



RELEASE PROCEDURE AND AUTHORIZATION

Child's Name: _____

I authorize my child to be released from CrossWays Preschool to the following people (relatives, nannies, neighbors, friends): **PLEASE NOTE THAT A MINIMUM OF TWO OF THESE CONTACTS MUST BE LOCAL.**

1. _____ Phone: _____

Address: _____

2. _____ Phone: _____

Address: _____

3. _____ Phone: _____

Address: _____

4. _____ Phone: _____

Address: _____

I understand that the above instructions will be followed and that my child will not be released to anyone without my written permission.

I understand that if my child is not picked up promptly within ten minutes after class ends, unless previously notified, there will be an automatic \$10.00 late charge. After ten minutes from the time class is finished, \$1.00 per minute will be added to the \$10.00 charge. The official clock is the preschool clock and I will be given one verbal warning.

After 15 minutes from the time class is finished, if a child is not picked up and CrossWays Preschool has not been contacted, CrossWays Preschool will call and leave a message for parents and emergency contacts. If CrossWays Preschool has not been contacted after one hour from the time the last message is left, CrossWays Preschool will then contact local Police and then the Illinois Department of Child and Family Services.

CrossWays Preschool acknowledges and accepts responsibility for my child's protection and well-being until a parent, authorized contact or outside authority arrives.

Signed: _____ Date: _____