

West Shore Child Care Center
CHILD PICK-UP OTHER THAN BY PARENTS

Parents who need to have their child/ren picked up by a someone other than themselves should be aware of West Shore's policy. Hopefully parents will have completed the form below or written a note and given it to their child's teacher with name, date and approximate time of pick up. Please ask your friend/family member to go to the Child Care Office before picking up your child. Parents should call the Center if there has been no previous notice. If we do not receive a phone call, your child will not be released to anyone, even if we know them, unless we are able to contact you.

Please understand that the **Center may have substitute staff** who do not recognize your friend or family member picking up your child. Please explain this so that they do not feel offended when asked to present photo identification (i.e., a valid driver's license).

Anticipated Designee Pick-up

West Shore Child Care Center
PLEASE PRINT

I authorize _____
(Name)

to pick up my child _____ on _____ at
(Child's Name) *(Date of Pick-up)*

approximately _____.
(Time of Day)

(Signature of Parent)

West Shore Child Care Center
CHILD PICK-UP OTHER THAN BY PARENTS

Parents who need to have their child/ren picked up by a someone other than themselves should be aware of West Shore's policy. Hopefully parents will have completed the form below or written a note and given it to their child's teacher with name, date and approximate time of pick up. Please ask your friend/family member to go to the Child Care Office before picking up your child. Parents should call the Center if there has been no previous notice. If we do not receive a phone call, your child will not be released to anyone, even if we know them, unless we are able to contact you.

Please understand that the **Center may have substitute staff** who do not recognize your friend or family member picking up your child. Please explain this so that they do not feel offended when asked to present photo identification (i.e., a valid driver's license).

Anticipated Designee Pick-up

West Shore Child Care Center
PLEASE PRINT

I authorize _____
(Name)

to pick up my child _____ on _____ at
(Child's Name) *(Date of Pick-up)*

approximately _____.
(Time of Day)

(Signature of Parent)