



**Montessori Mes Petits Academy
Care & Education**

Pick Up Authorization Form

I, _____ (Parent or Guardian) hereby authorize only the following people to pick-up my child _____ from a staff member at Montessori Mes Petits Academy.

I understand that my child will NOT be released to any person(s) not listed without a specifically written note of permission from the Parent or Guardian for EACH occasion the child is to be released to someone not listed hereafter:

	Name and Relationship to the Child:	Phone Number:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Montessori Mes Petits Academy (2010) Inc Policy:

The Community Care & Assisted Living Act (Child Care Licensing Regulation) requires each day care to define policies regarding the release of children to adults. The policies of this day care center are as follows:

1. The child will only be released to a person designated by the "pick-up list" authorized by the parent or guardian.
2. If a child is to go home with a parent of another child from the day care center, the parent may give written permission sent by email or fill out a "Play-date Planner" which will authorize us to release the child to the named parent.
3. If the parent or person picking up a child does not appear to be capable of providing safe care, another adult on the contact list will be called.

Alternatively, and if necessary, the appropriate authorities will be called.

Custody and Related Court Orders

The day care staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non enrolling parent is not listed on the pickup list the policy on unauthorized persons will be implemented. The guardian will provide all consents.

Signature of Parent or Guardian _____ **Date** _____