

EMERGENCY CONTACT PERSON'S INFORMATION

NAME OF CHILD _____

NAME OF CONTACT PERSON _____

RELATIONSHIP TO CHILD _____

PHONE NUMBERS _____ (C) _____ (H)

DO THEY HAVE A CAR SEAT TO TRANSPORT THE CHILD?

YES/NO

I, _____, give Chesterbrook Academy permission to call this contact person when I am not able to be reached when my child is sick and needs to leave school. Once this contact person is reached and picks up my child, both my contact person and Chesterbrook will continue to try and reach me to let me know that my child is sick and has gone home with my designated emergency contact person.

Parent's Signature

Date

EMERGENCY CONTACT PERSON

Who is an Emergency Contact Person? What is expected from that person? The following criteria should be used when picking an Emergency Contact Person:

1. First, ask permission from that person to use their name on our form.
2. Make sure that person is familiar with your child.
3. Make sure if your child needs a car seat or booster seat, this person also has one to use when taking the child home.
4. This person is available to pick up your child when needed.
5. This person is NOT a parent.

When would Chesterbrook call the Emergency Contact Person?

1. If we are unable to reach you and your child needs to be sent home because of an illness.
2. If you can't pick up your child within 1 hour of being sent home or a reasonable amount of time.