

6th May 2014

Dear parent / guardian

***RE: Emergency Contact Update***

In order to provide the best possible education and care for your child, from time to time we ask families to update enrolment information.

When enrolling your child, we asked you to provide contact details of emergency contacts. An emergency contact has a number of responsibilities. They can:

* collect your child from our service
* be notified of any emergency involving your child if you cannot be immediately contacted
* consent to medical treatment including the administration of medication to your child if you can not be immediately contacted
* Authorise an educator to take your child outside our service (e.g. authorising your child’s attendance on an excursion).

If you wish to update emergency contact details or provide additional emergency contacts, please complete and forward the attached form by Friday 16th May to [mwhite@aspleyeastkindy.com.au](mailto:mwhite@aspleyeastkindy.com.au).

If you have any questions, please do not hesitate to ask

Kind regards

Marie White

Director

C&K Aspley East

**Emergency contact update**

Please provide details for a minimum of two (2) emergency contacts (other than in the parents / guardians). These emergency contacts are authorised to:

* collect your child from this service
* be notified of any emergency involving your child if you cannot be immediately contacted
* consent to medical treatment including the administration of medication to your child if you cannot be immediately contacted
* Consent to authorise an educator to take your child outside this service (e.g. an excursion).

When collecting your child, emergency contacts will need to present appropriate photo ID to prove their identity.

Child’s name:

* **Emergency contact 1 Emergency contact 2**

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| --- | --- |
| Surname:  Given names:  DOB: D / M / Y  Relationship to child:  Home address:  Street name:  Suburb:  Postcode:  Home telephone:  Mobile telephone:  Email address:  Work telephone:  Photo ID: Drivers licence □ Passport □ 18+ card □  Photo ID number:  Emergency contact signature:  Date: D / M / Y | Surname:  Given names:  DOB: D / M / Y  Relationship to child:  Home address:  Street name:  Suburb:  Postcode:  Home telephone:  Mobile telephone:  Email address:  Work telephone:  Photo ID: Drivers licence □ Passport □ 18+ card □  Photo ID number:  Emergency contact signature:  Date: D / M / Y |