

Authorisation to Collect Form



Child's full name		Date of Birth	
Date completed			
Service your child is currently attending (please tick)			
	Deniliquin Preschool		
	Deniliquin Childcare Centre		
	Mobile Preschool/Childcare	Mobile Location	
	Barham Early Learning Service Childcare		
	Barham Early Learning Service Preschool		

ADDITIONAL AUTHORISED NOMINEES FOR COLLECTION OF THE CHILD

In the event that you or your nominated emergency contact cannot collect the child, educators will use this list to arrange someone to collect the child. This list may be added to throughout the year.

Please list people in the preference you would like them to be contacted. Individuals must be able to produce identification when collecting the child.

Please note that an email address is required to set contacts up in our software.

Additional Person 1		Additional Person 2	
Name		Name	
Relationship		Relationship	
Address		Address	
Phone 1		Phone 1	
Phone 2		Phone 2	
Email		Email	
Additional Person 3		Additional Person 4	
Name		Name	
Relationship		Relationship	
Address		Address	
Phone 1		Phone 1	
Phone 2		Phone 2	
Email		Email	

DECLARATION			
As a person who has lawful authority of the child referred to in this enrolment form, I: <ul style="list-style-type: none"> • Declare that the information in this enrolment form is true and correct and will endeavour to immediately inform the service in the event of any change to this information, • Agree to update any information relating to those individuals I have nominated to be an Authorised Nominee or Emergency Contact 			
Name Parent/Guardian 1		Name Parent/Guardian 2	
Signature		Signature	

Office Use Only- Emergency Contact Checklist	
	Information updated in Xplor
	Information read by Lead Educator and communicated to educators
	Updated forms/ information filed in child's Enrolment Record