



BELL TOWER

PRE ELEMENTARY BILINGUAL SCHOOL

3116 W. Main St – Alhambra – CA – 91801

Phone: (626) 943 – 9970 – info@belltowerschool.com

Guidelines of Releasing Children from the School Premises

It is extremely important to screen all people coming to pick up children. Policy and procedures are listed as follows before releasing children from the school premises.

1. The child may be released from the school only to the authorized persons who are listed in the child's file.
2. Parents need to inform the school in advance if their child will be picked up by an adult who is not listed in the child's file.
3. The school staff is required to verify the person's identification if:
 - a) The staff on duty has never met the person or
 - b) The person has come to the school with the parents before, but has never come alone to pick up the child.
4. Children will not be released from the school to anyone without the parent's authorization, which also includes the parents of other children in **Bell Tower Pre Elementary Bilingual School**, unless his/her name is on file.
5. The person picking up the child must be at least 18 years of age.
6. If the staff has never met the adult before, the staff must check his/her ID against the child's file for authorization verification.
7. If the adult's name is not on the list, the staff will call the parent for authorization verification before the child can be released.
8. If the parent cannot be reached, the child must remain at the school until a parent can be reached.
9. If the parent cannot be reached by 5:45 p.m., the staff will call the person on the emergency list to pick up the child.