



# Child Care Authorization & Parent Acknowledgement Form

This form to be completed for each participant at each site.

## PARTICIPANT INFORMATION

Site name/program		PARKS Direct #
Participant name		Birthdate (M/D/Y)
Parent/Guardian		Cell Phone
Work Phone	Home Phone	E-mail

## PICK-UP POLICY

M-NCPPC staff are authorized to release my child \_\_\_\_\_ to the individuals listed below. I understand that each authorized person must be at least eighteen (18) years old, and that my child will **NOT** be permitted to leave the program with anyone not listed below. All authorized individuals may be required to show identification and sign the child out each day. My child may be released to the following individuals **(Include yourself)**:

Please print participant name

Name	Phone Number	Relationship
<b>1.</b> _____		
<b>2.</b> _____		
<b>3.</b> _____		
<b>4.</b> _____		

## LATE PICK-UP FEE POLICY

A late fee of \$10 per participant for every 15 minutes (or portion thereof) will be assessed for participants who are not picked up by 6 pm. (Example: The program ends at 6 pm and the participant is picked up at 6:06 pm. The assessed late fee is \$10) We request that parents/guardians call the program site if they are delayed for any reason. Regardless of reason, a late fee payment in the form of check or charge (no cash) is due when the participant is picked up. Thank you for your cooperation.

## ACKNOWLEDGEMENT FORM

M-NCPPC, Department of Parks and Recreation has provided you with the Parent Handbook. Your signature indicates you have received and read the Parent Handbook and understand the parent information, the program goals and structure, policies and procedures, program fees and schedule.

According to Maryland Child Care Regulations, your child care provider must show that the "Parent's Guide to Regulated Childcare" pamphlet was given to you.

Your signature indicates you have received both the "Parent's Guide to Regulated Childcare" pamphlet and M-NCPPC Parent Handbook.

<b>Print parent/guardian name</b>	<b>Date</b>	<b>Signature</b>
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