

# 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.