



# PALAMA SETTLEMENT

## 2021 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. (or 5:00 p.m. for those in extended day program) 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
	_____	Phone: (h) _____
	Address	Phone: (w) _____
2.	_____	_____
	Print Name	Relationship to child
	_____	Phone: (h) _____
	Address	Phone: (w) _____
3.	_____	_____
	Print Name	Relationship to child
	_____	Phone: (h) _____
	Address	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**