

## Collection Form for Countryside Day Nursery

**Child's / Children's Name:** .....

Please list below details of people who are likely to collect your child from Nursery. Ideally we would like to meet these people first, but in case of emergencies, these people listed will be allowed to collect your child. Please also issue us with photographs of these people and give them a secret password to remember when they collect. This password should only be known to the people listed on this form.

**PLEASE NOTE:** if the person collecting your child matches the description and knows the password, we will let your child go. Therefore, it is very important to inform us of any changes which happen and consequently amend your form.

**1. Name:** ..... **Relationship to child:** .....

**Address:** .....

**Telephone:** .....

**Description:** .....

**2. Name:** ..... **Relationship to child:** .....

**Address:** .....

**Telephone:** .....

**Description:** .....

**3. Name:** ..... **Relationship to child:** .....

**Address:** .....

**Telephone:** .....

**Description:** .....

**4. Name:** ..... **Relationship to child:** .....

**Address:** .....

**Telephone:** .....

**Description:** .....

**One individual password for all people on list:** .....

**Parent's Signature:** ..... **Date:** .....