



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

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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: \_\_\_\_\_

Written by: Early Childhood Department

Approved by: Anne Weiss

Date:

Nov 2016

Reviewed by Anja Toddington

Date:

Jul 2018

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