

DELIVERY AND COLLECTION OF CHILDREN POLICY

Mandatory – Quality Area 2



PURPOSE

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending **BENTLEIGH WEST KINDERGARTEN**.

POLICY STATEMENT

1. VALUES

BENTLEIGH WEST KINDERGARTEN is committed to:

- ensuring the safe delivery and collection of children being educated and cared for at the service
- meeting its duty of care obligations under the law
- Encouraging families to deliver and collect their child/ren on time from the programs in which they are participating
- Recouping all additional costs incurred due to the late collection of a child by the imposition of a late-collection fee on their parents/guardians

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of **BENTLEIGH WEST KINDERGARTEN**.

3. BACKGROUND AND LEGISLATION

Background

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to *Supervision of Children Policy*).

The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. An exception is made in the event of a medical or other emergency (refer to *Incident, Injury, Trauma and Illness Policy* and *Emergency and Evacuation Policy*) and for excursions (refer to *Excursions and Service Events Policy*).

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service. At **BENTLEIGH WEST KINDERGARTEN**, an authorised nominee is generally thought to be 16 years of age or older, however the Kindergarten will consider each request for an authorised nominee individually upon enrolment in order to cater to individual needs.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Children, Youth and Families Act 2005* (Vic)
- *Education and Care Services National Law Act 2010*: Sections 12, 13, 14, 167, 170, 171

- *Education and Care Services National Regulations 2011*: Regulations 12, 92, 99, 123, 158, 168(2)(f), 172, 183, 360
- *Family Law Act 1975* (Cth)
- *National Quality Standard*, including Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law today: <http://www.legislation.vic.gov.au>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

Approved Provider (also known as the Committee): An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services. Where the applicant is an organisation, each person with management and control of that organisation must complete a separate application form.

Attendance record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Authorised nominee: (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service. At **BENTLEIGH WEST KINDERGARTEN**, an authorised nominee is generally thought to be 16 years of age or older, however the kindergarten will consider each request for an authorised nominee individually upon enrolment in order to cater to individual needs.

Collection: When the parents/guardians or authorised person leave the premises with the child after signing the attendance book.

Delivery: When the parents/guardians or authorised person leave the child at the centre after signing the attendance book.

Department of Education and Training (DET): The state government department responsible for the funding, licensing and regulation of children's services in Victoria.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

Guardian: A person who has been given lawful authority by a court order. The definition of guardian under the *Children's Services Act 1996* also includes a person who has custody (day-to-day care) or control of the child (but does not include the person providing children's services to a child).

Inappropriate person: A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child

- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

Late collection: When a parent/guardian or authorised person collects their child/ren from the program after the designated time for the program to end.

Late-collection fee: A fee imposed by the Committee when parents/guardians are more than **10 minutes** late to collect their child/ren from the program in which they are participating.

Lawful authority: All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Children's Services Regulations refer to these powers and responsibilities as 'lawful authority'. It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the *Family Law Act*, may take away the authority of a parent to do something or may give it to another person. A guardian of a child also has lawful authority.

Medication record: Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication if required (Regulation 92). A sample medication record is available on the ACECQA website.

Serious incident: A serious incident is defined in Regulation 12 as:

- the death of a child while being educated and cared for by the service
- any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
 - attention of a registered medical practitioner, or
 - attendance at a hospital

examples include whooping cough, broken limb, anaphylaxis reaction

- any incident requiring attendance by emergency services
- a circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises.

The Approved Provider must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 172(2)(a)). The Notification of a Serious Incident Form (available on the ACECQA website) is to be completed and submitted online using the National Quality Agenda IT System (NQA ITS). Records are required to be retained for the periods specified in Regulation 183.

