

AUTHORISED CONTACT INSTRUCTION

Bay Island Early Learning and Care

Others Authorised to collect Child/Children

Information is required IN FULL by the Education and Care Service National Regulation 2011. This information may help you avoid late fees incurred if you are not able to pick up your child by close of business.

Bay Island Early Learning & Care Polices preclude persons under the age of 16yrs from collecting children from the service.

Family Name:

Children/s Name/s (Please list):

CHANGE/ADD/DELETE CONTACT

E.g.: Neighbour, Aunt, Family friend,
Sibling

Relationship to Child/ren

First Name

Last Name

To add this person as an emergency contact you must provide FULL
address details

Street Name & Number

Suburb

Post Code

Mobile No

Home No

Work No

AUTHORITIES FOR CONTACT INCLUDE

- Yes No Can drop off and collect Child/ren
- Yes No Contact in emergency if I can not
- Yes No Give consent to medical treatment
- Yes No Authorise administration of medication
- Yes No Authorise Bay Island Early Learning and
Care staff to take the child outside of the service. (E.g.:
Excursions)

CHANGE/ADD/DELETE CONTACT

E.g.: Neighbour, Aunt, Family
friend, Sibling

Relationship to Child/ren

First Name

Last Name

To add this person as an emergency contact you must provide FULL
address details

Street Name & Number

Suburb

Post Code

Mobile No

Home No

Work No

AUTHORITIES FOR CONTACT INCLUDE

- Yes No Can drop off and collect Child/ren
- Yes No Contact in emergency if I can not
- Yes No Give consent to medical treatment
- Yes No Authorise administration of medication
- Yes No Authorise Bay Island Early Learning and
Care staff to take the child outside of the service. (E.g.:
Excursions)

I authorise the above change to the Authorised Contacts on my account as detailed:

Date:/...../.....

Print Name

Signature