

Asheville Montessori School Release Plan for Children

RELEASE POLICY:

Children are released only to those individuals so designated by their parents or other legal guardian on the child's application form. On that form, parents (or legal guardians) give the names, addresses, and phone numbers of those who are authorized to pick up the child. The following procedure will be used:

1. Normally, each child is brought to the classroom door every morning by a parent or legal guardian.
2. When children are picked up in the afternoon, the child is placed in the car by the teacher or an assistant.
3. If another individual who has been previously designated by the parent on the application form comes to pick up the child, he or she will be asked to show a picture I.D. by the teacher if not known by the teacher.
4. If (due to an emergency situation) the parent or legal guardian needs to have someone other than an individual previously designated pick up a child, the teacher must be informed ahead of time by the parent or legal guardian. When the person arrives, he or she must remain outside on the porch until the teacher has confirmed the identity with a picture I.D. The child may then be released into that adult's care.