

Directions for Filling Out the
Emergency Contact
Form

- * Please DO NOT USE ANYTHING BUT BLACK OR DARK BLUE INK TO FILL OUT THESE FORMS

- * Make sure all the lines are filled in or crossed out
- * Make sure at least ONE email address is listed
- * Persons to Whom Child is released – there has to be a full address and phone number for each person listed
- * Name of Medical Care Provider/Physician – there has to be a full address and telephone number listed
- * Health Insurance Coverage – Name of Insurance AND the policy number is required ----
- * Make sure emergency contacts block MATCHES the “to be released” block --- otherwise we can call them, but we cannot release the child/children to them!

- * *The spaces below have to be signed (full signature – NOT initials)

- * Obtaining Emergency Medical Care – needs a full parent signature
- * Admin. Of Minor First Aid – needs a full parent signature
- * Transportation - needs a full parent signature
We need this for school agers we transport and for all other children in case of an emergency and we need to evacuate the area.

Thank you for your cooperation!