

## THE CODE SYSTEM

A code can be any word the child's parent/guardian wants and can remember. Example: the family pet, date of birth, the child's favorite toy etc.

The code is to be given to the school by the guardian/parent as soon as possible.

Codes are to be used only when parent/guardian call during the day to say that someone else is going to pick up their child.

The code is only given by the parent to the person answering the phone. The person answering the phone checks the code word, writes down the information along with the date and posts it on the bulletin board.

When the designated person arrives, staff must:

1. check the bulletin board.
2. ask for I.D. if they do not recognize the person.

Do not tell the code word to the child.

The person coming to pick up the child does not need to know the code word to enter the building. This system only works if the code stays an in house secret.

Parents are to keep this copy and fill out the attach form and return it as soon as possible. Remember, this is for your child's protection.

DATE \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Code Word \_\_\_\_\_

Sign \_\_\_\_\_