

# Authorization For Pickup Form

**The Orchard Preschool's Policies on Student Pick-up:** The Orchard Preschool will not release your child to anyone who you have not included on this Authorization for Pickup Form. At the beginning weeks of school, please inform your child's teacher who the regular pickup person will be for your child.

**If regular pickup person changes:** We ask that if your regular pickup person changes on any school day and someone on your authorized list will be picking up, please send in a note or call the school office to make us aware of the change so we will know who to expect at the end of the day. *However, if you have not notified us of the change and someone from your authorized list comes to pick up, we will release your child to this person after verifying their picture I.D. without calling you first.*

**If the pickup person is not on your authorized list:** If the pickup person is someone not on your list, we will require a written note be sent in before the end of the school day with your signature authorizing the non-listed person to pick up. We cannot accept phone call pickup changes if it will be someone not on your authorized list. You will be notified immediately if someone not on your list comes to pick up your child and we have not received a written note with your authorization.

**Picture I.D. required:** Please notify the people on your list that picture I.D. will be asked for by the teacher prior to releasing your child, so be sure to bring it in with them. This also applies to anyone you authorize in a written note to pick up.

**Please Note:** If a spouse or child of a person listed below comes in to pick up your child, we **WILL NOT** release the child to that person. Your child will only be released to the person named on your list and after verifying the person with their picture I.D.

We know that emergencies and unusual situations happen, however, we ask that you please try to limit the people who pick up to the ones on the Authorization for Pickup Form. All these precautions for releasing students are to insure the safety of your child and are not meant to cause intentional inconvenience for parents. We very much appreciate your understanding and cooperation with our policies on student pick-up.

If changes need to be made to this list during the course of the school year, please come by the school office to complete a new form.

**Student Name:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

I authorize the persons listed below to pick up my child from The Orchard Preschool. *Please include names of both parents or guardians on this list.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

*By signing below, I verify that I have read and agree to the Student Pick-up policies described on the Authorization to Pick-up Form, and authorize The Orchard Preschool to release my child to the above listed persons.*

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