



River Oaks Elementary Roadrunner's Nest Authorization/Emergency Form 2022-2023

All info you will submit on schoolpay

Part 1

Only the individuals listed on Part 1 of this form are authorized to make any changes.

Student Name _____ Grade Level 2022-2023 _____ 2022-2023 Homeroom Teacher (OFFICE USE ONLY) _____

Parent #1 Name _____ Parent #2 Name _____

Parent #1 Address (include city and zip code) _____ Parent #2 Address (include city and zip code) _____

Parent #1 email address _____ Parent #2 email address _____

Parent #1 Home Phone _____ Parent #1 Work Phone _____ Parent #1 Cell Phone _____

Parent #2 Home Phone _____ Parent #2 Work Phone _____ Parent #2 Cell Phone# _____



Will your child be a Bus Rider when not reporting to the After School Program? YES NO

Individuals authorized to pick up my child are:

Part 2

Name _____ Work Phone # _____ Home Phone# _____ Other Phone# _____

Name _____ Work Phone# _____ Home Phone# _____ Other Phone# _____

Name _____ Work Phone# _____ Home Phone# _____ Other Phone# _____

Name _____ Work Phone# _____ Home Phone# _____ Other Phone# _____

My child is allergic to the following: _____

My child has special medical needs as follows: _____

Please note:

1. It is important you notify the After School Program **in writing** when you have updated information such as an address change, individuals you authorize to pick up your child, foods your child may be allergic to, etc.
2. If on any given day someone **NOT** listed on the ASP Authorization/Emergency Form needs to pick up your child, the After School Office must receive notification in writing (no later than 11:00AM) from the parent or the responsible individual who registered the student via email: roecoordinator1@sbcglobal.net AND ciasp2@sbcglobal.net
3. Please be aware that any adult listed above picking up your child will be asked to present their official ID. In addition, we will NOT release your child to anyone unless we have it in writing. We will not make any exceptions.
4. IMPORTANT REGARDING PICK UP PROCEDURES We work towards safe and efficient pick up of your children. Please remain in your vehicle at all times. Thank you.