

# **Authorized Pick-Up Person**

## **INSTRUCTIONS**

### **Full Authorization:**

Parents/guardians should submit the “Authorization to Pick-Up” form for any person they want to be able to come to the school and pick up their child at any time without the school having to call to confirm their child may be released to this person.

*Record Keeping:* The Forms should be retained by the office in the child’s file and copies kept in the Master Pick-Up folder in the top drawer of the desk in the “Parent Lounge”.

### **Limited Authorization:**

Parents and staff should use the “Limited” Authorization form when parents/guardians have specific circumstances, days, or dates when someone other than they themselves will be picking up their child from school. Here are some examples:

1. Child leaving from school on a play date with a different family
2. Parent/Guardian stuck in traffic and sending someone to pick up (see below for recording verbal instructions)
3. Parent/Guardian going on a business trip and cannot pick up so a friendly neighbor is helping out
4. Parent/Guardian works late on Tuesday and a grandparent will always pick up on Tuesdays

*Record Keeping:* Forms that cover a short period of time should be kept with the classroom teachers until the covered time frame is over. The forms should be handed in with the monthly attendance record at the end of the time period covered by the “Limited” form.

*Record Keeping:* Forms that cover a specific day of the week for an extended period (Grandmother will pick up every Tuesday) should be retained by the office in the child’s file and copies kept in the Master Pick-Up folder in the top drawer of the desk in the “Parent Lounge”.

### **Recording Verbal Instructions**

There will be times when a parent cannot be at the school by closing time (stuck in traffic, meeting running late, flat tire). The parent **MUST** call The Children’s Center and tell us who is picking up their child. Staff will complete a Limited Authorization form. Staff will write the name of the parent from whom they received the verbal instruction on the parent signature line and sign their own name on the Children’s Center staff line. Staff will note the time and date of call, and other relevant information the parent conveys to us.