



COLLECTIONS

Child's name:.....

At Woodbridge Primary school Nursery your child's safety is of paramount importance to us whilst they are in our care. Please inform us on the grid below, collection arrangements for your child.

Monday	Tuesday	Wednesday	Thursday	Friday
Please write: name, relationship to child & contact numbers below.				

We understand that there may be times when you are unable to collect your child or there may be changes to the above arrangement. In the event of this happening, please phone the school and inform us of the person to be collecting and provide a password to be used. This information will be kept confidential. We will not allow any child to leave the premises if we have not received confirmation from you.

Password:

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

Key Person/Teacher's signature:..... Date:.....

Please keep us informed of any changes.

Thank you.