**THE LEARNING TREE DAY SCHOOL, INC**

**ADD PICKUP PERSON TO EXISTING PROCARE ACCOUNT**

Please use this form to add a pickup person to an existing Procare account. Please complete this form, save it under some name, and email it to [admin@tltds.com](mailto:admin@tltds.com). Also, go to [www.tltds.com](http://www.tltds.com) and upload a photo of the pickup person.

Your Last Name

Your First Name

Your Address

Your Phone Number

Your Date of Birth

For which center location are you adding this new person to your account ? 

Fayetteville Location 

Riverdale Location

Please list the full name(s) of the child(ren) associated with your account:

Pickup Person’s Lastname

Pickup Person’s Firstname

Pickup Person’s Date of Birth

Pickup Person’s Gender

Pickup Person’s Address

Pickup Person’s Phone #

Check which items are true for the new person you are adding to your account

This person has permission to pickup my child(ren) 

This person can also be contacted regarding emergencies

This person lives with my child(ren)

What is this person’s relationship to your child(ren) ?

Unknown or Other

Mom

Dad

Guardian

Family Friend

Neighbor

Grandmother

Grandfather

Aunt

Uncle

Any comments ?



I understand this person will not be added to the online Procare system without an uploaded photo (head shot only) of this person.

I will upload a photo (head shot only) of this person via the [www.tltds.com](http://www.tltds.com) website