

Change of Pick-Up/Drop-Off Address Form

Head Start

It is the policy of _____ to pick up and return all Head Start children to the address shown on the Enrollment Form for Head Start Transportation. It is your responsibility as a parent, to either be home in the afternoon or have a designated person in your house to receive your child.

In the event you have reason for your child to be picked up from or taken to a different address than that on the Enrollment Form for Head Start Transportation, this form must be filled out and given to your child's driver. For a change of pick-up in the morning, the driver must have this form the day before. If your child is to be delivered to a different address in the afternoon, this form must be given to the driver on the morning of the day the change is to take place.

THIS PROCEDURE IS IN THE BEST INTEREST OF YOUR CHILD!

My child's name: _____

My child's Head Start School: _____

I am requesting a change in my child's:

- Morning pick-up**
- Afternoon drop-off**
- Both morning pick-up and afternoon drop-off**

Date(s) change is to be in effect: _____

Address where my child is to be picked up or taken to: _____

Person who will be responsible for my child: _____

Parent/Guardian Signature: _____

In an emergency, Head Start staff can complete and sign.

Driver's Signature: _____

Note to driver: If necessary, you may fill in the information. However, the parent or guardian must sign the form. If you receive this information, but will not be driving on the day of change, it is your responsibility to forward this information to the driver who will be responsible for this child on the dates the change is to take place.

Keep this form on file for 1 month