

CONTACT DETAILS VERIFICATION & AUTHORISATION 2018

This is a confidential form that asks for personal contact details about your family. The primary purpose is to ensure we have an up to date record of your contact details to enable us to contact you in relation to your child while at the preschool.

Childs Name	FIRST NAME	SURNAME			
Preschool Group (Please Circle)	YELLOW	BLUE	GREEN	RED	PURPLE

	MOTHERS DETAILS	FATHERS DETAILS
Name		
Address		
Home Phone		
Mobile Phone		
Email Address		

Below please nominate if you wish your details to be included on your child's Class Contact List, which is distributed to your child's preschool group only. This list has been found to be useful for families to organise play dates and other class events. **Please note that you must authorise the release of these details for inclusion on the Class Contact List by providing one/both signatures and selecting 'Yes' in the table below.**

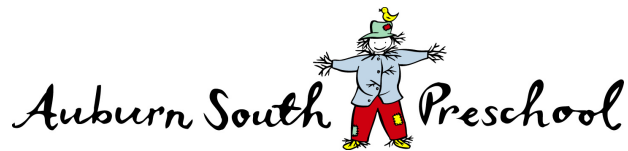
Also please nominate if you wish to be on the Preschool email list. General whole centre emails are sent regularly by the Committee of Management and Staff to families advising them of functions, special occasions at preschool and updates on preschool activities.

	MOTHERS DETAILS (please circle)	FATHERS DETAILS (please circle)
Add my contact details to my child's Class Contact List	Yes No	Yes No
Send Preschool emails to my email address	Yes No	Yes No
Signature:		

Where to send your completed Contact Authorisation Form

Please return as soon as possible in one of the following ways:

1. email PDF copy of the completed form to kinder@auburnsouth.org.au; or
2. post completed form to 'Administration assistant, Auburn South Preschool, 5 Anderson Road, Hawthorn East VIC 3123'.



Your family may have a carer (a grandparent /nanny) who provides **long-term regular** care to your child during the day. You can nominate to have your carer listed on the Class Contact List to be contacted for inclusion in play dates and other class events. You must provide details of the carer and sign your authorisation, following the carer's consent, in order for the carer to be added.

	CARER'S DETAILS	
CARER'S NAME		
ADDRESS (Optional)		
Home Phone		
Mobile Phone		
Email address		
Add contact details to the child's Class Contact List	Yes	No
Send preschool emails to my email address	Yes	No
Consent of Carer Signature:		
Authorisation of Parent Signature:		

Please note: It is the responsibility of the parents to notify the Administration assistant at Auburn South Preschool should this provision change. This section should not be used for short term or temporary caregivers.

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