

# CHILD PICK-UP AUTHORIZATION FORM

Dear Parent(s)/Guardian(s)

Totsville Childcare Learning Center places utmost importance to child's safety and security. So as to update child record, please provide the outlined information. This list will supersede any previous authorization in its entirety, and hence any names not on this list will be deleted from the system. If a center teacher will be your alternate pick-up/transport person, please remember that the arrangement is between you and the teacher with no obligation or liability on the part of the center or its management. The teacher's name must be written as an additional pick-up person. No one under 18 years old can be allowed as a pick-up person.

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Primary Pick Up Person:** Code Word (For Security): \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional Pick-Up Persons Authorized to Pick-Up Child:**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Any Person(s) NOT Authorized To Pick Up My Child/Children:** \_\_\_\_\_

**Any Custody Paperwork Needed At The Center (Yes/No):** \_\_\_\_\_ **(Please Attach)**

Note: Teachers have the right to request proof of identification. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_