



# Parent Authorization Forms

A licensed child care program must have the following current permissions from the parent(s) when applicable.

## Parent Permission to Pick Up

Documentation of permission for a person not listed in the child's records to pick up the child must include:

Child's Name \_\_\_\_\_

(A) Date and time of the permission:
(B) Period of time the permission is valid:
(C) Name of the individual providing permission:
(D) Full Name of the individual permitted to pick up the child:
(E) Name of the staff receiving the permission*:

Parent/Guardian Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

**\*Signature of staff member that checked the individual's ID at time of pick up**

Applicable to: Oregon Administrative Rules, Oregon Department of Early Learning and Care Chapter 414, Divisions 210 Registered Family Child Care Homes, 305 Certified Centers, 310 Certified School-age Centers, 320 Certified Outdoor Nature Based Child Care Programs and 360 Certified Family Child Care Homes.

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the DELC at 1 800-556-6616.



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## Transportation Permission

A licensed child care program must have signed parent permission prior to transporting a child that includes:

(A) Child's Name
(B) The purpose of transportation:
(C) Whether a program or personal vehicle is used and whether the driver is staff or a volunteer:
(D) A specific pick-up and drop-off plan that addresses the  Location:  Times:  Transfer of supervision:

I give permission for my child to be transported as stated above.

Parent/Guardian Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

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## Field Trip Permission Slip

Child's Name \_\_\_\_\_

A licensed child care program must have parent permission prior to a field trip or other activity away from the immediate neighborhood.

Field trip information:

<b>Date:</b>	<b>Time of Departure:</b>
<b>Method of Travel:</b>	<b>Estimated Time of Return:</b>
<b>Destination:</b>	
<b>Other information:</b>	

Each child wears an easily identifiable item, such as a label, shirt or wristband, listing the name and telephone number of the child care program.

A notice of field trips, including the date, destination, and estimated times of departure and return, must be posted at least 48 hours in advance of a field trip in a prominent place where parents and others may view it.

My child has permission to participate in this field trip.

Parent/Guardian Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

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## High Risk Activity Permission

A licensed child care program must have parental permission prior to a high-risk activity (such as swimming) on or off the premises, and share the safety plan with parents that includes:

Date of Activity: \_\_\_\_\_ Child's Name \_\_\_\_\_

**A. Activity:**

**B. Staff to child ratios:**

**C. Conditions (such as age or skill level):**

**D. Special equipment or clothing (such as helmets, etc.):**

**E. Safety Practices:**

**I give permission for my child to participate in this high-risk activity.**

Parent/Guardian Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

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## Special Event Participation

Child's Name \_\_\_\_\_

Parental permission for participation in any child care program-sponsored religious or cultural event.

<b>Event:</b>	
<b>Food served (if any):</b>	<b>Date of event:</b>
<b>Event Details:</b>	

Parent/Guardian Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

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