

**Larchmont Avenue Church Preschool**

60 Forest Park Ave \* Larchmont, NY 10538

p: (914) 834-3984 \* f: (914) 834-1832 \* info@LACPreschool.com

**RELEASE POLICY - 2017-2018**

During the course of the year many different faces appear at the end of the day to pick-up children. Preschool's parents and regular car pool parents quickly become known to us, but friends, grandparents, and even daddies are strangers to us. Please help us to ensure the safety of all our children by adhering to the school's policy regarding the release of children. **Please read the following carefully.**

**NO PERSON OR PERSONS OTHER THAN THOSE SPECIFICALLY DESIGNATED BY THE PARENT(S) AND KNOWN TO THE TEACHERS WILL BE ALLOWED TO PICK-UP A CHILD UNLESS HE/SHE HAS A NOTE WRITTEN AND SIGNED BY THE PARENTS (SIGNATURES ARE ON FILE IN THE OFFICE).**

**IN THE EVENT THAT SOMEONE OTHER THAN THE REGULAR PERSON COMES TO PICK UP A CHILD WITHOUT A NOTE, THE PARENT WILL BE CALLED FOR CONSENT TO RELEASE THE CHILD.**

**IF THE PARENT CANNOT BE REACHED THE SCHOOL WILL CALL THE EMERGENCY NUMBER LISTED ON THE CHILD'S EMERGENCY FORM.**

**IN THE EVENT THAT WE CANNOT CONTACT ANY OF THE ABOVE MENTIONED PERSONS, SCHOOL PERSONNEL WILL WAIT WITH THE CHILD FOR 45 MINUTES.**

**IT IS VITAL THAT YOU CONTACT THE SCHOOL SHOULD ANY UNFORESEEN CIRCUMSTANCES ARISE.**

**AS A LAST RESORT THE LARCHMONT POLICE VILLAGE POLICE WILL BE NOTIFIED.**

---

Parents' signature

Date