

Baby House  
3502 Easter Stanley Road  
Tallahassee, Florida 32308



Preschool  
3519 Easter Stanley Court  
Tallahassee, Florida 32308

www.thelearningpavilion.org  
P: (850) 921-KIDS(5437)  
F: (850) 921-4734

## CHILD EMERGENCY CONTACT AND PICK-UP AUTHORIZATION FORM

This form will be kept in a special binder used during emergencies and/or to use as a "quick reference guide". All sections must be filled out completely. Please update this form when changes occur (new phone number, employment, add or delete authorized pick-ups, etc). This form must be updated every 6 months.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **Family Information**

Mother/Guardian Name: \_\_\_\_\_ Child lives w/ this parent/guardian:  YES /  NO

Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_ lives w/ this parent/guardian:  YES /  NO

Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Emergency Contacts (must have at least 2 other than the parent/guardian)**

Emergency Contact 1 Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact 2 Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Authorization to Pick-Up**

Please list all people who have your permission to pick up your child from The Dick Howser Center. All those authorized to pick up must be at least 18 years old and be able to provide a State of Florida issued identification.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

If you need to add an authorized pick up person by phone, you will be asked for your password.

Your password is: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_