



Authorized Pickup List

One form required per enrolled child — must be completed prior to first day of attendance

This form is required for every child enrolled at Sprouting Minds Early Learning Center (SMELC) and must be kept current in the child's file at all times. Parents/guardians must notify the front office of any changes immediately so the record and the Brightwheel parent communication platform can be updated. This form is reviewed and reaffirmed at each re-enrollment period and any time information changes.

CHILD IDENTIFICATION

Child's Full Legal Name		Date of Birth	
Classroom / Room Assignment		Enrollment Date	

CUSTODY & LEGAL RESTRICTIONS

- ☐ No custody restrictions apply to this child.
- ☐ Custody restrictions DO apply. A current, certified copy of the court order is on file in the child's record.

If restrictions apply, briefly describe below (e.g., named individual not permitted to pick up child under any circumstance). Court documentation must be attached and kept on file — verbal instructions alone cannot be enforced by staff.

Details / Restricted Individual(s)	
------------------------------------	--

AUTHORIZED PICKUP PERSONS

List all individuals — in addition to the parent(s)/guardian(s) listed above — who are authorized to pick up this child. Staff will verify government-issued photo ID against this list at every pickup for anyone not personally known to classroom staff. A child will not be released to any individual not listed here without prior written or Brightwheel-verified authorization from a parent/guardian.

Authorized Pickup #1 — Full Name			
Relationship to Child		Phone Number	
Photo ID Verified (Staff Initials)		Date Verified	

Authorized Pickup #2 — Full Name			
Relationship to Child		Phone Number	
Photo ID Verified (Staff Initials)		Date Verified	

Authorized Pickup #3 — Full Name			
Relationship to Child		Phone Number	
Photo ID Verified (Staff Initials)		Date Verified	

OFFICE USE ONLY — RECORD UPDATE LOG

Completed by SMELC administrative staff each time this form is updated in the child's paper file and in Brightwheel.

Date Updated	Change Made	Updated By (Staff Initials)	Entered in Brightwheel? (Y/N, Date)

PARENT / GUARDIAN ACKNOWLEDGMENT

I certify that the authorized pickup information provided above is accurate and complete to the best of my knowledge. I understand that my child will only be released to individuals listed on this form (or otherwise authorized in writing) upon verification of photo identification, and that I am responsible for notifying SMELC administrative staff immediately of any changes to this information.

Parent/Guardian Signature		Date	
---------------------------	--	------	--

Printed Name		Staff Received By	
--------------	--	-------------------	--