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.