



RICHMOND ARTS CENTRE

Dear Parents/Guardians,

To ensure the security and comfort of your child, it is the Arts Centre's policy that parents/guardians drop off and pick up their child from the classroom door with the instructor present. We do not want children to be alone and unsafe at any time so we discourage them from being alone in the building. Instructors do not allow students to leave the classroom without adult accompaniment.

It is very important that you drop your child off at their classroom door when the instructor is present because there are occasions when unforeseeable circumstances will cause a class to be postponed or cancelled. In that event, an attendant will put a sign up on the classroom door informing parents and students of the situation.

If you feel that your child is of age and responsible enough to be dismissed from class without adult accompaniment, please fill out the information below indicating your designated meeting area and give the bottom of this sheet back to your child's instructor. Only then will your child be allowed to leave the studio without you.

Thank-you for your cooperation in ensuring the safety and security of your children while they attend Arts Centre classes.

The Richmond Arts Centre



Authorization to Leave without an Adult – Permission Slip

Child's Name: _____ Parent/Guardian's Name: _____

Class Number: _____ Instructor's Name: _____

Designated Meeting Area or Child's next destination: _____

Date: _____ Parent/Guardian's Signature: _____

Parent/Guardian's Phone #: _____