Early Learning Centre
Student Collection Routine

Please complete the following details in relation to the collection of your child/ren from the Early Learning Centre.

Child’s Name ........................................................................................................................................................................

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Child’s Name ........................................................................................................................................................................

The following people are authorised to collect my child/ren (listed above) from the Early Learning Centre:

1. Name ............................................................................................................................... Relationship ..............................................

2. Name ............................................................................................................................... Relationship ..............................................

3. Name ............................................................................................................................... Relationship ..............................................

4. Name ............................................................................................................................... Relationship ..............................................

5. Name ............................................................................................................................... Relationship ..............................................

If your child requires care beyond 5:00pm please complete the following details for After School Care which incurs an additional fee.

☐ Monday - Attend After School Care
☐ Tuesday - Attend After School Care
☐ Wednesday - Attend After School Care
☐ Thursday - Attend After School Care
☐ Friday - Attend After School Care

I understand that:

- My child will not be released to anyone, other than the above-mentioned authorised people.
- I must notify the ELC, in writing, if there are any changes to the list of authorised people

Parent/Guardian ........................................................................................................................................................................

name  signature  date

1 Division 6, Section 99: Children leaving the education and care service premises of the Education and Care Services National Regulations