

**EMERGENCY CONTACT & OTHERS AUTHORISED TO COLLECT CHILDREN**  
*(Information is required in full by the QLD Child Care Regulations)*

**This information may help you avoid late fees incurred if you are not able to pick your child by close of business.**

The following form is to advise the Centre Educators or persons authorised to sign out your child/ren if you cannot attend personally. If persons who are not listed (and/or do not have written authority) attempt to collect your child/ren the Centre Educators will follow the listed procedure:

1. Notify/contact you by phone at work or home.  
OR
2. Notify an emergency number to attend and authorise or object to collection.  
OR
3. If the person shows hostility – notify the police.

We regard these steps as necessary to ensure the proper care is taken of your child/ren while they are under our supervision and request that you FULLY complete this form in your child/ren's best interest.

**PERSONS AUTHORISED TO COLLECT YOUR CHILD**

(Neighbour, Aunt, Uncle, Family Friend, Sibling etc.)

**CHILD'S NAME:** .....

NAME	Address *	Phone no *	E-mail address*	Relation to child *
1				
2				
3				

(Please attach additional contact information if needed).

Parent's signature .....

**CUSTODY ARRANGEMENTS**

Please indicate whether any legal custody arrangements exist in relation to your child/ren  Yes  No

If yes, please attach a copy of your parenting plan/ orders relating to your child/children.

Residence order (e.g. full time with mum) \_\_\_\_\_

Contact order (e.g. father eligible care Friday 6pm-Sunday 6pm) \_\_\_\_\_

(Please attach additional contact information if needed).

**IMPORTANT!!!!**

THE FOLLOWING PERSONS ARE EITHER BY PREFERENCE OF PARENT AND/OR COURT ORDER NOT ALLOWED TO COLLECT MY/OUR CHILD/REN FROM THE CENTRE:	
NAME	REASON (Personal/Court Order – please attach copy.)

Parent's signature .....