



Parent Handbook

Selong Bay School

www.selongbayschool.com
hello@selongbayschool.com

[@selongbayschool](https://www.instagram.com/selongbayschool)

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Welcome to Selong Bay School

Dear Parents,

We are truly delighted to welcome you and your child to Selong Bay School. Our school is committed to creating a warm, safe, and inspiring learning environment where children feel supported to explore, discover, and grow at their own pace.

At Selong Bay School, we believe that every child learns differently and thrives best in an environment that feels comfortable, personal, and connected, much like a home learning experience. Our approach combines meaningful academic learning with creativity, curiosity, outdoor exploration, and social-emotional development.

We aim to nurture confident, independent, and compassionate learners by providing child focused experiences that encourage imagination, critical thinking, and a genuine love of learning. Our teachers work closely with families to build a strong partnership that supports each child's unique journey and individual potential.

This Parent Handbook has been prepared to help you better understand our school routines, values, policies, and expectations. We encourage you to read it carefully, as it contains important information that will help us work together to create a positive experience for your child.

Please feel free to contact us at any time if you have questions. We are excited to begin this wonderful learning journey together with you and your family.

Warm regards,



Head of School, Principal Selong Bay School
Ms Indhira Shinta Dewi, M. Pd

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Our Vision & Mission

Our Vision

To inspire confident, compassionate, and curious learners who embrace cultural diversity, think critically, and act responsibly to create a positive and sustainable future for their communities and the world.

Our Mission

At Selong Bay School, we are committed to:

- Providing a high-quality international education that nurtures academic excellence and a lifelong love of learning.
- Creating a safe, inclusive, and caring environment where every child is known, valued, and supported to reach their full potential.
- Celebrating cultural diversity and fostering respect, empathy, and understanding through an intercultural learning community.
- Encouraging curiosity, creativity, critical thinking, and problem-solving through engaging, hands-on, and inquiry-based learning experiences.
- Developing confident communicators and responsible global citizens who demonstrate integrity, resilience, and compassion.
- Promoting environmental stewardship and sustainability by encouraging students to appreciate and protect the unique natural environment of Lombok and beyond.

Who We Are

Selong Bay School began with families who came to South Lombok for a season and stayed for the community. Today the school operates under Yayasan Selong Bay Intercultural Sekolah, a registered non-profit foundation — we are not for profit organisation, we are for the children and the community of South Lombok. Every fee is reinvested into the school's development: scholarships, community programme, and training for local teachers and staff.

Our Values



Hope
HOPE SHAPES OUR MINDSET.

See the good and believe in what's possible.



Humility
HUMILITY SHAPES HOW WE LEARN.

Stay teachable.



Kindness
KINDNESS SHAPES HOW WE TREAT OTHERS.

Put people first.



Integrity
INTEGRITY SHAPES OUR CHARACTER.

Do what is right.



Responsibility
RESPONSIBILITY SHAPES OUR ACTIONS.

Own your choices and care for people and the planet.

These values shape every classroom, every relationship, and every opportunity to learn. We believe academic excellence is strengthened by strong character, preparing students not only for further education, but to become thoughtful, capable people who make a positive impact wherever they go.

A photograph of three young children standing in front of a large chalkboard. They are all seen from the back, focused on drawing with white chalk. The child on the left has blonde hair and is wearing a dark shirt. The child in the middle has dark hair and is wearing a light-colored shirt. The child on the right has blonde hair and is wearing a blue and white striped shirt. The chalkboard is covered in various scribbles and lines. A teal rounded rectangle is overlaid on the left side of the image, containing the number '03'.

03

We need a different kind of school

Hybrid Model

Selong Bay offers a flexible learning experience that combines academic excellence with curiosity, creativity, and real-world learning. Our online curriculum provides structure and rigour, while our beautiful Lombok campus brings learning to life through hands-on, inquiry-based experiences and a strong sense of community.

Families can choose the learning model that suits them best — fully online, fully on-campus, or a combination of both — and move between options as life changes, without disrupting their child's education or friendships. No matter the mode, students remain part of one cohesive community.

