



STUDENT PICK-UP POLICY AND AUTHORIZATION FORM

At Truth For Youth School, the safety and well-being of our students are our top priority. This policy outlines the procedures for picking up children from school to ensure a secure and organized process.

1. Authorized Pick-Up Persons Form:

- All parents/guardians are required to complete and submit an "Authorized Pick-Up Persons Form" at the beginning of each school year or upon enrollment.
- This form will list all individuals authorized by the parent or guardian to pick up their child from school. This may include, but is not limited to, parents, legal guardians, grandparents, adult siblings, or designated caregivers.
- It is the responsibility of the parent/guardian to keep this form updated throughout the school year. Any changes or additions to the list of authorized individuals must be submitted in writing to the school office as soon as possible.

2. Identification Requirement:

- For the safety of our students, any person picking up a child from school, including parents/guardians, may be asked to present a valid form of photo identification (e.g., driver's license, passport, government-issued ID) and this ID will be photocopy and kept in the student's file which is located in a secure place.
- School staff will cross-reference the identification with the names listed on the "Authorized Pick-Up Persons Form."

3. Pick-Up Procedures:

- Students will only be released to individuals listed on the "Authorized Pick-Up Persons Form" and who can provide valid identification if requested.
- Parents/guardians are expected to adhere to the school's designated pick-up times and locations to ensure a smooth process.
- If a student is to be picked up early from school for an appointment, parents/guardians must notify the school office or teacher in advance and sign out their child at the main office.

4. Individuals Not Listed on the Form:

- **If a person arrives to pick up a child and their name is NOT on the "Authorized Pick-Up Persons Form," the child WILL NOT be released to that individual.**
- In such a situation, school staff will immediately contact the parent/guardian(s) listed as primary contacts on the student's emergency information.
- The child will remain under school supervision until a parent/guardian arrives, or until explicit written authorization is received from a parent/guardian **AND** the parent/guardian confirms the identity of the person at the school.
- The school reserves the right to request additional verification or refuse release if there are any doubts about the identity of the person or the legitimacy of the pick-up request. This is for the paramount safety of the child.
- Repeated instances of unauthorized person(s) attempting to pick up a child may result in a meeting with school administration to discuss further actions.

5. Emergency Situations:

- In the event of an unforeseen emergency that necessitates an unauthorized person to pick up a child, parents/guardians **MUST** contact the school office immediately.
- The school will require clear authorization from the parent/guardian, including the full name of the person picking up and a brief explanation of the emergency.
- The individual picking up the child will still be required to present valid photo identification for verification.

6. Parent/Guardian Responsibilities:

- Keep all contact information, including emergency contacts, up to date with the school office.
- Communicate any changes to pick-up arrangements to the school office in a timely manner.
- Educate all authorized pick-up individuals about the school's pickup procedures and identification requirements.

By adhering to this policy, we can collectively ensure a safe, orderly, and secure dismissal process for all students at Truth For Youth School. Your cooperation is greatly appreciated.

TRUTH FOR YOUTH SCHOOL

AUTHORIZED PICK-UP PERSONS FORM

This form is to ensure the safety and security of our students. Only individuals listed on this form will be permitted to pick up your child from school. Please complete this form thoroughly and update it promptly if any changes occur.

SECTION 1: STUDENT INFORMATION

- **Student's Full Name:** _____
- **Date of Birth:** _____
- **Grade/Class:** _____
- **Teacher:** _____

SECTION 2: PARENT/LEGAL GUARDIAN INFORMATION (PRIMARY CONTACT)

- **Parent/Guardian Name:** _____
- **Relationship to Student:** _____
- **Home Phone:** _____
- **Cell Phone:** _____
- **Work Phone:** _____
- **Email Address:** _____

SECTION 3: AUTHORIZED PICK-UP PERSONS

In addition to the Parent/Legal Guardian listed above, please list all other individuals authorized to pick up your child. **These individuals MUST present a valid photo ID (e.g., driver's license, passport) when picking up the child if unknown to the staff.**

Please list individuals in order of preference if applicable, or simply by importance.

Authorized Person 1:

- **Full Name:** _____
- **Relationship to Student:** _____
- **Phone Number:** _____

Authorized Person 2:

- Full Name: _____
- Relationship to Student: _____
- Phone Number: _____
- [Optional: Add a small space for a photo of the person if you require one for your records]

Authorized Person 3:

- Full Name: _____
- Relationship to Student: _____
- Phone Number: _____

SECTION 4: EMERGENCY CONTACTS (If different from Authorized Pick-Up Persons)

Please list individuals to contact in case of an emergency if the primary parent/guardian cannot be reached. These individuals may or may not be authorized to pick up the child, depending on your school's specific emergency protocols. **If they are authorized to pick up, they MUST also be listed in Section 3.**

Emergency Contact 1:

- Full Name: _____
- Relationship to Student: _____
- Phone Number: _____

Emergency Contact 2:

- Full Name: _____
- Relationship to Student: _____
- Phone Number: _____

SECTION 5: SPECIAL INSTRUCTIONS/NOTES

- Are there any individuals NOT permitted to pick up your child (e.g., non-custodial parent without visitation rights, unless court order is provided)? Please list their names and provide any relevant court orders if applicable.

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- Are there any specific medical conditions or allergies the school should be aware of regarding pick-up (e.g., child needs specific medication)?

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- Other important notes regarding pick-up procedures:
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SECTION 6: PARENT/LEGAL GUARDIAN AGREEMENT AND SIGNATURE

I understand and agree with the following:

- Only the individuals listed on this form in Section 3, in addition to myself (the signing parent/legal guardian), are authorized to pick up my child from Truth For Youth School.
- Any authorized person picking up my child **MUST present a valid photo ID** before the child is released.
- I will notify the school immediately in writing of any changes to the information on this form, including adding or removing authorized pick-up persons.
- In emergencies where none of the authorized persons can be reached, I authorize the school to contact the emergency contacts listed in Section 4.

Parent/Legal Guardian Full Name (Printed): _____

Parent/Legal Guardian Signature: _____

Date: _____

FOR SCHOOL USE ONLY:

- Date Received: _____
- Received By: _____
- Verified By: _____