Unauthorised person: (in relation to this policy) is any person who has not been listed as an authorised nominee on the child's enrolment form.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Children’s Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- Department of Education and Early Childhood Development (DEECD), Licensed Children’s Services, phone 1300 307 415 or email licensed.childrens.services@edumail.vic.gov.au

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Child Safe Environment Policy*
- *Dealing with Medical Conditions Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Service Events Policy*
- *Fees Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy*

PROCEDURES

The Approved Provider or Persons with Management and Control is responsible for:

- ensuring parents/guardians have completed the authorised nominee (refer to *Definitions*) section of their child’s enrolment form, and that the form is signed and dated (refer to *Enrolment and Orientation Policy*)
- providing an attendance record (refer to *Definitions*) that meets the requirements of Regulation 158(1) and is signed by the parent/guardian or authorised nominee on delivery and collection of their child from the service every day
- ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to Attachment 2 – Authorisation Form) or in the case of a medical or other emergency (Regulation 99) (refer to *Acceptance and Refusal of Authorisations Policy, Dealing with Medical Conditions Policy, Incident, Injury Trauma and Illness Policy* and *Child Safe Environment Policy*)
- ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to *Excursions and Service Events Policy*)
- ensuring authorisation procedures are in place for excursions and other service events (refer to *Excursions and Service Events Policy*)
- ensuring that there are procedures in place when a child is given into the care of another person, such as for a medical or other emergency (refer to *Emergency and Evacuation Policy* and *Incident, Injury, Trauma and Illness Policy*)
- ensuring that there are procedures in place when a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child’s enrolment form will be collecting their child (refer to Attachment 1 – Authorisation procedures)
- ensuring that parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the service, and that appropriate procedures are followed (refer to Attachment 1 – Authorisation procedures)

- ensuring that there are procedures in place if an inappropriate person (refer to *Definitions*) attempts to collect a child from the service (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring procedures are in place for the care of a child who has not been collected from the service on time (refer to Attachment 4 – Procedures for the late collection of children)
- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360 (refer also to *Supervision of Children Policy*)
- notifying DET in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident (refer to *Definitions*), including when a child has left the service unattended by an adult or with an unauthorised person (Regulations 12, 86, 176)
- providing parents/guardians with information regarding procedures for delivery and collection of children prior to their child's commencement at the service
- Developing a list of relief staff who will be available to assist as required when a child has not been collected from the Kindergarten and a staff member needs to leave or for licencing purposes
- Ensuring that gate and exit door handles are inaccessible to children.

The Nominated Supervisor or Person in Day to Day Charge is responsible for:

- ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to Attachment 2 – Authorisation Form) or in the case of a medical or other emergency (refer to *Acceptance and Refusal of Authorisations Policy, Dealing with Medical Conditions Policy, Incident, Injury Trauma and Illness Policy and Child Safe Environment Policy*)
- ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to *Excursions and Service Events Policy*)
- ensuring that educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360 (refer also to *Supervision of Children Policy*)
- ensuring children are adequately supervised at all times (refer to *Supervision of Children Policy*)
- following the authorisation procedures listed in Attachment 1
- following the procedures to ensure the safe collection of children (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- following the procedures for late collection of children (refer to Attachment 4 – Procedures for the late collection of children)
- Ensuring entry/exit door remains clear of objects
- Ensuring all children have been collected and have left the building before staff leave
- Implementing late collection procedures.

Educators and other staff are responsible for:

- ensuring the attendance record is signed by the parent/guardian, authorised nominee, Nominated Supervisor or an educator, detailing the child's time of arrival and departure from the service (Regulation 158(1))
- developing safety procedures for the mass arrival and departure of children from the service for example reminding people to line up and not block the entry way
- refusing to allow a child to depart from the service with a person who is not the parent/guardian or authorised nominee, or where there is not written authorisation of one of these (refer to Attachment 2 – Authorisation Form) (refer also to *Acceptance and Refusal of Authorisations Policy*)

