DROP OFF/PICK UP POLICIES AND AUTHORIZATION

Thank you for entrusting us with your child's/dependent's care. We want to ensure their safety and provide top-quality care to all clients and families. Please review the policies listed below to understand requirements about session drop-offs and pick-ups.

CLIENT INFORMATION

Child's Name: _____ DOB: ____/____/_____

Parent/Guardian 1 Name: _____ Cell Phone: _____

Parent/Guardian 2 Name: _____ Cell Phone: _____

SESSION DROP OFF AND PICK UP POLICIES

Check the box next to each policy below to indicate your understanding and agreement:

☐ For drop-offs for all minor/dependent clients, the caregiver **must** be present for the handoff into the session unless previously arranged in writing with the clinician. This means the caregiver needs to walk the client inside and stay with them until the clinician brings the client back to their office. Caregivers may not do a "drive up drop off."

☐ Minor siblings of clients remaining in the waiting room during the client's session must be supervised by their caregiver. If sibling supervision is challenging in our shared waiting spaces, the caregiver may arrange an alternative plan, such as waiting outside or in the car, in writing with the clinician.

☐ For pick-ups for all minor/dependent clients, the caregiver **must** be present in the waiting room ***at least five minutes prior*** to the end time of the client's session to ensure an on-time pick up and the possibility of session feedback with the clinician, if appropriate. In most cases, caregivers should remain in the waiting spaces inside the building, however they may wait in their car or run errands **only** if that plan has been previously arranged in writing with the clinician.

☐ The client's guardian or the authorized pick up caregiver must be available for pick up at any time during the child's session in case of emergency.

☐ Authorized individuals listed below must pick up the child in person and may be requested to show identification to the client's therapist or another Center for Connection staff member. Clients will not be released to any person who fails to provide acceptable identification upon request.

☐ Per California state law, children under two years old and under 40lbs/40" will only be released to an authorized pick up with a rear-facing car seat; children under eight years old or under 4'9" will only be released to an authorized pick up with a car seat or booster seat, whichever is legally appropriate for the child.

☐ The client must be picked up at the designated end time of their session. The Center will charge a late fee of $3.50 per minute past the client's designated pick-up time.

DROP OFF/PICK UP POLICIES AND AUTHORIZATION (continued)

I authorize the following responsible person(s) to pick up my child/dependent from The Center for Connection. This authorization remains in place until revoked in writing.

Authorized Person	Phone Number	Email	Relationship

ACKNOWLEDGMENT AND CONSENT

Your signature provided below or electronically via our therapy notes web portal indicates that you have read and understood the information provided here and that you agree to these terms (either for yourself or your minor child).

Signature of Parent/Guardian 1: _____

Signature of Parent/Guardian 2: _____