Authorization/Consent to pick up child/children

As per Latchkey Day Care, Policies and Procedures, each child must be signed in and out by an adult who is at least 18 years or older. No child shall be released to a person not authorized by a parent/guardian. Latchkey Day Care must have written or verbal consent for changes in this regard.

All Parents must sign the authorization below before any child/children can be released in order to ensure the safety of all children at Latchkey Day Care & Learning Centre

I, _____ give consent/ authorization for the following people to pick
(name of parent/guardian)

my child/children,_____. I understand that any person
(name(s))

whose name appears below will be required to present picture identification prior to the child being released. I also understand that if their name does not appear on this list the child/children will not be released.

It is the responsibility of the Parent/ Guardian to notify the Latchkey Day Care Supervisor of changes to this list.

Name of Person	Relationship	Phone Number (with area code)

_____ _____

Parent Signature Date

Log of verbal changes- dates and times(to be used by Latchkey Day Care staff)

name of person calling	date and time of call	staff signature