

BRIGHTER BEGINNINGS 4KIDS

Emergency Transportation Authorization Form

The persons listed on this ETA Form are authorized by the parent, to pick the up the child from the center. The following guidelines apply, and therefore must be followed before any child is released from the center.

1. The parent or guardian must notify the director in advance, of the scheduled pick up.
2. The parent may notify the director by phone or by a written letter that is signed and dated for the child's file.
3. The parent must provide the person's name, address, telephone number, and relationship to the child. (Note: If any spaces on this form are left blank, the person will not be authorized to pick up the child.)
4. If the parent or guardian wishes to remove any person from this authorization form, he or she must notify the center immediately, to assure the proper changes are made on the child's file.
5. *If a parent chooses to remove another parent from this authorization form, due to custody or any other legal issues, court documentation must be provided and copies kept in the child's file.*
6. All persons listed, must have a valid and working telephone number on file.
7. If the person listed, changes their number, the center must be notified immediately to assure the proper changes are made on the child's file.
8. Upon arrival, the authorized person must present a valid photo id before the child is released. The only forms of identification accepted are: (a) *Driver's License* (b) *State issued Non-Driver's ID* (c) *Resident Alien Card along with a Social Security Card*. A copy of the photo id will be made and placed in the child's file. Identification must be provided each time the child is picked up, even if a copy of the person's id is already in the child's personal file.
9. *If the child refuses to leave with the authorized adult, the child will not be released and the parent will be notified immediately. The parent must then make arrangements to pick the child up themselves, and will be subject to any late fees involved.*
10. The authorized person must sign the child out, on the ETA Log, and provide the date and time of the pick up.

Initial

Signature

Date

Initial

Signature

Date

1st Authorized Person

Name:

Address:

Telephone Number:

Relationship:

2nd Authorized Person

Name:

Address:

Telephone Number:

Relationship:

3rd Authorized Person

Name:

Address:

Telephone Number:

Relationship:

Initial

Signature

Date

Initial

Signature

Date