**STEP BY STEP PRESCHOOL**

**Excellence in Education; Foundation in Faith**

**PERMISSION POLICY FOR**

**NON-PARENT/GUARDIAN PICK UP**

**If you are unable to personally pick up your child, we MUST be informed with a written signed note no later than the start of that school day unless there is an emergency during the day.**

**If you have a true emergency DURING THE DAY and did not inform us that someone else was picking up your child, you MUST identify your family CODE WORD if calling over the phone. Text messages and emails WILL NOT be accepted. The Code Word will be established the first day of school and will be kept confidential.**

**In all cases, whomever is picking up your child will have to show a picture ID, preferably a Driver’s License. We will be taking a picture of the ID for our files.**

**I/We give permission for Step by Step Preschool to release my/our child to the following person(s) once they have shown their picture ID:**

1. **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

**Your Child’s Safety is our Utmost Concern**