

PICK-UP AUTHORIZATION FORM GRADES K-5

Dear Parents/Guardians of Elementary Children Grades K-5:

For the safety and protection of all your children we will continue our "Sign-In and Sign-Out" policy.

Please list 2 Adults, ONLY those 2 people (**plus both Parents**) will have permission to sign the child IN and OUT of class. The person will **CLEARLY** sign their name on the Sign-In sheet in the classroom each week.

PARENT'S NAMES: _____

PRINT NAMES OF 2 OTHER ADULTS APPROVED FOR PICKUP:

1) _____

2) _____

- If for **ANY** reason a person comes to pick up your child, who is not listed, they must have a written note to present to the catechist with your cell phone number, so we can verify.
- Any permanent changes to this form must be done in writing and given to the Religious Education office.
- No minor child may sign out another child.

FOR SECURITY REASONS, **NO ONE** will be permitted in the hallways during class time.

Other DISMISSAL policies are as follows:

“ Doors will be open after 5:25 p.m. in order that parents may enter; Sundays 11:25am.

“ No minor child may leave the building unless accompanied by an adult. This includes children walking to cars or to a nearby home.

IMPORTANT ADDITIONAL INFORMATION: Please circle any that apply

Child/children live with: Both Parents Mother Father Joint Custody* Guardian**

Parents are: Married Separated Divorced Mother or father deceased

***If Parents are divorced, name custodial parent; or if there is joint custody, please make sure we have both Parent's name, address, phone # and both email addresses:**

****If child lives with other than the birth Parent, please complete the following:**

Legal Guardian's Name: _____

Address, phone # and email: _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Parent Signature _____

Emergency # or cell#: _____ to reach you during class time.