Non Parent Pick Up Authorization

Child's Name: _____

Non-Parent Picking Up: _____

Non-Parent Picking Up Signature: _____

Date: _____ / _____ / _____

Rough Time of Pick Up: _____ : _____

Parent Authorizing: _____

Parent Signature: _____

By signing this, parent understands that they are required to communicate to the non-parent that they must ring the door bell, introduce themselves, indicate whom they are picking up, present their ID, and sign this authorization.

Notified by:

- ☐ Notebook
- ☐ Email
- ☐ Telephone
- ☐ Text
- ☐ Completion of this Paper

Approving Director: _____

Standing Authorization (Must be approved by Christa/Candace)

Parent signs here when they want a "standing" authorization where this non-parent has the authority to pick up this child any day without notification. If the parent wants to revoke this authorization, they must stop in the office and notify the director of their decision to revoke this standing authorization Courtyard Early Learning Center will give this authorized person their own door code. Courtyard Early Learning Center will not monitor the use of this code, or the pick ups of their child by this non-parent. Courtyard Early Learning Center STILL has the authority to ID this person at any moment, and question their authority to pick up any time.

_____ _____ / _____ / _____
Parent Name & Signature

_____ _____ / _____ / _____
Non-Parent Name & Signature

_____ _____ / _____ / _____
Director Approval