

# **LIVINGSTON TOWNSHIP PS SPECIALTY – IMPORTANT INFORMATION**

## **Policy on Release of Children**

Each child will be released only to that child's parent(s) or person(s) authorized by parents(s) to take the child from preschool and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

**A parent must provide the teacher with written correspondence** if the child is to be picked up by someone other than those previously authorized by emergency numbers. Please list the name, address and telephone number of the person picking up your child.

A child **will not** be released to a parent/guardian or other authorized person if the person at time of pickup appears to be under the influence of drugs or alcohol.

## **Procedures Regarding Children Not Picked Up On Time**

1. Leaders will remain with the child in the classroom for 10 minutes after ending time.
2. After 10 minutes the teacher will call the parents.
3. If the teacher is not able to reach the parents, the teacher will call the emergency contacts.
4. The Program Supervisor, Corinne Olson will be notified if the emergency contacts cannot be reached, the parents cannot be reached and the child has not been picked up after all numbers have been tried.
5. The child will be taken to the SYLS Office across the hall to wait for pick-up.
6. The Program Supervisor will repeat steps 2 – 4 as needed.
7. If the child is not picked up an half hour or more after all available numbers have been tried repeatedly, the Program Supervisor will contact the 24-hour Child Abuse Hotline (877-NJABUSE).

## **Parent Involvement Policy**

We give our parents the opportunity to be involved in the following ways:

1. Doors are open and parents are welcome to visit during class time.
2. Visit to share an interest or hobby with the children. Please schedule with teacher in advance.
3. Parent-Teacher Conferences to discuss child's progress are offered twice per year and may be scheduled in advance at the end of the year with parents of children moving on to Kindergarten. Please feel free to ask a teacher to meet before or after class to discuss individual concerns.