

STUDENT RELEASE FORM

Bethel Christian Academy's Policies: Bethel Christian Academy (BCA) will not release your child to anyone who you have not listed on this form. At the beginning weeks of school, please inform us who the regular pickup person will be for your child. Necessary changes can be made throughout the school by submitting a new form.

If the pickup person is not listed on this form, we will require a written note be sent in before the end of the school day with your signature authorizing the non-listed person to pick up. We cannot accept phone call pickup changes if it will be someone not on your authorized list. You will be notified immediately if someone not on your list comes to pick up your child and we have not received a written note with your authorization.

Picture I.D. required: Please notify the people on your list that picture I.D. will be asked for the staff prior to releasing your child, so be sure to bring it in with them. This also applies to anyone you authorize in a written note to pick up.

Please note: If a spouse or child of a person listed below comes in to pick up your child, we WILL NOT release the child to that person. Your child will ONLY be released to the person named on your list and after verifying the person with their picture I.D.

We know that emergencies and unusual situations happen, however, we ask that you please try to limit the people to pick up to the ones on the Student Release Form. All these precautions for releasing students are to insure the safety of your child and are not meant to cause intentional inconvenience for parents. We very much appreciate your understanding and cooperation with our policies on student pick up.

If changes need to be made to this form during the course of the school year, please come by the school office to complete a new form.

Student Name: _____ **Parent:** _____

I authorize the persons listed below to pick up my child from Bethel Christian Academy. Please include names of both parents and guardians on this list.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

By signing below, I verify that I have read and agree to the student pick up policies described on the Student Release Form, and authorize Bethel Christian Academy to release my child to the above listed persons.

Parent Signature: _____ **Date:** _____