

## Pick Up Authorization

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*Last First M.I.*

### Custodial Parent Contact Information

Name of Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Describe any legal facts we should be aware of (e.g., divorce, separation, adoption, custody proceedings):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Pick Up Authorizations

*Name of person(s) other than custodial parent(s) listed above who are authorized to pick up your child from school:*

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

### Person(s) Prohibited to Pick Up

*Name of person(s) who may **NOT** pick up your child from school:*

*(If this is a legal matter, you must provide legal documentation to confirm)*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Disclaimer and Signatures

I have read, and understand, the Pick Up, Drop Off, and Closing Policies of Cabot Montessori School? YES  NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pick Up | Drop Off | Closing Policies

- School Hours are 8:00 AM to 3:00 PM. Extended Hours are 7:00 AM to 5:30 PM. If your child attends before 8:00 AM or past 4:00 PM, Extended Hour rates will be charged.
- A late pick up charge of \$5 will be assessed for every five minutes or part thereof past 5:30 PM.
- Drop-in/short-term child care is NOT provided by Cabot Montessori School. We do not accept children after 9:30 AM except in the case of an emergency or if prior approval has been made. This policy is in place to maintain a consistent routine for your child.
- Please make every attempt to bring your child to school on-time (at 8:00 AM) for School Hours. If you are late bringing your child to school, allow your child to quietly enter the classroom alone to minimize classroom disruption.
- When you arrive, please park your car so you do not block the driveway for other parents who are arriving or departing. If your child attends the Early Primary class, please bring them to the rear classroom door located inside the inner playground fence. If your child attends the Primary class, please bring them to the front door located inside the sun porch.
- You have the right to visit your child at any time during our operating hours, however we request you do not visit during lesson time unless it is by appointment. The reason for this request is because a parent's presence in the classroom can be disruptive to the children's activities, distracting for the teachers, and can cause confusion and/or distress for your child especially if you drop in and then leave without taking them with you.
- Teachers are not available for prolonged, impromptu conferences as they must remain focused on maintain order in the classroom. We strongly encourage you to send an email to [cabotmontessori@centurytel.net](mailto:cabotmontessori@centurytel.net) if you have any suggestions, questions, concerns or if you wish to know about your child's progress and/or adjustment (especially in the first few weeks of enrollment.)
- In order to not disrupt the daily schedule, if you are planning to pick up your child before the end of naptime/rest time (2:30 PM) please let us know beforehand so we are able to have them get ready to leave ensuring a peaceful departure process.
- No child will be released to anyone other than the parent(s) or person(s) listed on the Pick Up Authorization form. If a person not listed on the Pick Up Authorization form needs to pick up your child we must receive your permission, in **writing**. Permission by telephone is only accepted in emergency situations.
- If there are **any changes** to who is authorized/unauthorized to pick up your child, fill out a new Pick Up Authorization form.
- Persons other than parents will be required to present photo identification in the form of a driver's license or a military ID. Parents may also be asked to present photo identification, this is for your child's safety.
- In the event of severe weather, power or other utility outages, or any other obstruction to our normal operating conditions we reserve the right to cancel or shorten the operating hours. If Cabot Public Schools are closed then Cabot Montessori School will also be closed. The safety of your child is our primary concern.
- In general, we observe the same holiday closings as Cabot Public Schools and we have an additional week of closure during August before school starts to prepare the classroom for the new school year. We are closed for:
  - Martin Luther King, Jr. Day (Third Monday in January)
  - Presidents' Day (Third Monday in February)
  - Memorial Day (Last Monday in May)
  - Independence Day (4<sup>th</sup> of July)
  - Teacher workweek (Closed for the week prior to the first day of the new school year)
  - Labor Day (First Monday in September)
  - Thanksgiving (Fourth Thursday and Friday in November)
  - Christmas and New Year's (Closed one week- see current school year schedule for dates)
- We are open during the Cabot Public School's holiday break and spring break (except as noted above) for children enrolled in the extended care program. If your child attends school hours only, and you want them to attend school during the above mentioned breaks, please contact the school to have the prorated extended care charge calculated for your account.
- Please contact the school by 9:00 AM if your child will not be attending school for any reason.
- Please notify us promptly if your child has a suspected or confirmed communicable illness so we may monitor the other children who may have been exposed.