ACLET CLOSE NURSERY SCHOOL

COLLECTING ARRANGEMENTS

Dear Parents

We take issues of Safeguarding (that is protecting your children) very seriously.

In order to make sure that we are providing the safest of care, we require you to complete this form which gives us permission to let your child leave the Nursery ONLY with someone you have told us about, and that we recognise. (Adults over 16 years of age only.)

In the event of an emergency, where neither you nor whoever you have told us about can collect, you must PHONE the school and inform us, otherwise we will be unable to let the child leave. We need to be able to contact you at any time your child is in school.

Child's Name: _____ Date of Birth: _____

Main collector's name: _____

Relationship to child: _____

Alternative collector: _____

Relationship to child: _____

***Please continue on back of this page, if needed.**

Parent name: _____

Parent signature: _____

Children collected on an afternoon only **(please delete where appropriate)**

- My child will be collected at 3pm.

  OR

- My child will be collected at 3.30pm

November 2026