



## Pick Up Policy and Authorization Form

Please notify us if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form. We will not allow your child to leave with an unauthorized person without previous permission. This is for the safety and protection of your child.

A parent or guardian may authorize up to 3 individuals to pick up their child from childcare. Authorized individuals will be required to present a valid identification to pick up any child from the child care.

I, \_\_\_\_\_ (parent) authorize the following individuals to pick up \_\_\_\_\_ (child's name) from the child care.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ .
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ .
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ .

If an authorized individual without valid identification or an unauthorized individual comes to pick up my child from childcare, I can be contact at this number: \_\_\_\_\_

**When dropping or picking up a child, all authorized individuals, including parents and guardians must make sure that a staff has acknowledged that your child has arrived or leaving the classroom as per our Safe Arrival and Dismissal Policy.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ .

### Release of a Child

Parents are required to indicate the name and phone number of all authorized individuals who are clear to pick up the child. All parents and/or authorized individual are to sign-in and sign-out on the provided sheet, each day the child is dropped off and picked up from the daycare. Only persons designed to pick up a child will be allowed to do so.

### Unauthorized Pick up

The parent/guardian is required to notify the caregiver in writing if someone else, other than the authorized persons, will pick up the child. Please provide name, phone number, and description of the person. The person will be asked to show photo identification. If necessary, police will be called for assistance.

### Custody and Related Court Orders

The daycare staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick-up list, the policy on unauthorized person will be implemented. The guardian will provide all consents.