

# SPP AUTHORIZED PICK-UP FORM

The people listed below are authorized to pick-up my child from St. Paul's Preschool. I understand that this list must be signed by both parents and be on file at the preschool prior to my child's attendance. I will update as needed during the school year.

**NAMES OF CHILDREN**

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**MOTHER**

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**FATHER**

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**SITTER/NANNY**

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**OTHERS**

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(including organized  
carpool drivers)

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**SIGNED:** \_\_\_\_\_ **and** \_\_\_\_\_  
Mother Father

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# SUBSTITUTE TEACHER SIGN-UP FORM

If you are interested in being a substitute teacher at St. Paul's Preschool, please check the day(s) below. Substitute teachers are compensated at the rate of \$25.00 per morning (8:45-12:15) and will generally not be placed in their child's class. We cannot provide childcare for non-SPP siblings or on days when your SPP child does not attend. Substitute teachers are considered regular employees of St. Paul's Church and subject to background checks, tax withholding, and other financial arrangements. Additional information about substituting at St. Paul's Preschool will be provided.

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

Most substitutes are needed at the last minute (the morning of).  
If you are available *only* with advance notice, please check here: \_\_\_\_\_.

Signed \_\_\_\_\_ Phone: \_\_\_\_\_ (home)

Thank you! \_\_\_\_\_ (cell)