



September 2022



Dear Parents/Guardians,

You are receiving a packet of **4** blue emergency cards to complete for this school year 2022-2023. **Please complete all four.** One is for the office, one for the teacher, one for the nurse and one for the emergency folder. Please make sure to print legibly and to have your child's name and class on each card. Your contact information should have working telephone numbers and your address must be where you are actually living. We use these cards to contact you in case of an emergency with your child.

Please list all persons **18 years or over** who can or will be picking up your child from school. If their name is not on the card we cannot release your child to that person. Please make sure to sign the bottom of the card and to complete the back as well. List the doctor's name and any allergies and limitations. You must also list your current medical insurance information. We need to enter that information in the computer system.

During the school year, if there are any updates such as a new address or telephone numbers you must contact the main office to change the information on the card. Also, any additional names can be added during the year as well.