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INDIVIDUALS PERMITTED TO PICK UP CHILD

Dear Parents,

In accordance with our policies we must have on file the names, addresses, and telephone numbers of the individuals permitted to drop off and collect your child(ren) from our school. If someone arrives to collect your child and we have not been introduced and their name is not in our file we **CANNOT** allow your child to leave with them. Chantilly Academy reserves the right to ask for proper identification if we are in doubt or the child seems hesitant to leave.

Please list below any person's name, address and telephone number who might arrive to collect your child, so that we can avoid any embarrassment or inconvenience. Please include those parents you will be carpooling with.

Thank you for your cooperation.

My child _____ may be delivered or collected from school by the following adults:

Name	Address	Cell Phone/Phone

I understand that if the name does not appear on this list, my child will not be released from school.

Parent's Signature

Date

(This list may be updated at any time by notifying the Director)

Revised 3/10/2014