

# PEAKS Pickup Authorization & Release Form

Please complete this form to authorize approved pickup individuals and acknowledge PEAKS pickup and sign-out procedures.

Participant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

## Authorized Pickup Individuals

Full Name	Relationship to Child	Phone Number	Driver's License / ID #

## PEAKS Pickup Procedures

### Drop-Off Procedure

Students must be checked in by a parent, guardian, or authorized adult. PEAKS staff will confirm attendance upon arrival. Any important medical, behavioral, or scheduling updates should be communicated at drop-off.

### Pickup Procedure

Only individuals listed on this form may pick up a participant unless prior authorization has been provided by the parent/guardian. All pickup adults must present a valid government-issued photo ID upon request. PEAKS staff reserve the right to verify identity at every pickup.

### Sign-Out Procedure

At pickup, the authorized adult must sign the participant out. PEAKS staff will verify authorization and document the pickup time and releasing staff member.

**Late Pickup Policy**

Timely pickup is essential for staff scheduling and participant safety. Parents/guardians should notify PEAKS as soon as possible if delayed. Repeated late pickups may result in additional fees or participation review.

**Transportation & Release Acknowledgment**

I understand that PEAKS operates adventure-based enrichment outings with scheduled pickup and drop-off locations. Students will only be released to authorized individuals. PEAKS may refuse release if staff believe a pickup situation is unsafe.

Parent/Guardian Signature:

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Printed Name:

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Date:

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