

**River Oaks Elementary After School Program
AUTHORIZATION/EMERGENCY FORM 2009-2010
Kindergarten - 5th Grade**

This form will be valid throughout the entire school year of 2009-2010. If you wish to submit any changes, you must do so in writing. All changes must be submitted to the ASP Office 1 week before your child is picked up. Thank you.

Please check off the program(s) you are enrolling your child in: ___ Extended Day ___ Enrichment Classes

How many Enrichment Classes have you enrolled your child in? ___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8

Student's Name Homeroom Teacher ASP Color Group

Father's Name Mother's Name

Father's Home Phone# Father's Work Phone# Father's Cell Phone#

Mother's Home Phone# Mother's Work Phone# Mother's Cell Phone#

Individuals authorized to pick up my child are:

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#

Please note the following:

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. DO NOT assume the school's front office relays changes you submit to them to the After School Office.
3. On any given day you are having someone **NOT** listed on the ASP Authorization/Emergency Form pickup your child, the After School Office must receive notification in writing (no later than 1:00PM) from the parent or the individual registering the student. You **MUST** notify the After School Office as follows:
 - A. email this notification to: roecoordinator@sbcglobal.net
 - B. Fax it to: 713-942-1463 and address the note to the attention of After School Program.
 - C. Drop off a note in the After School Box located in the front school office.
 - D. Drop off a note in the After School Office.
4. Please be aware that we will NOT release your child to anyone unless we have it in writing. We will not make any exceptions. Therefore, it is vital to plan ahead. **In addition, your child WILL NOT be released to anyone who is under the age of 18.**
6. **My child is allergic to the following:** _____

**IMPORTANT NOTE: AUTHORIZATION/EMERGENCY FORM
AND THE CONTRACT FORM MUST BE SUBMITTED WITH
REGISTRATION FORM AT TIME OF REGISTRATION.**