

# PICK-UP PERMISSION FORM

Learning Tree Preschool

Please include the names of **any and all persons** you may possibly send to pick up your child. Remember, we will **not** release your child to any person other than the one you list on the daily sign-in sheet and this person's name **MUST** be on this form.

\_\_\_\_\_ has my permission to be picked up from Learning Tree  
(child's name)  
Preschool **ONLY** by the people listed below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Please notify the Directors or your child's teacher if there are any changes.

Mom's Taxi Service!



Signed: \_\_\_\_\_

Date: \_\_\_\_\_



Please cut on the dotted line and **return the top portion with your registration form and immunization records.** Please **KEEP** the bottom portion for your own records.



## “ARRIVAL & DEPARTURE POLICIES”

Please read the following information **carefully**. Even if you have had a child at Learning Tree before, please review the information to refresh your memory!

### ARRIVAL POLICY:

ALL Learning Tree classes are open at 8:00 a.m. If you need to bring your child before 8:00a.m., you will need to take him/her to the Early Care Room (Tadpole/Honeybee bock room—B5). The fee for Early Care is \$3.00 per morning.

### DEPARTURE POLICY:

Learning Tree classes are dismissed on the following schedule:  
Tadpoles: 11:00am    Honeybees: 11:15 am    Butterflies: 11:30am  
L.E.A.F.: Mon – Thurs- 1:00pm    Friday- 11:30am

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!:

**You will need to pick up your child at the assigned time for his/her classroom.** A Late Charge (\$5.00) will be charged beginning 15 minutes after your assigned pick up time. If you need to inform us of a change in the person picking up or you are going to be late, please call 237-2041 ext, 115 or 242-3728 and leave a message. If you have any concerns or information that you need to talk to your child's teacher about, please park and enter the ramp door and wait for the teacher to finish dismissal.