



PALAMA SETTLEMENT

2019 SEP Pick-up Authorization

Please list three (3) people who are authorized to pick-up your child/children. All children must be signed out every day by one of the authorized persons listed below.

LATE PICK-UP

Please be prompt when picking up your child/children. **After 3:00 p. m. there will be a service fee of \$5.00 for every 15 minutes (or fraction thereof), per child unless your child is in the extended day program.** All fees must be paid the following day, (Monday if the late pick-up occurs on a Friday) or your child/children will be sent home from the program until the fee is paid.

Child/Children's Name(s) _____

1.	Print Name	Relationship to child
	Address	Phone: (h) _____
		Phone: (w) _____
2.	Print Name	Relationship to child
	Address	Phone: (h) _____
		Phone: (w) _____
3.	Print Name	Relationship to child
	Address	Phone: (h) _____
		Phone: (w) _____

Please notify our staff if you have any concerns about unauthorized persons that may try and pick up your child/children. Please immediately report any legal orders (i.e. TROs) that are in force to our staff.

Parent/Guardian:

Print Name	Signature	Date
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