

ALTERNATE ARRIVAL / RELEASE AGREEMENT – CHILD CARE CENTERS

Use of form: This form is voluntary; however, this completed form, when on file in the child's record, meets the requirements of HFS 45.04(6)(a)3. and HFS 46.04(6)(a)5. and 46.095(4)(a)2. Personally identifiable information gathered on this form will be used only to verify compliance with licensing rules. If the center transports the child, CFS-56 Transportation Permission – Child Care Centers may be used to obtain parental authorization.

Instructions: Complete this form for placement in the child's file when: 1) Children are released from the care of the center to participate in other activities; 2) Children arrive or depart the center by means other than parents or persons previously authorized on the enrollment form. This form should be updated as information changes.

ARRIVAL INSTRUCTIONS

My child, _____, will arrive at _____
center from _____ by way of _____
(walking, bicycle, bus, car pool, etc.)
at _____ AM PM on the days checked below.
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

RELEASE INSTRUCTIONS

Allow my child, _____, to leave _____
center to go to _____ by way of _____
(walking, bicycle, bus, car pool, etc.)
at _____ AM PM on the days checked below.
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

ADDITIONAL INSTRUCTIONS

I understand that I am responsible for notifying the center of any changes in this schedule, such as vacation and school conference days.

SIGNATURE – Parent

Date Signed (mm/dd/yyyy)
