



EARLY SCHOOL PICKUP POLICY

(Approved by the Board of Trustees 6-18-08)

Purpose

This policy sets forth guidelines and directions related to the pickup of children prior to the completion of the school day.

In the event a parent/guardian or designated person named on the child release form needs to pick up a student before the school day is complete, please follow the steps outlined below:

- It is the responsibility of the parent(s)/guardian(s) to provide an up-to-date Child Release form. This form designates individuals other than the parent(s)/guardian(s) who are authorized to pick up the child.
- Upon arrival to pick up a child, the adult must come into the office and sign the child out in the Early Pick Up log. An office staff member will confirm the adult is an authorized person to take custody of the child.
- An office staff member will go to the class to retrieve the child. Adults are NOT to go directly to the class as this interrupts the class as a whole.
- The child is brought to the office to meet with the designated adult and they are permitted to depart at that time.
- Under NO circumstances will a child be authorized to leave with an adult who is not designated on the Child Release form.
- In the event the child will be returned back to school before the day is complete, the child must come back into the office and sign the log in book

This policy supersedes all previous policies related to early school pickup.