**Cornerstone Academy Child Release Form**

The staff at Cornerstone Academy realizes that your children are your most prized possession. We consider the safety of your children as our highest priority and our most important responsibility. In order to ensure the safety of our children we ask all parents to follow the guidelines below when dropping-off and picking-up children. According to the City of Arlington and Child Care Minimum Standards, CA will adhere to the following as it pertains to picking up children from the academy.

1. Parents must list themselves and anyone else eligible to pick up their child on the release form. This form includes spaces for valid photo identification numbers, license plate numbers and driver’s license numbers.
2. One or all of these must be submitted to Cornerstone Academy in writing before a student is released. NO PHONE CALLS WILL SUFFICE OR REPLACE THIS INFORMATION. Meaning, if you are in a bind and cannot get to your child, go online to [www.cornerstoneacademytx.org](http://www.cornerstoneacademytx.org) and fill out the information needed for someone else to pick up your child. Once you have completed it, take a picture and email it to academy@cbcarlington.org NO EXCEPTIONS WILL BE MADE. If you cannot print the form, you may edit the text in the right fields on your phone and submit it that way. You will still need to sign the page with the writing feature on your phone. It must be a signature, not text font.
3. The updated form will have a statement releasing Cornerstone Academy of all liabilities once the student has been clocked out either by a parent, guardian or staff. Once the child is clocked out, Cornerstone Academy is not liable for any accidents or incidents that may occur.
4. If children are under a custody agreement, CA can at no time supersede the court orders. If a parent is listed on the birth certificate and provides proof they are the parent, CA must release them, if law enforcement is involved. In order to avoid this, please submit custody arrangements at the time of enrollment. If a custodial parent does not include the non custodial parent on the release form and the non custodial parent comes to pick up, CA will call law enforcement to sort the issue and will not be responsible for the outcome.
5. Admin staff will use school issued cellular phones to take a copy of the valid photo id and/or car the child is leaving in, if the person coming to get the child does not have identification on file. In addition to staff taking pictures of identification, they will also take a picture of the person. The person picking up will then need to sign the student out with a signature on the form in the office or sign their name on the picture in the phone. Staff will assist in doing this.
6. Parents will make sure students are clocked out. **Failure to clock a child out will result in fines of $20 per day after the third missed clock out that month and will be added to each missed sign out every time after that for the rest of that month**. This will start over each month.

By providing my signature in the space below, I give permission to the person(s) listed to pick up my child from Cornerstone Academy. I understand that anyone without proper identification is not permitted to pick up my child. I also understand that no one under the age of 16 will be able to pick up my child.

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_**

Name of child and all siblings:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If certain people on this list may not pick up all of your children, please explain below:*

**Parent/Guardian:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One: Driver’s License Valid ID License Plate

License/ID/Plate #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One: Driver’s License Valid ID License Plate

License/ID/Plate #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One: Driver’s License Valid ID License Plate

License/ID/Plate #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One: Driver’s License Valid ID License Plate

License/ID/Plate #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_