

## Pick-Up Authorization Form

Name of Child: \_\_\_\_\_

I hereby inform **Woodland Montessori School** that the people listed below are authorized to pick up above-named child at any time.

Name:	Relation to Child:	Phone Number:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

I understand that:

- Parents/Guardians must notify Woodland Montessori via email or Procure or a handwritten note with any changes to the pick-up list.
- The “Authorized Pick-Up Person” **must be at least 18 years old** and provide photo ID to staff and/or administrator prior to being released. The child will not be released if not on the above list or if proper identification is not shown.
- “Authorized Pick-Up Persons” will be assigned a 4-digit PIN to use to clock out. They can use the classroom tablets or scan the QRC code posted on each classroom door. Procure Parent Engagement App is only for parents, not authorized users; please contact the office if you need help finding your authorized user's pin.

I do NOT authorize the following individuals to pick up my child. \*Court documentation/custodial agreement must be submitted to the office.

Name:	Relation to Child:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

