Peoples Baptist Christian Academy

CHILD DROP-OFF AND PICK-UP AUTHORIZATION

CHILD'S NAME (Please print) _____ Today's Date _____

Parent's Signature _____

NO ONE WILL BE PERMITTED TO PICK UP YOUR CHILD IF THEIR NAME IS NOT LISTED BELOW.
ALL PERSONS MUST HAVE AND SHOW THEIR PICTURE ID IF ASSIGNED CARPOOL SIGN IS NOT POSTED
IN THE CAR. MAKE SURE YOU LIST ALL ADULTS EVEN IF YOU RESIDE IN THE SAME HOUSEHOLD.

THE FOLLOWING ADULTS ARE AUTHORIZED TO PICK UP MY CHILD FROM SCHOOL

1. Parent/Guardian (please print) _____

Cell Phone_____ Work Phone_____ Home Phone _____

Addess_____ City _____State _____ Zip _____

2. Parent/Guardian (please print) _____

Cell Phone_____ Work Phone_____ Home Phone _____

Addess_____ City _____State _____ Zip _____

PERSON(S) OTHER THAN PARENT/GUARDIAN AUTHORIZED TO PICK UP AND/OR DROP OFF CHILD

1. Name_____

Cell Phone_____ Work Phone_____ Home Phone _____

Address _____ City _____ State _____ Zip _____

Relationship: Grandparent Relative Family Friend Daycare Provider

2. Name _____

Cell Phone_____ Work Phone_____ Home Phone _____

Address _____ City _____ State _____ Zip _____

Relationship: Grandparent Relative Family Friend Daycare Provider

AUTHORIZATION TO RELEASE GUIDELINES

This requirement is necessary to account for all students and keep them safe.
In our ongoing efforts to streamline carpool while maintaining security, we ask families to please be patient and safe while entering and leaving the roundabout or the driving lane So you can drop off your child quickly.

All morning students should arrive no earlier than 8:15 a.m. and will be dismissed at approximately 12:00 p.m. for pickup. Full day students should arrive no earlier than 8:15 a.m. and will be dismissed for pickup at approximately 2:30 p.m.

Should a vehicle arrive in carpool without permission to release, the driver will be asked to park and come into the office while staff checks for a written note or the Authorization To Release form. Authorization must be in writing and must be from the student's parent/guardian.

All students are to be dropped off and picked up at the main entrance. You may also park and escort your child into the school. Faculty and/or staff will be present to assist students in and out of cars after the first day. Students may not wait outside of the building without a member of the staff.

To increase the safety of students being dropped off, we are asking parents to observe the following:
Drop-off students at the main door, or park in a designated parking space (not in the roundabout or the driving lane) and escort students into the main entrance doors.

Once in the carpool line, please wait your turn until you are at the main door. If you wish to escort your child inside or need to talk to a staff member, please park in a designated parking space. Also, if you are arriving after the session starts (either 9:00 a.m. or noon) please park and escort the child inside.

Please do not leave your car while you are in carpool line.

Please observe these guidelines to make drop-off and pick-up times safe for everyone:
Enter the carpool lane at 5 miles per hour or less.
Please have any arriving students exit the car on the side closest to the school.
Wait until your student and the assisting adult has stepped five feet away from car before pulling away.
Refrain from using your cell phone so that your full attention can be on your student, either wishing her/him well as they start the school day or warmly greeting your student at the end of a long day.
If you do park in the lot, you must escort your student from your vehicle into the building or from the building to your vehicle.
Watch for unattended students of all ages in the parking areas.
Do not park in a handicap space unless you have a handicap permit or have been directed by staff. Park in the space then only if the permit holder will be exiting her or his vehicle to enter the school.
Observe courtesy with other drivers. The carpool lane receives priority for leaving the school. Cars entering or leaving the parking area should allow cars in the drop-off/pick-up lane to exit first.

Danger: Please do not pass a stopped vehicle in the carpool line, unless directed to do so by a person in charge. Cars must join the carpool line and wait for the cars preceding them to pick-up/ drop-off students before exiting the parking lot.

Who Can Pick Up Your Child?
Only adults 18 years of age and older listed on a child's Enrollment/Medical Information/Release Form will be able to take students from the school's premises. Relatives other than parents/legal guardians and other designated adults must be listed on the student's Authorization To Release Form in order for us to allow the student to leave the premises with those persons. In case of a last-minute change or addition, please send or fax to the school office a signed and dated note authorizing your child's release to the new person and including the dates for which permission is given. Email authorization is accepted from a parent/guardian's email address that we already have on record. The school will not release students to anyone, under any circumstance, other than those stated above. Anyone picking up students must carry a photo ID. If a parent needs to communicate a change of pick-up plans, the parent needs to fill out a new Authorization To Release form. Permission may not be left in a voice mail.