ATTACHMENT 2

**Authorisation Form**

To be used as a follow-up to a verbal/email/fax authorisation when the parent/guardian or authorised nominee is next at the service

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I |  | | | | authorised by Phone/Email/Fax | | | |  | |
| for my child/ren (write name/s) | | | | |  | | | | to be | |
| collected from | | | |  | | Preschool on |  | | | date by |
| Name | |  | | | | | Phone |  | | |
| Address | | |  | | | | | | | |

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 |  |  | |

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

**Authorisation form**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I |  | | | | | | | authorise | |
| Name | |  | | | | Phone |  | | |
| Address | | |  | | | | | | |
| To collect my child/ren (write name/s) | | | |  | | | | | |
| from | |  | | | Preschool on |  | | | date |

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 |  |  | |

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