

Palisades Country Day School
212/248 Herbert Avenue
Closter, NJ 07624
201-784-7600 x2

Palisades Preschool
2324 5th Street
Fort Lee, NJ 07024
201-947-3898

Palisades Pick Up/Release Policy

- Palisades will release your child only to a custodial parent/guardian or an adult person authorized by the custodial parent/guardian to take the child from the school.
- All people you authorize to pick up your child **MUST** be named on the child's PICK-UP release form and carry PHOTO ID.
- We will not release a child to any person who is **NOT** on the pick-up release form and does not have a photo ID with them.
- We will not accept a phone directive to release a child to someone who is not listed on the pick-up release form nor will we accept a letter or note written by a parent but brought to us by a person who is not the parent.
- Please make sure that the people you select to pick up your child are available and within a 10-mile (half hour) distance to help you should the need arise and that we have the correct phone numbers for them.
- An hour or more after closing time, provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Department's State Central Registry Hotline (1 877 652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and
- If in our judgment, the parent or authorized person picking up the child appears to be physically and/or emotionally impaired or impaired by drugs or alcohol, Palisades will not release the child to that individual. We will attempt to contact an alternative person on the child's pick-up release form or emergency contact form. If we are unable to make alternative arrangements for the child's safe pick-up by closing time, we will contact the Child Protective Agency to make child care arrangements until the parent(s) or an authorized alternate person is able to pick-up the child.