



Family Christian Academy Preschool

“Building Foundations for Faith and Learning”

Restricted Pick - Up List

Child's Name _____ Date _____

Please indicate below who will be allowed to pick up your child from FCA Preschool. This information is critical to your child's safety and welfare; therefore, if any changes or additions are needed, please revise the original form in the preschool office. Only the child's parents or legal guardians will be allowed to revise this form through the preschool office only.

If a relative, friend, or neighbor is replacing you (the parent or guardian) at pick up, even only for a day, WE MUST KNOW WHO THAT WILL BE. You must notify the office if a special/emergency pick up is necessary. We will not release your child to anyone unless you have given us written consent to do so. In emergency situations, a fax/email from domiciliary parent or guardian, in your handwriting, will be sufficient. Our fax number is 225-768-4515 and email address is fcapreschool@jism.org. We will request identification from any person that the supervising staff member is not familiar with. No child will be released without a proper car seat. Please remember, the late pick up fee is \$2.00 per minute for the first 14 minutes after preschool closing and \$5.00 per minute for pick ups 15 minutes or more after preschool closing.

Parent or Legal Guardians should be listed as below:

1. _____ 2. _____

Alternate pickups:

3. _____ 4. _____

5. _____ 6. _____

Parents/Legal Guardians Signature _____

The individuals listed above may not have the access code to enter the building.

A Ministry of Family Worship Center
8919 World Ministry Ave * Baton Rouge, LA 70810-9099 * (225) 768-3024
P.O. Box 262550 * Baton Rouge, LA 70826-2550

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