

## 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 DCF 250.04(6)(a)3. and DCF 251.04(6)(a)5. and 251.095(4)(a)2. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** Complete this form for placement in the child's file when the child will arrive at the center from school, home or other activities, or depart from the center to go to school, home or other activities, and the child will not be accompanied by a parent or other previously authorized person or transported by the center. This form should be updated as information changes. Periodic review with the parent / guardian is recommended to ensure safety. If the center transports the child, the department's form "Transportation Permission – Child Care Centers" may be used to obtain parental authorization.

### ARRIVAL INSTRUCTIONS

My child \_\_\_\_\_  
(Child's name)

will arrive at Fort Atkinson Preschool and Childcare  
(Name of center)

from Elementary School  
(School, home or other activity)

by way of bus  
(Walking, bicycle, bus, car pool, etc. Be as specific as possible.)

at 3:30  A.M. OR  P.M.  
(Time of arrival)

on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
(Days of the week)

My child will arrive from this destination  with OR  without center supervision.

### RELEASE INSTRUCTIONS

My child \_\_\_\_\_  
(Child's name)

will leave Fort Atkinson Preschool and Childcare  
(Name of center)

by way of bus  
(Walking, bicycle, bus, car pool, etc. Be as specific as possible.)

to go to Elementary School  
(School, home or other activity)

at 7:15  A.M. OR  P.M.  
(Time of departure)

on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
(Days of the week)

My child will travel to this destination  with OR  without center supervision.

### ADDITIONAL INSTRUCTIONS

Parents are required to notify the center if a child's schedule deviates from above. If a child is expected to arrive by bus and does not staff is required to phone parents, school, etc... to attempt to verify your child's safety. PLEASE CALL IF YOU CHILD WILL NOT BE ARRIVING. All children are expected to arrive by bus on early release days unless the center is notified. There is no busing on days the Fort Atkinson School District is closed but the center is open. In case of incelement weather when the Fort Atkinson School District closes Fort Atkinson Preschool and Childcare closes as well.

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

SIGNATURE – Parent

Date Signed (mm/dd/yyyy)