

STUDENT DISMISSAL PRECAUTIONS

Code **JLIB** Issued **9/04**

Purpose: To establish the basic structure for the dismissal of students before the end of the school day.

No staff member will excuse any student from the center prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the director. The director will authorize early or otherwise irregular dismissal only when it is requested in person or in writing by the student's parent/legal guardian. The parent/legal guardian must request all non-emergency early dismissals in writing prior to the time of the requested dismissal.

Students who become ill during the day may not leave before obtaining permission from the office.

Release of student to noncustodial parent

For students whose parents are divorced, the center will dismiss the student only into the custody of the parent with legal custody. The center will release the student to either parent if the parents are divorced and have joint custody. The center will release a student to a noncustodial parent only if there is permission for doing so signed by the custodial parent on file at the center office.

If possible, the center should obtain a copy of the parent's custody papers to have on file in the event the other parent attempts to remove the child from the center.

Adopted 3/18/85; Revised 9/14/04