Our curriculum combines Cambridge International Education, the Australian National Curriculum, and the Selong Bay approach. In the Early Years, learning is play-based, building strong foundations through exploration and discovery. Through Primary and High School, students engage in inquiry-based learning that develops deep understanding alongside essential future-ready skills.

On-Site Learning at Selong Bay

1. Innovative Eco-Environment

Our campus is not a standard concrete building — it is designed as a living, green space, using sustainable architecture, natural light, and eco-friendly technologies directly in its layout. Students don't just read about sustainability; they live it every day. Being in a green environment reduces stress, improves focus, and naturally teaches children to respect the planet.

2. High-Quality Education (Nature & Outdoors)

Learning moves beyond the traditional four walls of a classroom and into the open air. Lessons in science, maths, and teamwork happen in gardens, outdoor spaces, and on the beach itself, building hands-on problem-solving skills and physical resilience.

3. Curriculum for a Changing World

Our modern study plan moves away from rote memorisation and focuses on the skills children need today — literacy, emotional intelligence, adaptability, and creative problem-solving — preparing students to learn and adapt to whatever changes come next.

Online Learning while Travelling

Key benefits include:

1. Flexible Learning on the Move

Education happens anywhere without disrupting progress. With a mobile app and downloadable offline lessons, students can study on flights or in remote areas. Best of all, real-world travel experiences are directly integrated into their daily schoolwork.

2. Structured Digital Delivery with Real Connection

Learning is independent but never lost, thanks to clear, step-by-step lesson plans. Students stay socially connected and emotionally supported through weekly live classes, group projects, casual hangouts, and regular wellbeing check-ins.

3. Full Support for Parents

Parents aren't left to teach alone. The programme provides direct teacher guidance, easy-to-follow plans, and a mobile dashboard app to effortlessly track their child's academic progress while on the road.





Our Campus

Our campus sits within walking distance of the beach at Selong Belanak, South Lombok, and includes:

- A padel court and football field on site
- Three air-conditioned classrooms
- Beginner, intermediate, and advanced surf spots close by
- A shuttle bus available from Kuta on request
- Starlink Wifi across campus, so students and families stay connected

Because our classroom includes the ocean, garden, and surrounding hills, water safety and outdoor safety are treated as a core part of school life — see Section 11 for our Water Safety Policy.

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School Hours, Drop-Off & Pick-Up

Operating Hours

01

School Hours

Monday – Friday, 8:15 AM – 3:45 PM.

02

Morning Drop-Off

8:15 – 8:30 AM. Late arrivals require prior notice, school Whatsapp email.

03

School Day

8:30 AM – 3:30 PM.

04

Afternoon Pick-Up

3:30 PM. Late fees apply after 4:00 PM.

Drop-Off Policy

- Parents or guardians must sign in their child upon arrival.
- Children must be escorted into the classroom by an adult.
- If arriving after 8:30 AM, parents must notify the school in advance.
- Children arriving after 9:00 AM are considered tardy and must be signed in at the school office before being escorted to the classroom.
-

Pick-Up Policy

- Only individuals listed on the child's emergency contact and authorised pickup form may collect the child. Parents must notify the school in advance of any change to these arrangements.
- Late pick-up fees apply after 4:00 PM, unless the child is enrolled in extended care.
- For safety, we ask that children are accompanied only by a parent, guardian, or another trusted, authorised adult during drop-off and pick-up.

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Afternoon Activities

Gardening Club

All about permaculture and organic practices learning about how systems work together to create vibrant gardens and farm animals.



Surf Club

Experienced surf coaches take kids for surf lessons, whether they are beginners or experienced surfers there is a wave close by for kids to enjoy.



Football Academy

Our professional football coach, Kevin, takes kids through their paces with expert coaching and fun.



Adventure Jungkie

Hiking, mountain biking, horse riding, motor cross, waterfall chasing, you name it, Lombok has it. It's so good you'll want to join in too!



Taekwondo

High-flying kicks, fast punches, mental focus, board breaking, you name it, Taekwondo has it. It's so dynamic you'll want to jump right onto the mat!



