



STUDENT DROP-OFF AND PICK-UP AUTHORIZATION (2020)

CHILD'S NAME(S): (Please print) _____

Parent's Signature: _____ Today's Date: _____

No one will be permitted to pick up your child if their name is not listed below.

Make sure you list all adults authorized to pick up your child, even if you reside in the same household.

THE FOLLOWING ADULTS ARE AUTHORIZED TO PICK UP MY CHILD/CHILDREN FROM EXCEL for Youth at SSU:

1. Parent/Guardian (please print) _____

Cell Phone _____ Work or Home Phone _____

2. Parent/Guardian (please print) _____

Cell Phone _____ Work or Home Phone _____

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

1. Name (please print) _____

Cell Phone _____ Work or Home Phone _____

Relationship (please circle one): Grandparent Other Relative Family Friend Daycare Provider

2. Name (please print) _____

Cell Phone _____ Work or Home Phone _____

Relationship (please circle one): Grandparent Other Relative Family Friend Daycare Provider

3. Name (please print) _____

Cell Phone _____ Work or Home Phone _____

Relationship (please circle one): Grandparent Other Relative Family Friend Daycare Provider

AUTHORIZATION TO RELEASE GUIDELINES

- All students are to be **signed in and signed out** at the EXCEL tent.
- To increase the safety of students being dropped off and picked up:
 - Park in the designated parking space (Parking Lot A) and escort student(s) to the EXCEL tent. **Please note that the lanes in Parking Lot A are one-way ONLY.**
 - Please observe courtesy with other drivers.
 - Never park in a disabled space unless you have a disabled permit or have been directed to do so by staff.
 - For the safety of yourself and others, do not pass a stopped vehicle unless directed to do so by an EXCEL staff member.

WHO CAN PICK UP YOUR CHILD

- Only adults can be designated to pick up your child. An exception will be made for siblings 16 years of age or older.
- 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.**
- In case of a last-minute change or addition, you must email or fax to the EXCEL office (hatchere@sonoma.edu or 707.664.2613) a signed and dated note authorizing your child's release to the new person. Please including the dates for which permission is given.
- EXCEL will not release students to anyone not on this list, under any circumstance, without express written permission.