- implementing the authorisation procedures outlined in Attachment 1 in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child
- following the authorisation procedures (Attachment 1) and contacting the parents/guardians or authorised nominees if an unauthorised person arrives to collect a child from the service
- following procedures in the event that an inappropriate person (refer to *Definitions*) attempts to collect a child from the service (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- informing the Approved Provider as soon as is practicable, but within 24 hours, if a child has left the service unattended by an adult or with an unauthorised person (refer to *Definitions*)
- following procedures for the late collection of children (refer to Attachment 4 – Procedures for the late collection of children)
- maintaining educator-to-child ratios at all times children are in attendance at the service (including when children are collected late from the service)
- ensuring the entry/exit doors and gates are kept closed during program hours
- displaying an up-to-date list of the telephone numbers of the Approved Provider, DET, Child FIRST, DHHS Child Protection Service and the local police station
- Ensuring entry/exit door remains clear of objects
- Ensuring all children have been collected and have left the building before staff leave
- Implementing late collection procedures.

Parents/guardians are responsible for:

- completing and signing the authorised nominee section of their child's enrolment form before their child attends the service
- completing the required excursions forms and signing and dating appropriately
- signing the attendance record as their child arrives at and departs from the service
- ensuring educators are aware that their child has arrived at/been collected from the service
- collecting their child on time at the end of each session/day
- alerting educators if they are likely to be late collecting their child
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to *Definitions*)
- supervising their own child before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending or assisting at the service
- paying a late-collection fee if required by the service's *Fees Policy*.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

General Procedures for Delivery and Collection at BENTLEIGH WEST KINDERGARTEN

SUPERVISION OF CHILDREN

Parents/guardians/authorised person are responsible for the supervision of their child/ren from their arrival at the centre, until the child has entered the building and they have entered the time of arrival and signed the attendance book.

On collection, the parents/guardians/authorised persons are responsible for their child/ren once they have entered the time of departure, signed the attendance book and collected the child/ren from their group.

DELIVERY OF THE CHILD TO THE CENTRE

The attendance book/record is available in the main entrance of the Kindergarten for parents/guardians to sign and record the time of arrival of their child/ren at **BENTLEIGH WEST KINDERGARTEN**.

KISS AND GO

At the start of Term 2 children in the Four Year Old program will be encouraged to give the person dropping them off a kiss/say goodbye and walk into the Kindergarten on their own. They will then be able to independently hang their bag up, put their belongings away and sit on the mat with their peers. A 'kiss and go' sign will be placed near the sign-in table to remind children and families of this procedure.

COLLECTION FROM THE CENTRE

- The attendance book is available in the Kindergarten room for parents/guardians or authorised persons to sign and record the time of departure when collecting their child/ren from **BENTLEIGH WEST KINDERGARTEN**. Children will be collected one at a time and parents/guardians or authorised persons will have a chance to briefly speak with their child/ren's educator or teacher at this time.
- Kinder staff are responsible for checking the attendance book as soon as is practicable after all children have departed and, if required, staff will complete entries.

LATE COLLECTION OF A CHILD

In the situation where the parents/guardians or authorised person is **10 MINUTES** late in collecting their child/ren and has not notified the centre that they will be late, **the qualified staff member is responsible for:**

- Contacting the parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form and requesting that they collect the child/ren
- Contacting the Approved Provider (President or Vice President as representative) to inform them of the situation if a staff member is unable to contact parents/guardians
- Bentleigh West Kindergarten strives for best practice therefore if a staff member needs to leave, will endeavour to contact another appropriate staff member so that they can relieve them
- Continuing to attempt to contact the parents/guardians or authorised persons
- Notifying the regional Children's Services Adviser (CSA) at DET of the current situation and informing the CSA of the procedures being undertaken. If the CSA is not contactable, documenting the date, time and reason for the call and contacting the CSA as soon as is practicable (Refer [Attachment 4](#), 'Procedures for Late Collection of Children')
- Contacting the local police if the parents/guardians or authorised persons are still not contactable after **30 MINUTES**. (Refer [Attachment 4](#), 'Procedures for Late Collection of Children')
- Fill out the late collection log and ask family to sign.
- Email the fee collection office to inform of late collection and required fee (where this applies).

