

PICK UP POLICY

We have established a pick up policy for the safety of your child. We ask that you follow this policy for your child's safety, as well as ours.

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Anyone who will be responsible for picking up your child from Right Start Preschool at the Heights should be listed below, along with the relationship to your child.

Anyone who picks up your child will need to have photo i.d. when they arrive so that we know they are who they claim to be. We will need to be notified with a written note or a phone call that day informing us of who will be picking up the student. The person picking up the child will need to have the identification number assigned to the child below.

A CHILD WILL NOT BE RELEASED IF:

- 1) The preschool does not receive a phone call or a written note identifying a different "pick up" person from the list below.
- 2) The person picking up the child does not have the student's identification number.
- 3) The child does not know the person by name and/or refused to go with the person.

Child's
Name_____

Child's Identification
Number_____

List those who will be given permission to pick up your child including parents/guardians:

Name_____Relationship_____

Name_____Relationship_____

Name_____Relationship_____

Name_____Relationship_____

Name_____Relationship_____

Name_____Relationship_____

Right Start Preschool at the Heights reserves the right to hold your child at school if there is any question concerning "pick up" until you, the parent/guardian, have been contacted. Your child's safety is very important to us

and we thank you for your cooperation in following these procedures.

My signature indicates that I agree fully with this policy.

Parent/Guardian

Signature: _____ Date: _____

Director _____ Date: _____