



Dear Parents,

We want to remind you of an important procedure regarding pickups to ensure the safety of all our children.

If your child will be picked up by someone other than yourself, we kindly request that you fill out the designated form ahead of time and hand it to your child's teacher. If you call the school to inform us of any change in your child's pick-up person during school hours, please be sure to complete the form and e-mail us a signed copy before we can allow your child to leave with that individual.

Additionally, if the person picking up your child is on your approved pickup list, a form still needs to be filled out. This policy is in place to maintain the highest level of safety for our children, and it ensures that we have clearly documented permission for each pickup.

At the time of pickup, we will check the driver's license of anyone who has permission to pick up your child.

We appreciate your understanding and cooperation in helping us maintain a secure environment for all our students. If you have any questions regarding the pickup procedures, or if you need to update your approved pickup list, please feel free to reach out.

Thank you,
Barbara Sheridan
Director

Pick-Up Authorization

_____ has my permission

Authorizing Person Picking UP

Parent/Guardian

To Pickup to UP_____ on

Student Name

Day/Date

Parent Signature_____ Phone #
