

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 _____

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)

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 _____

Office Use	Address/Phone change: Bus Roll/Register Amended:	
	Authorised Contact change:	Amended Bus Permission form copied for Bus :
	Entered in QikKids:	(Initial) _____ Date: _____