

SAMPLE AUTHORIZATION TO LEAVE CARE

For your child's safety, s/he can only be allowed to leave the program with (1) **you** (the person enrolling the child); (2) **persons you have listed below**; and (optional) (3) **a person not listed below in an emergency, when:**

(a) you have told the program in person or by phone that the person is coming to pick up the child, and

(b) you send a signed & dated note with that person authorizing the release of the child

My child, _____, may leave the child care program with the following people:

Name	Home Phone	Work Phone	Relationship To Child
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

(Parent's Signature)

(Date)

SAMPLE MEDICAL TREATMENT AUTHORIZATION

I give _____ and her/his employees permission to obtain emergency medical/dental treatment for my child, _____
(name of child care provider/program)

Child's Physician: _____ Phone: _____

Medical Plan: _____ Number: _____

Parent's Address: _____ City: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

(Parent's Signature)

(Date)

(Note: Some hospitals require that this authorization form be notarized. Check with the local emergency hospital.)

SAMPLE FIELD TRIP AUTHORIZATION FORMS

Below is a sample of a field trip permission form for local walking trips. The center should have such a form on file for each child.

Child's Name: _____

I give my permission for my child to go on walking trips near the center under the supervision of the child care staff. I have current emergency information and medical release forms on file with the center.

(Parent's Signature)

(Date)

Separate forms should be written for each longer trip and for every trip where the children are transported. Those forms need to tell the parents: 1) where the children are going (both the event & the site: *circus trip at the Oakland Coliseum*); (2) the date of the trip, the time of departure and expected time of return; (3) the method of transportation (bus, parent vehicles, etc.); (4) whether there are any admission fees; (5) whether or not the children need to bring a sack lunch or special gear (i.e. warm coats, swimming suits, towels); and (6) how parents can help if assistance is needed. Sending a separate permission slip home for each trip reminds parents that the event is occurring and gives them the option of keeping their child out of care for the day should they not want the child to go on the trip.

SAMPLE BASIC INFORMATION FORM

Child's Name: _____

Mother's Name: _____ Home Phone: _____

Address: _____ City: _____ Zip: _____

Place of Business: _____ Work Phone: _____

Business Address: _____

Father's Name: _____ Home Phone: _____

Address: _____ City: _____ Zip: _____

Place of Business: _____ Work Phone: _____

Business Address: _____

If the parents cannot be contacted in an emergency, please contact:

Name: _____ Home Phone: _____

Relationship To Child: _____ Work Phone: _____

Name: _____ Home Phone: _____

Relationship To Child: _____ Work Phone: _____

If the parent is separated from his or her spouse, please indicate whether or not the other parent has permission to have contact with the child at the center. Yes:___ No:___

Is a court order in effect? Yes:___ No:___ Is there a copy of this court order on file?: Yes:___ No:___

In addition to the enrolling parent/s, the following people have permission to pick up the child:

Name: _____ Home Phone: _____

Relationship To Child: _____ Work Phone: _____

Name: _____ Home Phone: _____

Relationship To Child: _____ Work Phone: _____

Name: _____ Home Phone: _____

Relationship To Child: _____ Work Phone: _____

Other Children Living At Home:

Name: _____ Age: _____ Sex: _____

Name: _____ Age: _____ Sex: _____

Name: _____ Age: _____ Sex: _____