

## **EMERGENCY CARD POLICY**

- ❑ Emergency cards should always be up-to-date. Any changes must immediately be reported to the Teacher and Family Service Worker.
- ❑ If someone other than the parent must pick up the child, the teacher will check the emergency card to ensure that the person is authorized to pick up the child. If that person is not listed on the emergency card, the child will stay in school until the parent comes to pick up him/her.
- ❑ In case of divorce, the biological parent, legal guardian and or adoptive parent may pick up the child at any time if there is no legal documentation stating otherwise.
- ❑ If a parent phones to have a friend pick up the child, the child cannot be released unless his/her name is listed on the emergency card.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

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Parent Signature

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Child Name