APPLY:

_____ EXPRESS DROP OFF (IN AM)

_____ EXPRESS PICK UP (IN PM)

**** Only Complete this form if you plan to drop off or pick up your child(ren) DAILY from school. ****

STUDENT'S NAME _____

GRADE _____ TEACHER _____ ROOM # _____

Arrival time for Express students is from 7:45 AM – 7:55 AM. Please note that arrivals ***prior to 7:45 AM*** will be sent to SACC and **you will be charged for the childcare, if it is available.** Pick up **from Norma Elementary School from 1:45 PM - 1:55 PM.** You will need to follow the Express Drop off and Pick Up procedures as outlined in the Principal's Express Drop-off and Pick-up letter. SACC charges will apply if students are not picked up by 2:00 P.M.

PARENT NAME: Parent/Guardian _____
(Printed)

PARENT SIGNATURE _____

RECURRING PICK-UP (Please check what days you plan to pick up on a weekly basis.)

M _____ T _____ W _____ TH _____ F _____

OTHER ADULTS AUTHORIZED TO PICK UP MY CHILD: (Adults Must Be Prepared to Show I.D.)

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

**** We reserve the right to request identification from anyone who is picking up a child from school.
** Siblings who pick up students, must be 18 years of age or older. Students will not be released to minors.**

IF ANY OF THIS INFORMATION CHANGES, PLEASE CONTACT THE MAIN OFFICE at 856-358-6904 EXT 4731.