Padel Club

Develop your padel skills with the onsite activity centre at the Selong Bay School site. Join experts to improve fitness and padel skills.



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Classes & the Role of Our Teachers

Class Level

Early Years
preschool
Primary
High School

Age Group

2-4 years
4 - 6 years
6 - 12 years
13 - 18 years

Age Group

1 Teacher-4 students
1 Teacher-4 students
1 Teacher-4 students
Blend of online specialist teachers

Each class is led by a qualified early childhood educator with additional classroom assistants as needed.

Small class sizes allow for individualized attention and active engagement in all activities.

Role of Our Teachers

Our dedicated educators play a vital role in shaping the learning experiences of young children. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, and emotional development.

02 Observing and assessing children's progress

to ensure they are meeting developmental milestones.

03 Encouraging independence and self-help skills

such as feeding animals, tidying up, and making choices.

04 Fostering a safe and inclusive classroom environment

where children feel valued and respected.

Enrolment Eligibility

Children must meet the following requirements to enroll at Selong Bay School:

- | | | |
|-----------|--|---|
| 01 | Early Years-preschool
3- 6 years old | The child must turn 3 years old by September 1st of the school year. |
| 02 | Primary
6 - 12 years old | The child must turn 6-12 years old by September 1st of the school year. |
| 03 | High School
13 - 18 years old | The child must turn 13 years old by September 1st. |
-

Required Documents for Enrolment

Parents must submit the following documents to complete the registration process:

- | | |
|---|--|
| 1. Completed Enrolment Form
available on our website. | 4. Medical Information
allergies and medications |
| 2 Birth Certificate or Passport Copy
copy to the office or soft copy emailed to school admin. | 5. Previous School Report or record
if available |
| 3. Copy of parent's passport ID
copy to the office or soft copy emailed to school admin. | 6. Parent agreement and proof of Payment |

All required documents must be submitted before the child's start date.

Enrolment Process & Timeline



STEP 1

Application Submission

Parents must fill out the enrollment form and submit all required documents.



STEP 2

Family Meeting & School Tour

Parents and children are encouraged to visit the school, meet the teachers, and observe the classroom environment. Students can have 1 free trial day.



STEP 3

Admission Confirmation & Payment

Once accepted, families will receive a welcome package, along with an invoice for the registration fee and first tuition payment.

Attendance & Absence Policies

Attendance Expectations

- All students are expected to attend school Monday through Friday, from 8:30 AM to 3:30 PM. Parents are responsible for ensuring their child arrives on time each day. If a child will be absent, parents must notify the school office by 9:00 AM.

Tardiness & Late Arrivals

- The school day begins at 8:30 AM. Children arriving after 9:00 AM are considered tardy and must be signed in at the school office before being escorted to class.
- Frequent tardiness may lead to a parent meeting to discuss solutions for improving attendance.

Unexcused Absences

- An absence is considered unexcused if the school is not notified in advance, if the child misses school for a non-emergency, non-medical reason without prior approval, or if absences occur frequently without justification. Patterns of unexcused absence may lead to an attendance review with the family. For short term enrollments, if a student attends late or is absent without 12 hours prior notice, a full payment for that day is expected.

Planned Absences & Family Vacations

- We understand that world-schooling and travelling families may have pre-planned trips or obligations. Parents should notify the school at least two weeks in advance if they plan to take their child out of school for an extended period. Tuition remains fully payable during extended absences in order to hold the child's place in the programme and to get access to the online lesson plans and weekly sessions with teachers.

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Health & Wellness Policies

Parents must complete a Medical Health Record for their child covering pre-existing conditions, allergies, and medications, so that our teachers can appropriately care for your child during normal school activities and excursions. Any new health problems, changes in condition, medication, or special requirements must be communicated to the school immediately.

First Aid & On-Campus Care

All teaching staff undergo regular first aid training, and the school maintains first aid supplies on campus. If a student becomes unwell or sustains an injury during the school day, a teacher will provide first aid and assess whether the child can return to class. In the case of a head injury or another serious condition, parents will be contacted immediately. If staff judge that a child is too unwell to remain at school, parents will be called to collect them as soon as possible.



