

## 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 **\*(MUST BE 18 AND OLDER)** 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:**

<u>Name</u>	<u>Relationship</u>
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 made 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 remain closed until 5 minutes before class dismissal.
- 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.**