



Kingsfield Elementary School
900 West Kingsfield Road
Cantonment, Florida 32533
850-937-5200



Sabrena Cunningham
Principal

Maury Cowart
Assistant Principal

PARENT INFORMATION SHEET

STUDENT NAME: _____

DATE: _____

THE FOLLOWING ARE POLICIES AND PROCEDURES ADHERED TO BY KINGSFIELD ELEMENTARY SCHOOL.

**** When visiting the School**

ALWAYS bring a photo ID.

ALWAYS sign in and visitor's pass must be worn at all times while on campus.

ALWAYS sign out in the front office before leaving campus. Please **DO NOT** exit through another door.

NEVER take student without signing him/her out in the front office.

**** Tardies**

An adult **MUST** be present to sign in a student. **DO NOT** drop a student off to walk in alone if there is not an adult out front to accept him/her.

**** Check out**

1:25 PM is the deadline for checking out a student.

**** Transportation**

ALL transportation changes must be made in writing.

NO transportation changes will be taken over the phone, via fax or email.

**** Only individuals listed on verification form will be allowed to have lunch with a student or attend classroom events unless accompanied by a parent/guardian.**

**** No preschool aged children are permitted to attend classroom or school wide events with the exception of programs held in the Cafeteria or lunch with a sibling in the Cafeteria.**

**** No fast food/restaurant food is permitted for students or guests during lunch in the cafeteria.**

**** Only store bought, pre packaged foods are permitted for classroom parties/activities.**

PLEASE READ AND SIGN THE STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK REGARDING DISTRICT POLICIES AND GUIDELINES.

Parent Signature

Date

School staff Initials and Date