

PRESCHOOL AND KINDERGARTEN DISMISSAL PROCEDURES:

This letter provides detailed information on the new early childhood dismissal procedures, which includes participants being signed out by authorized individuals. These procedures will be strictly followed to ensure the safety of each participant.

GLENCOE PARK DISTRICT CAR POOL AUTHORIZATION:

Please complete this form if your child is in participating a carpool, or to indicate individuals authorized to pick up your child.



August 2011

Dear Parent,

We are looking forward to the start of fall classes and welcoming our new and returning families.

To help facilitate a smooth class dismissal, please review the sign out procedures we are implementing for preschool and kindergarten enrichment classes. Program instructors will adhere to strict procedures regarding the release of participants.

The procedures are as follows:

- Instructors may release a child at any time to a parent or guardian.
- Instructors may not release a child to any other person, whether related or unrelated to the child, without the written consent of the child's parent or guardian.
- If an individual other than yourself will be picking your child up from class, please complete the attached carpool authorization form and return it to the Park District no later than your child's first day of class. Should you need to add more names after the class begins, simply write or email a note to the instructor or Program Manager and he/she will add the name to the sign out form and include it with your authorizations.
- If the individual who comes to pick up a child is unknown to the instructors, he/she will be required to show a photo identification and his/her name will be verified as an individual authorized for pick up before the child is released.
- The individual who comes to pick up a child (including parent) is also required to sign the child out of the program on the daily sign out sheet, and also note the time of departure.
- Instructors will have a pre-typed sign out form for each class, which he/she will use for dismissal of participants.
- The authorized individual will be required to sign his/her name for pick up and place a check mark after his/her typed name to document who picked up the child and whose signature is present with the check mark after the authorized name.

Please know that we hope to make the pick up process as smooth and as quick as possible. However, safety is our number one priority for our participants; we truly appreciate your cooperation and patience, as our instructors are required to take these necessary steps for each class dismissal. Please allow for additional time at pick up, especially during the first few weeks of class until instructors become familiar with parents and carpools.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Cheryl DeClerck
Director of Recreation
cdeclerck@glencoe parkdistrict.com
Office: (847) 835-7535



CHILD'S NAME _____

PROGRAM NAME _____

ENTERING GRADE _____

ADDITIONAL PERSONS AUTHORIZED TO PICK UP CHILD

GLENCOE PARK DISTRICT CAR POOL AUTHORIZATION

A separate carpool authorization form must be completed for each Park District program

Persons authorized to pick up your child:

1. Name _____ Relation _____
Address _____ City _____ Phone _____
Is this person part of a car pool? () Yes () No

2. Name _____ Relation _____
Address _____ City _____ Phone _____
Is this person part of a car pool? () Yes () No

3. Name _____ Relation _____
Address _____ City _____ Phone _____
Is this person part of a car pool? () Yes () No

4. Name _____ Relation _____
Address _____ City _____ Phone _____
Is this person part of a car pool? () Yes () No

Parent or Guardian Print Name: _____

Signature: _____

Date: _____