

The following people are authorized to take my child(ren) from the Burge Terrace Christian School premises. I understand that school personnel may request official identification at any time to verify their identity. Children will not be released to any person whose name does not appear below. All authorized adults must be 18 years or older. In emergency situations, I will call the school office between the hours of 9:00 am and 3:30 pm to authorize a substitute. Please provide the last four digits of your Social Security number as a PIN when you call.

Father's PIN \_\_\_\_\_ Mother's PIN \_\_\_\_\_

Family Surname \_\_\_\_\_

Child(ren)'s Name(s) \_\_\_\_\_

The best number to reach \_\_\_\_\_ (parent/guardian) after 3:30 pm is

\_\_\_\_\_.

**Please note: In case of emergency (after 4:00 pm), you may call Mrs. Newton at 765-425-3927.**

**AUTHORIZED ADULT**  
(including parents/guardians)

**RELATIONSHIP TO CHILD**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PREFERRED EMAIL ADDRESS**

Throughout the course of the day, it may be necessary for the faculty or staff to email parents/guardians regarding non-emergency matters. It is important that our parents provide an email address that will be checked regularly. Please list the email address that BTCS can utilize for regular contact.

Name: \_\_\_\_\_ Email : \_\_\_\_\_

**TEXT MESSAGE ALERT SYSTEM**

To enable us to notify families of important changes or reminders (such as inclement weather closings or extracurricular activities, etc.), BTCS utilizes a text message system. If you wish to be included in this notification system, please provide the information requested below.

Parent(s)/Guardian(s) Name \_\_\_\_\_  
(please print)

Preferred Mobile Phone Number(s) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_