

Authorised Collectors Form



Child's first name	
Child's surname	
Nursery	

Please see additional information over leaf for completing this form

Authorised Collector (AC)

Forename	
Surname	
Relationship to the child	
Home telephone	
Work telephone	
Mobile telephone	
Email address	

Photograph AC

How often will your AC collect your child? (Please tick which is applicable)

Regularly	<input type="checkbox"/>
Irregularly	<input type="checkbox"/>
In an emergency only	<input type="checkbox"/>

If regularly please specify with as much details as possible

Authorised Collector (AC)

Forename	
Surname	
Relationship to the child	
Home telephone	
Work telephone	
Mobile telephone	
Email address	

Photograph AC

How often will your AC collect your child? (Please tick which is applicable)

Regularly	<input type="checkbox"/>
Irregularly	<input type="checkbox"/>
In an emergency only	<input type="checkbox"/>

If regularly please specify with as much details as possible

Password

Please choose a password for those people authorised to collect your child to use when they collect.

Parents first name	
Parent surname	
Parent signature	

By signing above you confirm that that you will comply with the Authorised Collectors additional information overleaf

Authorised Collectors Form



PLEASE COMPLETE IN BLOCK CAPITALS

We require the details of a minimum of 2 Authorised Collectors.

An Authorised Collector is not a Parent/Guardian – it is a person that the Parent/Guardian gives permission to collect and care for their child.

These must be people living within reasonable distance of the nursery, who are able to collect your child in your absence.

Please attach a clear photograph of your Authorised Collectors in the relative boxes.

Please choose a password for your Authorised Collectors to use.

More than two Authorised Collectors?

Please feel free to use additional copies of this form which can be requested from the nursery or our Head Office (020 8942 5779).

If your AC is collecting on a regular basis: We will use the information in this form to confirm when they will be collecting. However please update us should the situation change.

If your AC is collecting on an irregular basis: You must inform the nursery either by telephone, email or in writing each time you wish your child to be collected by one of your ACs.

If your AC is collecting in an emergency: Your AC will have permission to collect your child without prior notification from you, but they must supply photographic Identification and have the correct password when they arrive at the nursery.

Please note: Your child will not be released into the care of anyone other than those we have prior consent for or Social Services in an emergency when no other option is available.