



ROULHAC'S PRESCHOOL

Established in 1940

Roulhac's Preschool and
Childcare, LLC
390 South Yates Road
Memphis, TN 38120
Phone: 901.683.1515
Fax: 901.683.1297

2016-2017 SIGN-IN AND SIGN-OUT PROCEDURES AND AUTHORIZATION FORM

FOR SAFETY REASONS, THE SOUTH DOORS WILL BE LOCKED AT ALL TIMES.
PLEASE USE THE NORTH DOORS, PLAYGROUND SIDE OF OUR BUILDING. ON THIS
SAME SUBJECT OF SAFETY, DO NOT LEAVE YOUR CHILDREN, PURSE, OR KEYS IN YOUR
CAR WHEN YOU COME IN TO DROP OFF OR PICK UP YOUR CHILD!

****** EXTREMELY IMPORTANT : PLEASE READ CAREFULLY ******

THERE WILL BE A SIGN-IN/ SIGN-OUT SHEET ON A CLIPBOARD POSTED BY THE DOOR
TO YOUR CHILD'S CLASSROOM. IF YOUR CLASS IS OUT OF THE CLASSROOM, YOU
WILL FIND THE CLIPBOARD WITH YOUR CHILD'S TEACHER. YOU ***MUST*** SIGN YOUR
CHILD ***IN AND OUT*** EACH DAY USING YOUR FIRST AND LAST NAME.

*****MANY PARENTS IN THE PAST HAVE DISREGARDED THIS POLICY.*****
PLEASE UNDERSTAND THIS POLICY IS REQUIRED BY THE DEPARTMENT OF
HUMAN SERVICES. IT IS THE TRANSFER OF RESPONSIBILITY OF YOUR CHILD.
PLEASE NOTE: FAILURE TO SIGN IN/OUT WILL RESULT IN ONE DAY SUSPENSION
FROM ROULHAC'S PRESCHOOL FOR EACH OFFENSE!

NO ONE WILL BE ALLOWED TO PICK UP YOUR CHILD UNLESS AUTHORIZED BY YOU.

Below, please list all people who will be allowed to pick up your child and their
relationship to your child. We also need the names, as well as any court
issued documentation, of people who should **NOT** pick up your child.

Should there be any change in circumstances during the year,
we **MUST** be notified immediately.

COMPLETE AND RETURN WITH PRIORITY INFORMATION PACKET.

CHILD'S NAME _____

SIGNATURE _____ DATE ____/____/____

These people may pick up my child:	RELATIONSHIP
These people may NOT pick up my child:	RELATIONSHIP