

Asheville Montessori School
RELEASE POLICY

Children are released only to those individuals so designated by their parents or other legal guardian on the child's Release & Emergency Contact Information form. On that form, parents or legal guardians give the names, addresses, and phone numbers of those who are authorized to pick up the child. The following procedure will be used:

1. Under normal conditions, cars form a line in front of the school, taking turns driving up to the door, where a teacher will be waiting to assist each child out of the car, and walk them inside to their classroom.

2. Upon dismissal during normal carline, children will exit through the front door and a teacher will escort them to their car. The teacher will buckle the child into their car seat, as long as there is an appropriate child restraint, and the parent/guardian has initialed the AMS Car Seat Waiver.

3. If another individual arrives to pick up a child, and they have been previously authorized to do so by a parent / guardian on the Release & Emergency Contact Information form, he or she will be asked to show a picture I.D to verify their identity, unless known by the teacher.

4. If the parent or guardian needs to have someone pick-up their child, and that individual has not been authorized on the Release & Emergency Contact Information form, the teacher must be informed ahead of time by the parent or guardian. When the person arrives, he or she must remain outside until the teacher has confirmed their identity with a picture I.D. Only then may the child be released into that adult's care.