



I _____ parent of _____
understand the Dismissal procedure at Riverside Presbyterian Church Preschool.

Signature

Date

Dismissal

Pick up times are 12:45 for half day students, 2:45 for full day students, and no later than 5:30 for after care students. A 15 minute grace period has been built into the pick up to account for traffic, trains, and other nuisances hindering timely arrival. At 1:00, 3:00 and 5:45, a \$10 late fee will be incurred with an additional \$5 per minute for each subsequent minute. We have a two deep policy which means your child will always be in the company of two staff members. This fee will ensure our hourly employees are paid for their additional time caring for your child.

At pick up, each student is signed out and dismissed individually. Please notify staff of anyone picking up the student other than those on the emergency contact form. Persons not known to staff will be required to provide identification. If a student is not picked up by 1:00, 3:00 or 5:45, each person on the emergency contact form will be contacted prior to request of police assistance. The child will be well cared for and protected, will not be held accountable for the situation and it will not be discussed with the child.

Revised 11/19/25