

## **Authority to Collect & Emergency Contacts Request Form**

Parents please be informed of the following points below:

- ✓ At least two (2) contact names, other than the parents, must be given at the time of enrolment.
- ✓ All person/s who has the authority to collect your child must be the age of 18 and over.
- ✓ Ensure these emergency contact persons are willing and able to collect your child (or children) in the event of an emergency.
- ✓ Staff will not allow your child (or children) to go with any person who is not listed here, unless you ring the centre & inform the staff prior to them collecting your child.
- ✓ Parents must ensure that the person collecting your child (children) has a form of photo ID, is sober, responsible and has appropriate car seat(s) fitted in their vehicle if transporting your child (children) by car.
- ✓ Staff has the right to refuse the release of your child if the situation deems as a risk to your child (children).

<b>Parents Full Name</b>			
<b>Child's Full Name</b>			
<b>Emergency contact &amp; Authority to Pick up</b>	<b>Person 1</b>	<b>Person 2</b>	<b>Person 3</b>
Relationship to child			
Title			
First Name			
Last Name			
Address			
Home Phone			
Mobile Phone			
Work Phone			

Please complete the above table and email to [growgirraween@gmail.com](mailto:growgirraween@gmail.com) or sms our requesting information to **0425 980 002** giving us authorisation for your child to be picked up by person/s other than those who currently have been given authorisation to pick up your child.

Thank You  
Grow ELC Management