Palama Settlement

Pick-up Authorization

Please list three (3) people who are authorized to pick-up your child/children. All children must be signed out every day by one of the authorized persons listed below.

LATE PICK-UP

Please be prompt when picking up your child/children. ***After 5:00 p.m. there will be a service fee of $5.00 for every 15 minutes (or fraction thereof), per child***. All fees must be paid the following day, (Monday if the late pick-up occurs on a Friday) or your child/children will be sent home from the program until the fee is paid.

Child/Children's Name(s)_____

1. _____ _____
Print Name Relationship to child

_____ Phone: (h)_____
Address

Phone: (w)_____

2. _____ _____
Print Name Relationship to child

_____ Phone: (h)_____
Address

Phone: (w)_____

3. _____ _____
Print Name Relationship to child

_____ Phone: (h)_____
Address

Phone: (w)_____

Please notify our staff if you have any concerns about unauthorized persons that may try and pick up your child/children.
Please immediately report any legal orders (i.e. TROs) that are in force to our staff.

Parent/Guardian:

_____ _____ _____
Print Name **Signature** **Date**