

Policy for the Release of Children

It is our policy to release a child to only those persons authorized by the parents/guardians. Identification will be required of any persons unfamiliar to the staff. A hand written note signed and dated by the parent/guardian must be presented to the Director or Lead Teacher, in order for us to release a child to a person not listed here.

Parents/Guardians may change and add to this list, in person, with Director or Lead Teacher.

I authorize the release of my child to the following persons:

Name	Relationship to child	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If not the same persons as listed above, list the names and phone numbers of those who are authorized to take the child from preschool in cases of emergency or illness or early dismissal. Parents/guardians will be called first unless instructed otherwise.

Name	Relationship to child	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____

X

Signature Date

Changes and additions to listed person for release or for emergency/illness/early dismissal:

Name	Relationship to child	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____