



Registered Charity No. 1169451

Eaton Socon Pre-School

A young persons dream

CHILD COLLECTION ARRANGEMENTS FORM

It is essential that the pre-school is notified if your child is going to be collected from the pre-school by anyone other than their own parent/carer.

If you need to authorise another adult to collect your child, you must notify the pre-school before the end of the session. If this adult is unknown to the pre-school staff, you may also be asked to provide the person's photograph, by email.

Please remember any person who you have authorised to collect your child, must know the child's unique passwords, and will be asked to give these passwords to a member of the pre-school staff at collection time.

If you would like to make a regular arrangement for another adult to collect your child, please complete this form and return it to your child's key person or to the pre-school office.

Should any of these regular collection arrangements change, please complete and resubmit this form, which is available from the pre-school office or on the pre-school website.

Child's Name

I authorise my child to be regularly collected from pre-school by the person/persons named below:

SESSION		Name of adult authorised to regularly collect your child	Relationship of this adult to your child
Monday	AM		
	PM		
Tuesday	AM		
	PM		
Wednesday	AM		
	PM		
Thursday	AM		
	PM		
Friday	AM		
	PM		

Signed (parent/carer) Date

June 2021