Water Safety Policy

Being a beach and outdoor activity based school, water safety is treated as one of our highest priorities. Our aim is for every child to enjoy the ocean, pool, and water-based activities with confidence, while minimising risk at every stage.

Supervision

- All beach, surf, and swimming activities are supervised by a qualified surf coach or teacher, at a ratio appropriate to the students' age and swimming ability, and never fewer than one adult to eight students in the water.
- A dedicated water-safety spotter, separate from the instructing coach, watches the group from the beach or poolside for the duration of any water activity.
- Students are counted in and out of the water at the start and end of every session.

Before Water Activities

- Parents must disclose any swimming ability concerns, medical conditions, or fears of water on the enrollment Medical Information form, and update the school immediately if this changes.
- Children who cannot yet swim confidently will be given a personal flotation device (PFD) or rash vest with built-in buoyancy for beach and surf sessions, and will remain in shallower, closely supervised areas.
- Ocean conditions (tide, swell, and current) are checked before every beach session; activities are adjusted, moved, or cancelled if conditions are assessed as unsafe.

Equipment & Sun Safety

- Surfboards, leashes, and rash vests are provided and checked for safety before each session. If equipment needs to be hired, this will be an extra charge to the parents under activities cost.
- Children must wear reef-safe sunscreen and a rash vest or sun-protective clothing during water and beach activities; parents are asked to apply sunscreen before drop-off on activity days.

Emergency Response

- All coaches and water-safety staff hold current CPR and water-rescue training, refreshed annually.
- In the event of an incident in the water, the nearest qualified staff member responds immediately while the group is brought to safety by the remaining supervising adults; parents are notified as soon as the child is safe.
- A stocked first aid kit and emergency contact list are kept at every beach and pool session.

Parent Permission

- Written parental permission is required as part of enrollment for a child to take part in surf, beach, and swimming activities. Parents may request that their child be excluded from specific water activities at any time by notifying the school in writing.



Medication Policy

The safe handling of medication is taken seriously at Selong Bay School. The following policy applies to all students, whether on campus for a full day or attending an activity session.

General Rule

No medication — prescription, over-the-counter, or herbal/homeopathic — will be given to a student by school staff without prior written permission from a parent or guardian. Students, including older students, may not carry or self-administer medication on campus without this written authorisation, with the exception of clearly agreed emergency medication (see below).

Giving the School Permission to Administer Medication

- Parents must complete and sign a Medication Authorisation Form, stating the child's name, the medication, dosage, timing, and reason for use.
- All medication must be provided in its original, labelled packaging with the child's name clearly marked, and handed directly to a staff member — never left in a school bag or lunchbox.
- The school keeps a written log of every dose administered, including the time given and the staff member who administered it, and this is shared with parents on request.
- Medication is stored securely, out of children's reach, and any medication requiring refrigeration is kept in a dedicated, clearly labelled area of the staff fridge.

Emergency & Ongoing Medication

- Children with a diagnosed condition requiring emergency medication (for example, an EpiPen for severe allergy, or an inhaler for asthma) must have an individual Health Care Plan on file, agreed with parents before the child's first day, describing the condition, triggers, and exact steps staff should take.
- Emergency medication for these students is kept close at hand — not locked away — so it can be accessed immediately, and relevant staff are briefed on how to recognise and respond to a reaction.
- If a child is unwell at school, simple analgesia may be given, such as paracetamol and ibuprofen, or anti-histamines. The school will contact the parent via WhatsApp to get approval to give the medication and the parent is required to sign the medication record upon collection of the child.

Collecting Unused Medication

- Parents are asked to collect any unused or expired medication from the school at the end of a course of treatment or at the end of the school year. Medication not collected will be safely disposed of.

We promote good health for all students and have clear guidelines for when a child should stay home. Because young children are often in close contact with one another, we ask parents to be conscientious in following this policy so we can reduce the risk of illness spreading through our school community.

