

RCA Authorized Person Drop-off and Pick-up Policy and Agreement

This agreement is between the Authorized Person, _____, and Rainbow Children’s Academy. To avoid potential miscommunication and enforce the school’s safety policy, the Authorized Person must follow the current Parent Handbook policy requirements.

- Show your personal Identification card to the school and allow the school to make a hard copy to keep on file.
- Please DO NOT share RCA’s building pass code with non-authorized persons;
- In advance, parents must inform RCA via email or phone call of what time their child will be picked up by the authorized person.
- When the authorized person arrives for pick-up, they should check-in at the Suite 100 front desk lobby and remain in the Suite 100 lobby until an administrative member brings them the children they are picking-up.
- Please DO NOT linger in or around the RCA facility more than the few minutes needed for pick-up/drop-off (5 minutes average);
- Please DO NOT access classrooms other than those assigned to the children who are being dropped off / picked up without prior school administration’s permission
- Please DO NOT collect RCA teacher/staff personal information, such as phone number, email address, home address and social media ID
- Please DO NOT collect RCA parent/family personal information, such as phone number, email address, home address and social media ID
- Please DO NOT take any photographs on RCA grounds, including pictures of the facility, documents, or any persons therein. All RCA staff member have the authority to ask you delete photographs immediately.
- Please DO NOT take any video on RCA grounds, including video of the facility or any persons therein. All RCA staff member have the authority to ask you delete video immediately.
- Please DO NOT interacts and/or initiates guidance or discipline with any RCA students other than those you are authorized to drop off or pick up. All RCA staff has permission to stop non-approved interactions and non-approved guidance/discipline.
- Please DO NOT reference or solicit your own business at RCA, such as sharing or distributing your business information, business card, and/or business flyer and business poster to current students and teachers.
- Please DO NOT interrupt normal RCA school operations.

All authorized people need to respect and align with RCA’s pick up policy to make sure RCA’s operations continue in accordance with expectations. Based on the agreement, RCA reserves the right to revoke permission and authorization for any person to access RCA facility at will.

First Name: _____

Last Name: _____

Signature: _____

Date: _____