STUDENT RELEASE LETTER (GRADES 1-6)

AFTER SCHOOL PICK UP POLICY FOR ALTERNATE DRIVER(S)

If you have arranged for someone other than yourself to pick up your child from P.A.C.E., please complete this form with all information requested.

***Please inform the person who will be picking up your child (including another P.A.C.E. parent) that he/she will need to bring photo ID regardless of his/her relationship to the child. Having the child identify the alternate pick- up is NOT sufficient.*

_____ _____

Student's Name Grade

Release Authorization: Only person(s) on this list will be permitted to pick up your child

A. ESTABLISHED REGULAR ALTERNATES (e.g. Kids Limo, Car Pool, Friend, etc.)

PERSON'S NAME (and relationship to child)	LIST OF DAYS or DATES for pick up	ID Verified Upon Pick-Up (Office use only)

B. POSSIBLE EXCEPTIONS TO DAY TO DAY TRANSPORTATION ARRANGEMENTS

* Please inform the school by phone no later than 2:15 p.m. when someone from this list will be coming to pick up your child.

PERSON'S NAME (and relationship to child)	ID Verified Upon Pick-UP (Office use only)

Please note: Should you require someone other than the persons listed to pick up your son or daughter you will need to **CALL** the school **AND** provide **written consent** by letter or email, failing which, you hereby release and discharge P.A.C.E., its directors, officers, employees and contractors, of and from any and all liabilities with respect to your child's safe release from school.

_____ _____

Parent Signature Date

Parent Contact # _____

We cannot stress enough how important written consent for release is; staff will NOT release your child to someone who is not approved for pick up.

If YOU do not TELL US, WE do not KNOW!
SAFETY IS OUR UTMOST CONCERN