

Collection Form for Kiddies Cabin Day Nursery

Please complete the form if a person is collecting your child/children from the nursery that the staff have not met on a regular basis. Please ensure that the person collecting has forms of identification and the agreed password. Thank you



Name of child/children: _____

Room child/children attends: _____

I _____ (name of parent)
give permission for _____ (name of collector)
to collect the above named child/children on _____

The password the person will give will be: _____

I understand that the person must provide the agreed password and identification for the child/children to be handed over.

_____ (Signature of parent/guardian) ___/___/___

Person Collecting Child

I _____ (Name of collector) can confirm that I have
Collected _____ (name of child/children)
On ___/___/___ (date) at ___:___ (time)

Staff member handing child/children over

I _____ (name of staff member) can confirm that the correct password and identification were provided and that the above named child/children went home with the person identified to collect the child/children.