Little Giants Childcare Centre

Pick Up Policy and Authorization Form

Authorized individuals will be required to present a valid identification to pick up any child from the child care.

I,_____ (parent) authorize the following individual(s) to pick up_____ (child's name) from the child care.

1. Name: _____ Phone: _____ .
2. Name:_____ Phone: _____.
3. Name:_____ Phone:_____.
4. Name:_____ Phone:_____.
5. Name:_____ Phone:_____.

If an authorized individual without valid identification or an individual not on this list comes to pick up my child from childcare, I can be contacted at this number: _____.

When dropping off 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 is leaving the classroom as per our Safe Arrival and Dismissal Policy.

Parent Signature: _____ Date:_____.

Release of a Child

Parents are required to provide the full legal name (as appear on the personal identification) and a reachable phone number for all authorized individual(s) who are authorized in picking up a child. All authorized individual(s), over 13 year old are required to present themselves to the staff for identity verification. This procedure will be applied each time a child is picked up by an authorized individual the staff is not familiar with.

Unauthorized Individual

An unauthorized individual is referred to as an individual whose name is not on the list above. We will not release your child to leave with this individual, who is without a written permission. This is for the safety and protection of your child.

Procedure for Authorizing an individual not on the Pick up and Authorization Form

The parent/guardian is required to notify the office or classroom teachers via Lillio prior to your child's departure if they wish the centre to release a child to an individual who is not on this list. In the message, please provide the legal name, phone number, and the child's relationship to this individual. The individual must also provide a valid identification during pick-up. We are not allowed to release a child if a child does not wish to leave with this individual.

Please update the Pick Up Policy and Authorization Form to include this individual and submit back to the centre the next day when your child is at the centre.

Custody and Related Court Orders

The centre does not get involved in any matter relating to marital or custody disputes. We only abide by the law and act according to. If a custody, court order or change of guardianship exists, a copy of the legal document must be submitted to the office. In situations where the information provided by the parent/guardian is contradictory to the legal document, we will follow the most recent legal document we have on file. Please note that it is the legal parent/guardian(s) of the child's responsibility to provide the office with the most updated information with supporting legal documents.