Dear Early Years Parents

Re: Collecting Children

Sometimes children are routinely collected from school by someone other than yourselves (parents) – this includes a child minder.

It is helpful for our records if you could fill in the form below and return it to your child's teacher as soon as possible.

If your child has a regular person who collects them, once this form is in our registers you do not need to fill in the 'Alternative Pick-up Arrangements' form on the noticeboard of your child's class, every time. Of course any single change must still be completed on that form, with the date, name and the person's phone number.

Yours sincerely

Early Years Teachers

__________________________________________________________
Routine Alternative Collection Arrangements

Name of Child: ________________________________________________

… will be collected on
Date/Day of week & how often
(e.g weekly, every week, twice per week etc):__________________________

by
Name of person:_________________________________________________

Their phone no:__________________________________________________

Your name printed:______________________________________________

Signature: __________________________ Date: ________________________