The below named child may be released only to the following people (please include both parents, if applicable) for the current school year. We will require identification of each person at least once during carpool pick up. If an emergency arises and someone not listed below needs to pick up the child, you must contact the Director with the person’s name, car make and car model. Please send in written authorization or an email to add people to your child’s release list. At no time will your child be released to someone not written below or without written parent authorization.

In the event that a student has custody arrangements involving a court order, we must have a copy of the legal documentation outlining authorization of or denial of custody. In cases where custody to a parent has been denied, we will be unable to uphold verbal or written requests. Legal documentation must be present to the Preschool office.

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

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| --- | --- | --- |
| **Person’s Name and Address:** | **Phone Number:** | **Relationship to Child:** |
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| **Child’s Name:** | **Carpool Number:** | **Primary Pick-up Car Make/Model:** |