

ATTENDANCE RELEASE FORM

Dear Parents,

Your child is encouraged to attend each scheduled school session. Please arrive 10 minutes before the start of preschool (8:45 a.m.) and to be picked-up promptly at 3:15 p.m., unless daycare arrangements are made in advance.

If your child is to be absent, please phone the school so the teacher will be informed of the absence.

Each day your child will need to be signed in and signed out (by an adult) in the Daily Attendance Book located in the hallway.

Parents must make prior arrangements to extend the hours their child/children will be at the Center. There may be occasions that your child may not be able to stay longer on a particular day due to staffing ratios.

The staff will only release a child to the person(s) listed below on the Attendance Release Form and/or the Emergency Contact Form. If another person will be picking up your child, please advise the staff in writing, phone call, or verbally, and include the description and relationship of the person to your child.

Preschool Days:

Monday/Wednesday

Arrival Time: _____

Dismissal Time: _____

Person(s) that have permission to pick up child:

1. _____

2. _____

3. _____

4. _____

5. _____

Additional names:

Parent Signature _____

Date _____

Tuesday/Thursday

Arrival Time: _____

Dismissal Time: _____

Person(s) that have permission to pick up child:

1. _____

2. _____

3. _____

4. _____

5. _____

Additional names:

Parent Signature _____

Date _____

