



## UM-Flint Early Childhood Development Center Contact and Emergency Information

### Family Code

A Family Code will be used by the person picking up your child in the absence of parent(s)/guardian(s). This is another method of security and a way of identifying the person authorized to pick up. You should select a code name that is unique but easy to remember. The family code word may be requested when telephone inquiries are made by family members.

Family Code Name: \_\_\_\_\_

### Contact Information

List the names of adults, 18 years or older, whom you authorize the Early Childhood Development Center to contact in the event of a medical or other emergency if the parents/legal guardians are not available. These persons are authorized to pick up the child at any time, not only in the case of a medical emergency. On this page, list only persons who can respond within 30 minutes. (You may list additional names on the next page):

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

5. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

List additional names of persons that you would like to authorize to pick up your child that are not on the above emergency list. These individuals also need to be adults, over 18 years of age.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Children may not leave school with anyone who is not listed above or on the previous page. The parent should notify the center when someone other than the usual caregiver will pick up the child. This person will be asked to show a driver's license or their State ID AND/OR give the Family Code Name.

### Court Orders

Are there any persons excluded by court order from having contact with the child being enrolled? (A copy of the court order may be requested.) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the name(s) here: \_\_\_\_\_

\_\_\_\_\_

**By signing below, you agree that the information supplied is true and correct to your knowledge.**

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date