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Authorisation Procedures
- Attachment 2: Authorisation Form
- Attachment 3: Procedures to ensure the safe collection of children
- Attachment 4: Procedures for the late collection of children
- Attachment 5: **Additional person/s authorised to collect form**

AUTHORISATION

This policy was adopted by the Approved Provider of **BENTLEIGH WEST KINDERGARTEN** in August 2022

REVIEW DATE: AUGUST 2024

ATTACHMENT 1

Authorisation Procedures

These procedures are to be followed when a child is collected by an unauthorised person, including where a parent/guardian or authorised nominee telephones the service to notify that such a person will be collecting their child.

The Nominated Supervisor will:

1. request that the parent/guardian or authorised nominee email the authorisation if it is possible to do so, detailing the name, address and telephone number of the person who will be collecting the child
2. accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email, provided the following procedure is followed:
 - 2.1 all details of the person collecting the child, including the name, address and telephone number of the person must be obtained
 - 2.2 two educators take the verbal authorisation message (recommended by DET)
 - 2.3 the verbal authorisation is documented and stored with the child's enrolment record for follow-up for parent/guardian to sign
 - 2.4 photo identification is sighted to confirm the person's identity on arrival at the Kindergarten (where the person is unknown to the Kindergarten staff)
 - 2.5 ensure that parents/guardians or authorised nominees follow up a verbal authorisation by completing an Authorisation Form (Attachment 2) when next at the service, or by adding details of the new authorised nominee to the child's enrolment form
3. ensure that email authorisation is stored with the child's enrolment record
4. ensure the attendance record is completed prior to the child leaving the service
5. refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee
6. contact police if the safety of the child or service staff is threatened
7. implement late collection procedures (refer to Attachment 4) if required
8. notify the Approved Provider in the event that written authorisation is not provided for further follow-up.

ATTACHMENT 2

Authorisation Form – example only

Authorisation form

To be used where the parent/guardian or authorised nominee has provided written authorisation OR as a follow-up where parent/guardian or authorised nominee has provided verbal/email authorisation.

I _____ authorise(d) in writing/telephone/email (please circle)

for my child/ren (write name/s) _____ to be

collected from **BENTLEIGH WEST KINDERGARTEN** on ____/____/____ by:

Name: _____

Address: _____

Telephone number: _____

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.

ATTACHMENT 3

Procedures to ensure the safe collection of children

Early childhood professionals have a duty of care not to endanger children at the service by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (refer to *Definitions*).

Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed:

- Consult with the Nominated Supervisor or the Approved Provider, if possible
- Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child
- If the Nominated Supervisor or the Approved Provider fears for the safety of the child, themselves or other service staff at any time, contact the police immediately
- Complete the *Incident, Injury, Trauma and Illness Record* and file with the child's enrolment form
- Inform the Approved Provider as soon as is practicable, and at least within 24 hours of the incident
- Inform the Regulatory Authority (DET) within 24 hours of a serious incident occurring (refer to *Definitions*).

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service. At BENTLEIGH WEST KINDERGARTEN , an authorised nominee is generally thought to be 16 years of age or older, however the Kindergarten will consider each request for an authorised nominee individually upon enrolment in order to cater to individual needs.
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Where a young person who is authorised to collect the child, such as a sibling, arrives to collect the child and does not seem sufficiently mature to safely care for the child:

- If practicable, the staff member consults another staff member or Committee member
- If practicable, the staff member advises the young person collecting the child of their concerns and contacts the parent/guardian/authorised person to discuss that concern and request that the child is collected by another authorised person
- Follow up with a discussion with the parents/guardians of the centre's concerns with regard to the young person being authorised to collect the child. If parents still wish to authorise that person, they will be asked to put in writing the concerns that have been raised
- Record details of the incident and place on file with the child's enrolment form
- As soon as practicable, inform the Committee of the incident.

