



Joint Custody Procedure 2022/2023

**ONLY to be filled out by parents who are divorced**

Parents of \_\_\_\_\_,

Every family will receive only 1 copy of each child's Enrollment package for the new school year.

We are not familiar with all the particular custodial issues mandated by the courts, therefore you must:

Parent A:

- Fill out sections pertinent to you
- Insert full/partial payment inside envelope (as per court orders)
- Give/mail to other parent to fill out sections pertinent to them (Parent B)

Parent A, please fill:

- I received the Registration package on: \_\_\_\_\_
- Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- I handed over/mailed Registration package to Parent B on: \_\_\_\_\_

Parent B:

- Fill out sections pertinent to you
- Insert full/partial payment inside envelope (as per court orders)
- It is the responsibility of Parent B to mail/hand over package to the office before 8/6/21.

Parent B, please fill:

- I received the Registration package on: \_\_\_\_\_
- Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- I handed over package to Office on: \_\_\_\_\_

***We must ask that a copy of the most recent Custody Agreement is submitted for our school records. This would enable a smooth transitional between families at school and will allow us to follow the agreement closely. We will make sure that all information is kept confidential.***

*If there is no custody agreement, both parents will be allowed to pick up child/children from school. School will not be held liable for releasing child/children to parent.*

We thank you for your cooperation.

Sincerely,  
Fiona Emersley  
Director

