

# PICK UP FORM

## St. Andrew's Preschool

We must have on file the names, addresses, and telephone numbers of the individuals permitted to drop off and collect your child(ren) from our school. If someone arrives to collect your child(ren) and their name is not in our file, we cannot allow your child to leave with them. Parents do not need to put their names on this list. However, we do need to know if a parent is **NOT** allowed to pick up a child.

Please list below any person's name, address, and telephone number who might arrive to pick up your child, so that we can avoid any embarrassment or inconvenience.

Thank you for your cooperation.

\_\_\_\_\_ may be delivered or collected from school by the following persons:  
(Child's Name)

	NAME & ADDRESS	RELATIONSHIP TO CHILD	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

I understand that if the name does not appear on this list, my child(ren) will not be released from school.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)