

# THE LEARNING TREE DAY SCHOOL, INC

## ADD PICKUP PERSON TO EXISTING PROCARE ACCOUNT

To add a pickup person to an existing Procure account, please email the following information (and photo) to [admin@tltds.com](mailto:admin@tltds.com). **If any info (or photo) is missing, the individual will not be able to be added to the account.**

- **(ACCOUNT):** Your First Name, Your Last name, Your Child(ren) full name(s)
- **(PICKUP PERSON):** Pickup Person's Full Name, Pickup Person's Date of Birth, Pickup Person's Gender
- **(RELATIONSHIP):** Pickup Person's relationship to child(ren): *Mom, Dad, Guardian, Family Friend, Neighbor, Grandmom, Granddad, Aunt, Uncle, Other Relative, Step Dad, Step Mom, Authorized Pickup Person*
- **(PHOTO):** Upload a photo (head shot only) clearly showing the face.