

Child's Name _____

If there is to be a change of normal pick-up procedure, a Change of Routine form must be given to the teacher. Please make sure that the form contains all the appropriate information, is dated and signed. If an emergency situation occurs and you have not made previous arrangements, you must call the school to speak with the director or head teacher. *Even though we are still unable to release your child to anyone other than someone on your authorization list, we will certainly accommodate a late arriving parent who is unable to contact someone on that list.*

[illegible]

_____/_____
Parent signature Date