



## Password Form

It is part of our security policy to have a password that is given to anyone whom you designate as an authorized pick up person for your child. Your child will be released to this authorized person only if the following conditions have been met.

1. The Director must be notified in writing, either at the time of enrollment or in advance of the pickup, that you are authorizing someone other than yourself to pick up your child. If you telephone to authorize a pick up, the Director will verify the information.
2. At the time of notification, you will need to give us the authorized individual's full name and his/her approximate time of arrival so we can notify the staff.
3. The authorized individual must show a photo ID and tell the supervising teacher the password you have designated below.
4. The authorized individual will be responsible for signing your child out of the building.

The password will also be located with your child's emergency contact information.

Child's Name: \_\_\_\_\_

Password: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_