



# Pick-Up Authorization

For each child's protection, the only people authorized to pick up a child are those designated by the parent/guardian on the emergency card. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick-up must be received prior to pick-up time or the authorized person must have the school issued identification sign placed in the window of the vehicle picking up the student. If the school issued identification sign is being given to someone who does not usually pick-up your child please call or fax the school so that notification can be sent to the child's teacher.

**Anyone picking up your child in the carpool line must have students name sign properly placed in the window. If this sign is not provided, you must park in a designated parking space and wait till carpool is over for us to release the student.**

Students will be called from the carpool line to meet you or the person picking up your child in the office. Please do not send this notification by email. Our office must have on file designated names that are allowed to pick up students. All parents are required to follow the law regarding the safety seating of their child in a car.