**Dismissal Procedures**

**Sign-Out Procedures**

Parents or guardians must sign their children every day. No one under the age of 16 will be permitted to sign out your child from the Inspired Learning Program. Students will be released to the custodial parent/guardian or those listed on the **Enrollment Application**. The Inspired Learning staff reserves the right to restrict unauthorized persons from signing out students. The center should be notified, in writing, of any changes.

When signing out your child, follow the procedures listed below:

1. Enter the building and proceed to your child’s classroom.
2. Sign your name and the time you are picking up your child on the Sign In/Out Sheet located in the classroom. Be prepared to show a picture ID at all times.
3. Discuss your child’s progress and sign any program related forms.
4. Do not allow your child to exit the building without you.

**Authorized Persons for Pick Up**

For your protection, only authorized persons may pick up your child. Your authorized pick-up persons were indicated on the **Transportation Authorization Form** you submitted when your child was enrolled. To add persons to this list, a request must be submitted in writing to the Site Coordinator.

All staff members are required to ask for photo identification of all persons picking up your child that they do not recognize. Thus, always be prepared to show your picture identification when picking up children from our programs.

**STAFF MEMBERS ARE NOT ALLOWED TO TRANSPORT STUDENTS HOME AT THE END OF PROGRAM HOURS!**

**Unauthorized Persons for Pick Up**

Any unauthorized persons must have a restraining order/court order on file at the site. In addition, all child custody papers and visitation schedules must also be on file. Without a court order stating otherwise, we are legally required to allow children to go with either parent.

**Acknowledgement Statement**

**I have received these polices. I understand them, and I will comply with them. I acknowledge that failure to comply with these procedures is possible grounds for dismissal of my child from the Inspired Learning Program.**

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**Parent/Guardian Signature Parent/Guardian Printed Name Date Signed**