

# CCBC Children's Center

5671 Western Avenue, NW • Washington, DC 20015 • Telephone 202-966-3299 • Fax 202-966-1717

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## DISMISSAL AUTHORIZATION

Please list all individuals who may pick up your child regularly. These are people our staff can expect to see frequently upon dismissal. Parents, child care providers, siblings over 16 years of age, relatives, neighbors or car pool participants might be listed here. **It is important to note that if your child's regular dismissal plans have changed, YOU MUST NOTIFY CCBC PERSONNEL IN WRITING OR BY PHONE EVEN IF THE INDIVIDUALS ARE LISTED HERE.** This policy is for the protection of your family.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name #1: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Work: ( ) \_\_\_\_\_ - \_\_\_\_\_ Home: ( ) \_\_\_\_\_ - \_\_\_\_\_ Other: ( ) \_\_\_\_\_ - \_\_\_\_\_

Name #2: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Work: ( ) \_\_\_\_\_ - \_\_\_\_\_ Home: ( ) \_\_\_\_\_ - \_\_\_\_\_ Other: ( ) \_\_\_\_\_ - \_\_\_\_\_

Name #3: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Work: ( ) \_\_\_\_\_ - \_\_\_\_\_ Home: ( ) \_\_\_\_\_ - \_\_\_\_\_ Other: ( ) \_\_\_\_\_ - \_\_\_\_\_

### NOTICE:

**If your child must be dismissed to someone other than the people listed on this form, you must inform school personnel in advance, either by phone or in writing. Each individual to whom your child is released must be at least 16 years old. CCBC staff will check identification to ensure that it matches information on this form or information you have supplied. Request to prohibit specific individuals from having access to your child must be brought to the Director's attention.**

\_\_\_\_\_  
Parent's Signature and Date