



ADD/CHANGE OF AUTHORIZED INDIVIDUALS FOR PICK UP/ DROP OFF

Parent Name _____
Student Name _____

PICK UP/ DROP OFF AGREEMENT

I HEREBY AUTHORIZE THE ADDITION OF THE FOLLOWING INDIVIDUAL(S) TO PICK UP/DROP OFF MY CHILD IN MY ABSENCE:

- 1. Name _____ Relationship _____ Phone _____
- 2. Name _____ Relationship _____ Phone _____
- 3. Name _____ Relationship _____ Phone _____
- 4. Name _____ Relationship _____ Phone _____

THE FOLLOWING INDIVIDUAL(S) SHOULD BE REMOVED FROM MY CHILD'S AUTHORIZED PICK UP/ DROP OFF LIST:

- 1. Name _____
- 2. Name _____
- 3. Name _____
- 4. Name _____

I UNDERSTAND THE FOLLOWING (Initial):

_____ Mainspring Academy requires written parent authorization in order to make changes to the student's pick up/drop off list. The school will not accept verbal authorization.
_____ Mainspring Academy requires photo identification for any individuals I authorize to pick up/ drop off my child in my absence.
_____ School drop-off begins at 8:25am unless students are enrolled in the Extended Care Program. I will be responsible for Extended Care Program fees if my child is dropped off by any authorized individuals during morning Extended Care hours.
_____ I will be responsible for late pickups of any individuals I authorize to pick up/ drop off my child in my absence at a rate of \$1.00 per minute late after 2:50pm and the \$60 drop-in fee after 3:00pm. After 2:45pm, I may not contact my child's teacher to keep my child in the classroom until pickup. Students will be placed in Extended Care.
_____ It is my responsibility to keep the school informed of changes in parent/guardian custody by providing the office with current and complete legal documents each year and after any changes.

Parent Signature _____ Date _____