



LETTER OF AUTHORITY ADDITIONAL AUTHORISED PERSON/S

*To be used when a person is NOT listed on an existing Child's Enrolment Form.
Original to be kept by Educator as proof of Authorised Person/s.*

I, _____
[Parent / Guardian Full Name]

of _____
[Address]

hereby give my permission for the following person/s to sign Attendance Records on my behalf as the Authorized Person/s to do occasional drop offs /picks ups of my child from

[Name of Family Day Care Service]

First Names:	Surname:	
Please state relationship to child:		
Home ☎:	Mobile ☎:	Work ☎:

First Names:	Surname:	
Please state relationship to child:		
Home ☎:	Mobile ☎:	Work ☎:

First Names:	Surname:	
Please state relationship to child:		
Home ☎:	Mobile ☎:	Work ☎:

Yours sincerely

[Parent/Guardian Signature]

_____/_____/_____
[Dated]