

# **Edina WISE Guys**

## **PICK UP POLICY**

1. WISE Guys staff will release kids to parents **ONLY**, **UNLESS** we have prior, written permission.
2. If anyone other than the parent picks up we need **ADVANCE NOTICE** in writing or via a phone call that we receive or generate.
3. The registration form lists **ONLY** *Emergency Contacts* . This is not blanket permission for them to be allowed to pick up your child. WISE Guys cannot release kids to Emergency Contacts **without** parental permission, **EXCEPT IN THE EVENT OF AN EMERGENCY!**
4. IF families want to grant **LONG-STANDING** permission for another person to pick UP their WISE Guy we need written permission. WISE Guys can provide forms or a note granting long-standing permission to release with a specific person is acceptable.
5. WISE Guys staff may ID individuals repeatedly, regardless of how many times they may have picked up in the past. Each staff person is responsible for sign outs on his/her shift and individuals may not be familiar with all designated surrogates.
6. Thank you for you understanding, patience and support of this matter