ATTACHMENT 4

Procedures for the late collection of children

Scenario 1: The service has been notified of the late collection

Where a parent/guardian or authorised nominee **has** notified the service that they will be late collecting their child, the Nominated Supervisor or Certified Supervisor in their absence is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service
- contacting parents/guardians or the authorised nominee if the child has not been collected by the agreed time, and informing the Approved Provider of the situation
- following the steps listed in scenario 3 (below) if parents/guardians or the authorised nominee do not arrive to collect the child and cannot be contacted.

Scenario 2: The service has *not* been notified of the late collection

Where a parent/guardian or authorised nominee is late collecting their child and **has not** notified the service that they will be late, the Nominated Supervisor or Certified Supervisor in their absence is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service
- contacting parents/guardians or the authorised nominee to request collection
- informing the Approved Provider of the situation
- following the steps listed in scenario 3 (below) if the parents/guardians or authorised nominee cannot be contacted.

Scenario 3: The child has not been collected and a parent/guardian/authorised nominee is unable to be contacted

Where the parent/guardian or authorised nominee is late collecting their child and is **unable to be contacted**, the Nominated Supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service
- After 30 minutes contacting Child FIRST (1300 367 441) or the local police (Moorabbin Police Station: 9556 6565) if a child has not been collected
- notifying DET (1300 651 662) as soon as is practicable
- informing the Approved Provider of the situation.

Late collection fee

A late collection fee may be charged in accordance with the *Fees Policy* of the service in all of the above scenarios.

The Fees Policy at **BENTLEIGH WEST KINDERGARTEN** specifies that the Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting their child/ren from the Kindergarten. In these situations, the following procedures will apply:

- The qualified staff member will inform the parents/guardians/carer that if it continues the Committee will be notified and the family will be charged a late fee
- If after the reminder, the parents/guardian/care is **10 minutes** late, a fee of **\$1 for every 1 minute** late, from the conclusion of the session/day will be invoiced by the Committee
- After 10 minutes the parent/guardian will receive a phone call from the Kindergarten

- Following that, all remaining late collection procedures will be implemented in line with the Delivery and Collection Policy.

ATTACHMENT 5

Bentleigh West Kindergarten Additional person/s authorised to collect

(Please attach to enrolment form)

This form is to be used when the child's enrolment form is full, and where the parent/guardian or authorised nominee would like to add additional people to be authorised to collect their child. This form must be signed by the parent/guardian or authorised nominee and cannot be completed over the phone.

Name:	Name:
Address:	Address:
Phone:	Phone:
Mobile:	Mobile:
Relationship to child:	Relationship to child:
<input type="checkbox"/> Authorised to collect (Authorised Nominee) (reg 160(3)(b)(iii))	<input type="checkbox"/> Authorised to collect (Authorised Nominee) (reg 160(3)(b)(iii))
<input type="checkbox"/> Notification in the event of an emergency (reg 160(3)(b)(ii))	<input type="checkbox"/> Notification in the event of an emergency (reg 160(3)(b)(ii))
<input type="checkbox"/> Authorised to consent to medical treatment (reg 160(3)(b)(iv))	<input type="checkbox"/> Authorised to consent to medical treatment (reg 160(3)(b)(iv))
<input type="checkbox"/> Authorised for the administration of medication (reg 160(3)(b)(iv))	<input type="checkbox"/> Authorised for the administration of medication (reg 160(3)(b)(iv))
<input type="checkbox"/> Authorised to authorise an educator to take thr outside the premises (reg 160(3)(b)(iv)&(v))	<input type="checkbox"/> Authorised to authorise an educator to take thr outside the premises (reg 160(3)(b)(iv)&(v))

Parents/guardians name: _____

Parents/guardians signature: _____ Date: _____