



Joint Custody Procedure 2023/2024

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

