



Release of Children

A Release Form must be completed and signed by the parent upon registration. The Release Form provides a list of persons authorized to pick up the child. Persons who are not authorized to pick up the child must also be noted on the Release Form. If an unauthorized person attempts to pick up the child, the parent is contacted immediately. If a parent cannot be reached, persons on the emergency card will be notified. If the parent gives consent for the unauthorized person to pick up the child, it is Immanuel's policy to take a copy of the driver's license and have him or her sign the child out. If the parent does not give consent for the unauthorized person to pick up the child, the child is held until the proper guardian arrives. This policy WILL be enforced to protect the child. The director must be notified, in writing, of any changes to authorized/ unauthorized persons. The child must be signed out of the program when the parent picks up the child at the end of the day. If a child has not been picked up by the end of day, Child Protective Services will be notified.

Parent(s)/Legal Guardian(s): _____
First Last

Parent(s)/Legal Guardian(s): _____
First Last

Authorized Person: _____
First Last

Authorized Person: _____
First Last

Authorized Person: _____
First Last