



ROULHAC'S PRESCHOOL

Established in 1940

390 South Yates Road
Memphis, TN 38120
Phone: 901.683.1515
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ROULHAC'S PICK-UP PROCEDURES AND IDENTIFICATION METHODS

PROPER IDENTIFICATION

IF WE DO NOT RECOGNIZE THE PERSON PICKING UP, WE WILL CHECK FOR PICTURE ID, AS WELL AS THE PICK-UP AUTHORIZATION LIST EACH PARENT FILLS OUT IN THE PRIORITY INFORMATION PACKET.

If someone is picking up who is *NOT* on your child's pick-up authorization list, you must send a written note or call in, giving us name and description of the person. This person will be carded for a picture ID and asked for the password. This person will *only* be allowed to pick up your child on that day. A WRITTEN NOTE OR CALL IN WILL BE REQUIRED EACH TIME THIS PERSON COMES IN TO PICK UP YOUR CHILD, UNLESS YOU REQUEST THAT WE ADD THIS PERSON TO YOUR CHILD'S PICK-UP AUTHORIZATION LIST.

If someone who is on your child's pick-up authorization list is no longer allowed to pick-up your child, please notify the school *immediately* so that we may remove this person from your child's pick-up authorization list. If this person is a parent, or legal guardian, we must have legal documentation in your child's file to prevent this person from picking up your child.

**ANY PERSON WHO DOES NOT PICK UP REGULARLY
CAN EXPECT TO BE CARDED FOR PICTURE ID.**

SIGN-IN/SIGN-OUT SHEETS:

**THESE SHEETS ARE POSTED EACH DAY ON A CLIPBOARD
AT THE DOOR OF EACH CLASSROOM. YOU MUST SIGN YOUR CHILD IN AND
OUT EVERY DAY, USING YOUR FIRST AND LAST NAME!!**

**IF YOU HAVE MORE THAN ONE CHILD ENROLLED,
YOU MUST SIGN IN/OUT IN EACH CLASSROOM.**

*******IMPORTANT NOTICE!!*******

****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!**