

One-Off Collection from Service

Authorisation for One-Off Collection from service

To be used as a follow-up to a verbal/written authorisation when the parent/guardian or authorised nominee is next at the service, or as advance notice

I _____ authorised by telephone/text/story park (please circle)
for my child/ren (write name/s) _____ to be
collected from (Service Name) _____ on (date) _____ by:

Name: _____

Address: _____

Telephone number: _____

Photo Id to be shown to staff _____

This was a one-off occasion and this person is **not** to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: _____ (Parent/guardian or authorised nominee) Date: _____

Name and signature of staff member who sighted photo ID _____

Advance one-off notification for collection from service

To be used where the parent/guardian or authorised nominee is able to provide prior written authorisation

I _____ authorise

Name: _____

Address: _____

Telephone number: _____

to collect my child/ren (write name/s) _____

from (Service Name) _____ on (date) _____

Photo Id to be shown to staff _____

This will be a one-off occasion and this person is **not** to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: _____ (Parent/guardian or authorised nominee) Date: _____

Name and signature of staff member who sighted photo ID _____

This form will be attached to the child's enrolment form.

