

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 Preschool **ONLY**
(child's name) 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.

Guardian's Name (Printed): _____

Guardian's Signature: _____ 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 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 (Butterfly Room—B10). 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: 11:15am Butterflies/ Caterpillars: 11:30am
L.E.A.F.: Mon – Thurs 1:00pm Friday 11:30am
After Care: Mon- Thurs 1:00pm

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 10 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.