



Non-Custodial Release Procedures

PLEASE KEEP FOR YOUR RECORDS

If you are unable to pick up your child and need to send someone else, there are three ways to accomplish this:

1. Fill out the bottom portion of the Student Release Authorization Form. This gives ongoing permission to select people who may be picking up your child throughout the year like a babysitter or grandparent.
2. Call the preschool office in advance. During a telephone authorization, you may be asked for your telephone authorization code as a security measure if you opted for a telephone authorization on your emergency card.
3. Notice can also be given in writing in advance to the preschool office.

I understand that the person picking up my child will be required to show a photo I.D. before my child will be released to his/her care. I understand that the school will not be liable when releasing my child in this way.

My OPTIONAL Telephone Authorization Code is _____

*Emergency contacts listed by parents on the blue emergency card are people the preschool office can call in the event we are unable to reach a parent/legal guardian. Parents/legal guardians are responsible for following the above procedures whenever they want someone else to pick up their child.