

**Richmond R-XVI School District
School Age Child Care (Adventure Club)
For School-Age Children (K – 5th Grades)**

Emergency Contacts

Dear Parents, Grandparents and / or Guardians,

There may be times when we will need to leave the building for an emergency. If this situation occurs, there may be a need for an alternative method of pickup, as soon as possible. Please list the names of people you would want to allow your child to be picked up if there is an immediate need and you are unavailable. Please list in the order you want them to be contacted. We will make every attempt to reach you first, but will move to this list only for an emergency.

Name	Relationship	Home Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I authorize any of the above people to pick up my child if I cannot be contacted in an emergency situation that requires my child to be picked up immediately.

Name of Child _____

Parent Signature _____

Date _____