

**WILMINGTON MONTESSORI SCHOOL
PROCEDURES FOR THE RELEASE OF CHILDREN**

1. **General Release** A child will only be released to a parent/guardian or authorized person. The parent/guardian must notify WMS in writing the names of individuals that are authorized to pick up their child. This form fulfills that need. See below. If at a later time changes are to be made to this information, they must be submitted in writing.
2. **Release to Someone Other than Parent or Authorized Person** In the event that a parent/guardian or authorized person is unable to pick up the child, the parent must submit the change in writing. If the parent is unable to do so, they must call WMS for notification. When a parent calls, the identity of the parent will be verified. The front desk staff will then notify the teacher of this change. If the person to whom the child is to be released is unknown to the teacher/classroom staff, they must request photo identification. Staff is to document ID checked and keep on hand for 24 hours.
3. **Unauthorized Person Requesting Release** If an unauthorized person arrives at the site requesting the release of a child, the staff must contact the parent/guardian and then follow the steps outlined in #2, above.
4. **Intoxication** If any person showing clear signs of drug or alcohol use requests release of a child the staff must send that person to the front desk or call the front desk on the intercom. If no assistance is available from the front desk they should call one of the other child care rooms for assistance. In a severe situation the police will be notified.
5. **Joint or Restricted Custody or Restraining Order** In cases of joint or restricted custody, a copy of the custody agreement must be sent to the school. If it is felt necessary, include a photo of the person to whom the child is not to be released.

TRANSPORTATION ARRANGEMENTS

STUDENT'S NAME _____ ROOM _____

NAME OF PRIMARY (DAILY) RELEASE PERSON _____

Alternates: *please name as many people as you can who may potentially pick up your child.*

Name	Phone Number	Relationship

I authorize these individuals to pick up my child from WMS. I have contacted them, and each person has agreed to pick up this student if necessary.

Signature of Parent/Guardian

Date

- Both sides of this form must be signed

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- Only one child per form
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