Children must stay home if they have any of the following:

- A fever of 38°C (100.4°F) or higher — the child must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.
- Vomiting or diarrhoea within the past 24 hours — the child must be symptom-free for 24 hours, and for known gastric illnesses, symptom-free for 48 hours, before returning.
- An unexplained rash, conjunctivitis or other visibly contagious condition, until assessed and cleared by a doctor.
- A persistent cough, difficulty breathing, or flu-like symptoms.
- Head lice — a child found to have head lice will be sent home the same day for treatment, and may return once live lice are no longer present.

If Your Child Becomes Unwell at School

- If a student becomes unwell during the school day, staff will assess the child, provide first aid or comfort as needed, and contact parents if the child needs to go home or seek further medical attention. Even if a child returns to class after a minor concern, parents will be informed of the visit that day.

Extended Illness

If a child is absent for more than three consecutive days due to illness, a doctor's note may be requested before they return. Where a contagious illness occurs during term time, the school will notify affected classes so parents can stay alert to symptoms, and will arrange additional deep cleaning of the relevant spaces.

Updating Medical Information

Please notify the school immediately of any change to your child's health status, allergies, medical conditions, or emergency contact details, so our records always reflect your child's current needs.

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Meals & Snacks

We promote healthy eating habits while ensuring the safety of all children with food allergies. Our meal and snack policies are designed to provide nutritious options while maintaining an allergy-conscious environment.

Morning Tea & Snacks

Morning tea and snacks are to be provided by parents in lunch boxes brought from home. Please choose healthy, nutritious options, and let your child's teacher know of any allergies within the class. If a student continually brings lollies, candy and other high sugar foods the teachers may request students to keep food in their bag until after school has finished.

Lunch Options

- Bring your own lunch from home.
- Pre-purchase lunch from Segara Resort for 45,000 IDR per meal — a set menu is available on request.
- Nasi bungkus — local warung food, a mix of white rice, vegetables, and protein — 15,000 IDR.

Lunches can be booked via our website under 'activities' page to pre-book lunches and dietary requests.

Parents may request meal modifications for dietary or religious reasons at any time.

Dress Code & Personal Belongings

Dress Code Guidelines

- Children should wear loose, breathable, play-appropriate clothing that allows free movement.
- All clothing and belongings must be labelled with the child's name to prevent mix-ups.
- Warm weather: lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.
- A labelled extra set of clothes (shirt, pants, socks, and underwear) must be provided in case of spills or accidents and swimming clothes as we love the outdoors and often will have water play activities like a slip and slide.

What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewellery or accessories that pose a safety risk, such as dangling earrings or long necklaces.
- Costumes or dress-up clothes, except on designated theme days.

Items to Bring Daily

- **Backpack** — large enough for a lunchbox, extra clothes, and schoolwork.
- **Reusable water bottle** — labelled with the child's name.
- **Lunch & snacks** — if not participating in the school meal programme
- **Nap-time items** — blanket, soft toy, or pillow, if applicable.

Campus Safety

Providing a safe school environment is our top priority. Our team monitors the campus throughout the school day, and CCTV coverage supports the safety of shared spaces.

Visitors to the School

Classroom observations should be pre-arranged with the teacher, and parents may not enter classrooms during instructional time without prior approval.

Personal Property

The school cannot take responsibility for personal valuables brought onto the premises, including phones, cameras, and electronic devices. Please label all belongings, and speak to your child's teacher if an item goes missing so it can be traced through the classroom or lost-property point.

Emergencies & Drills

Child and community safety always remain our top priority. Regular emergency drills are conducted covering the situations most relevant to our location in Lombok, including earthquakes, tsunamis, and severe weather. If a parent or visitor is present during a drill or an actual emergency, it is important to follow staff instructions carefully. In the unlikely event of a natural disaster disrupting communication, please be assured that staff will continue to care for children until they can be safely collected.



Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Weekly & Monthly Updates

- **Weekly Newsletters**

Sent via email, summarizing classroom highlights and upcoming events.

- **Monthly Calendars**

Distributed at the start of each month with key dates and activities.

Direct Communication

- **Parent-Teacher Meetings**

Available twice a year or upon request.

