

## Village Montessori and Preparatory School Release of Children/Authorization Policy

I. Basic Information:

Facility Name:	Village Montessori and Preparatory School
Facility Address:	1525 Onyx Ridge, Fort Mill, SC 29708
Facility Phone:	(803) 462-5288
Facility Main Contacts:	Lisa Gerard, Sydney Love or Molick Scott

II. The purpose of this policy is to ensure each child is released to an authorized adult.

- A. Custodial parent or guardian must:
  - a. Complete authorization section below listing all adults who are authorized to pick up the child from the facility
  - b. Show photo identification to the child’s teacher at pick up if asked
  - c. Notify the center, prior to departure, by written notice (email or hand-written note) if an adult not on the authorization list will be picking up their child
  - d. Make any changes to the authorization form in writing
- B. Unless a court order directs otherwise, teachers and staff will release to:
  - a. Recognized custodial parent or guardian
  - b. Unrecognized custodial parent or guardian, listed on the enrollment application, and picking up for the first time, who presents a photo ID and birth certificate
- C. In the event legal custody is questioned by a parent or legal guardian, parents or legal guardians may be asked to present a court order verifying their custodial relationship with the child prior to release and VMPS will follow the court order (or most recent court order in the event there is more than one)
- D. Teachers and staff will NOT release to:
  - a. Someone not listed on the authorization form or without written notice from the parents
  - b. Someone who appears to be under the influence of drugs or alcohol or is perceived to be impaired to the extent that it may be unsafe to release the child; VMPS will immediately call law enforcement and the director

III. Teachers should contact the following individuals should they be faced with any persons under the influence of drugs or alcohol or an unauthorized person attempting to pick up a child:

Resource	Contact	Phone #
Police (911)	Fort Mill Police Dept.	(803) 547-2022
VMPS Owner	Lisa Gerard	(803) 431-5232
Child Care Services	Emergency Response Line	(800) 391-1857

As custodial parent or legal guardian of \_\_\_\_\_, I have read the above policy regarding release of my child and understand it fully.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up person/Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up person/Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up person/Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up person/Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up person/Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up person/Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up person/Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

\*In the event that you must have someone pick up your child who is not listed above, please send their name and relationship to your child in an email to [info@villagemontessori.com](mailto:info@villagemontessori.com).