



Beach Day School Authorized Pickup Form

This form is designed to ensure the safety and security of all children enrolled at Beach Day School. By clearly designating those individuals authorized to pick up your child, we can prevent unauthorized removal of children and maintain an accurate record for staff reference. Please complete this form and notify the preschool immediately if changes to your authorized pickup list occur.

Child's Information

Child's Full Name: _____

Date of Birth: _____ Class/Teacher: _____

Parent/Guardian Name(s): _____ Primary Contact Number: _____

Parent/Guardian's Signature: _____

Authorized Pickup Individuals

Please list all individuals authorized to pick up your child from preschool. Authorized individuals must be at least 18 years old and may be asked to present identification upon pickup.

FULL NAME	RELATIONSHIP TO CHILD	CONTACT PHONE #

Add more authorized individuals as needed. Attach additional pages if necessary.

Identification and Verification Procedures

- All authorized individuals must bring valid government-issued photo identification unless/until Beach Day staff know and recognize the individual as an authorized pickup person.
- Preschool staff will verify identity before releasing any child.
- In case of unfamiliar pickups, staff may contact parent/guardian for confirmation.
- If changes to authorized list are made, parents/guardians must notify the preschool in writing before the new individual is permitted to pick up the child.

Special Instructions

If there are any special instructions regarding pickup—such as custody agreements, restraining orders, or requirements for medical needs—please describe them here.

- _____
- _____
- _____

Please attach copies of any official documentation (e.g., court orders) relevant to special instructions.

Frequently Asked Questions

What if someone not listed needs to pick up my child?

In emergency situations, parents/guardians should contact the preschool directly and provide written authorization via email or text, including contact information for the individual. Staff will verify identity prior to releasing the child.

Can I update the authorized pickup list?

Yes, you can update your list at any time by submitting a revised form or sending a written request to the BDS office.

Will my child be released to anyone under age 18?

No. For safety reasons, only individuals aged 18 or older may pick up children.

Thank You

We appreciate your attention to detail and cooperation in helping to keep every child safe at our preschool. By clearly indicating who may pick up your child, you help us create a secure, trusting environment for all families.

Contact Us

If you have questions, or if you would like to add or remove persons from your authorized pickup list, please call the Beach Day School office at 757-428-6332, or email beachday@firstpresvb.org.