- **Weekly Updates via WhatsApp**

Parents receive photos, messages, and reports through the parent's WhatsApp group.

- **In-Person Support**

Teachers and staff are available for enquiries with pre-booking.

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled once a term to discuss student progress, with additional conferences available on request. Parents are always welcome to visit the school; for security reasons, please check in at the front office, and pre-arrange classroom observations with the teacher.

Raising a Concern

For classroom-related matters, please speak first with your child's teacher. If a concern is not resolved, or relates to a matter beyond the classroom, please contact the school office so it can be directed to the right person.

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Parent Involvement Opportunities

Classroom Involvement

- **Guest Reader Programme** — parents can visit the class to read a story.
- **Special Skills Sharing** — parents with unique skills, such as music, cooking, or art, can lead an activity.
- **Helping with Art & Science Projects** — assisting children with hands-on activities.

School-Wide Volunteering

- **Field Trip Parent Help** — supervising a small group of students.
- **Event Planning Committee** — assisting with school-wide events.
- **Fundraising & Donation Drives** — helping organise fundraising efforts.

Community Outreach

- Every Sunday, the Yayasan Selong Bay School supports the Serangan village community by teaching English to more than 70 local children. Parents are warmly welcome to take part in this programme alongside our staff and students.



Finances, Fees & Late Payment Policy

Classroom Involvement

As a non-profit foundation, every fee paid to Selong Bay School is reinvested into the school's development, scholarships, community programmes, and teacher training. We ask families to help us keep this sustainable by paying fees on time.

Fees & Invoicing

- Following admission confirmation, families receive an invoice for the registration fee and first tuition payment. Ongoing tuition invoices are issued in advance of each term or payment period.
- Please review the current fee schedule provided with your enrollment package for full details of tuition, registration, and resource fees.

Payment Deadlines

- Tuition invoices are due within 14 days of the invoice date unless another date is agreed in writing with the school office.
- Tuition remains payable in full during planned family travel or extended absences, in order to hold the child's place in the programme.

Late Payment

- A reminder notice is sent by email if payment has not been received by the due date.
- If payment remains outstanding 7 days after the due date, a second reminder is sent and the school office will follow up by phone to check whether support is needed.
- Accounts more than 30 days overdue may incur a late payment fee, and the school reserves the right to withhold student reports and assessment results until the account is brought up to date.
- If fees remain unpaid after repeated reminders and no payment arrangement has been agreed, the school may pause a child's place, with re-enrolment subject to outstanding fees being settled.

Financial Difficulty

We understand that circumstances can change. Families experiencing financial difficulty are encouraged to contact the school office as early as possible, in confidence, so a payment plan can be discussed before an account becomes overdue.

Withdrawal & Refunds

- Parents wishing to withdraw a child, or change their learning programme, should give written notice to the school office at least one term in advance where possible.
- Tuition already paid for a current term is non-refundable once the term has begun; the registration fee is non-refundable in all cases.

Public Holiday Payment

- Parents acknowledge that school fees remain payable for all scheduled public holidays that fall on a student's regular enrolled attendance days. No fee reduction, credit, or make-up day will be provided for public holidays.
- This clause applies to all short-term enrolments of more than one week. Students enrolled for less than one week and paying the daily rate are exempt from this clause.

Acknowledgment & Agreement Form

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I, _____, the parent/guardian of _____, have read and reviewed the Selong Bay School Parent Handbook for the 2026–2027 school year. I acknowledge and agree to the following:

- ☐ I acknowledge and will follow the health and illness policies.
- ☐ I will comply with the school’s dress code and personal belongings policy.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I acknowledge the field trip and special activities policy and will provide permission as required.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child’s enrollment status.

Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Selong Bay School:

Primary Contact:

Name:
Relationship:
Phone Number:

Additional Authorized Pickup Person(s): (if applicable)

Name:
Relationship:
Phone Number:

Secondary Contact:

Name:
Relationship:
Phone Number:

Any changes to authorized pickup persons must be communicated to the school in writing.

Parent/Guardian Signature

Parent/Guardian Name:

Signature: _____
Date: