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Authorisation of Alternate Pick Up/Access Form

In the event that you or your authorised person(s), as specified on your child's Enrolment Form, are unable to pick-up your child we need written permission for another person to collect them. This person **must be 18 years or older and will be asked to produce photo ID to verify their identity.**

Please complete this form clearly and **IN BLOCK LETTERS**:

I, _____ give permission to _____
(Parent/Guardian) (Person picking up my child)

Of (address) _____

to pick up my child _____ from Step By Step Early Learning Centre
(Child's name)

(SELECT ONE)

on _____
(Date)

OR

permanently unless otherwise notified in writing.

This person's relationship to my child is (e.g. uncle, neighbour) _____

Persons not previously authorised or mentioned on this form do not have permission to pick up my child. Please contact the centre immediately if you have any questions or concerns.

(Parent/Guardian)

(Signature)

(Date)

Verbal Consent (OFFICE USE ONLY)

In the case on an emergency, the parents may provide the full details of the authorised person over the phone and two (2) staff must be witness to the verbal consent given.

Full Name: _____ DOB: _____

Address: _____

Staff 1: _____ Signature: _____ Date: _____

Staff 2: _____ Signature: _____ Date: _____

Copy of Authorised Persons ID attached to this form.