

SPRINGBORO PRESCHOOL DISCOVERY

Alternate Transportation Form

Children are dismissed directly to the parent/guardian or other designated person. An approved designated person is one who has been so named on the **Alternate Transportation** form, completed by the parent/guardian and on file in the preschool office.

Child's Name: _____

Please check the statement that applies:

() I do not authorize Springboro Preschool Discovery to release my child for after-school transportation to any individuals other than those listed as primary and secondary parents in the school's student records.

() I authorize my child's teacher or other designated representative of Springboro Preschool Discovery to release my child to the following person(s) for after-school transportation.

Children are not released to anyone under the age of 18 and will not be released to anyone other than a custodial parent or guardian or approved designated person without verifiable written or verbal permission (ex: a note by parent authorizing additional pick-up person, initialing updates on Alternate Transportation form or authorizing staff member to initiate changes through a caller ID verified phone number). We reserve the right to check identification.

| Parent/Guardian/Approved Designated Person | Relationship to Child | Phone Number |
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Parent/Guardian Name (print) _____ **Date** _____

Parent/Guardian Signature _____ **Phone Number** _____

Policy on the Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from SPD. If an authorized person fails to pick up a child at the time of SPD's dismissal, SPD will do the following:

1. Continue to supervise the child at all times.
2. Continue attempt to contact the parent(s) or person(s) authorized by the parents(s).

Should continued attempts to reach parent(s) or authorized person(s) fail for an hour after dismissal, the staff member shall call the Ohio Department of Job & Family Service's 24 hour Child Abuse Hotline (855-642-4453) to seek assistance in caring for the child until an authorized person is able to pick up the child.