Contact Update Form

Child/ren's name:………………………………………………………………….…………

Parent/Guardian's name:……………………………………………………….………….

Parent/Guardian's signature:………………………………………………….……………

This form is to be used when updating or adding a contact to a family. Contacts can have different typing; one or more of the following in combination.

- EMERGENCY CONTACT
  - Nominate a person *(other than parents/guardians)* to contact in case of an emergency.

- AUTHORISED NOMINEE TO CONSENT FOR MEDICAL TREATMENT AND/OR ADMINISTRATION OF MEDICATION
  - Nominate a person *(other than parents/guardians)* to contact in case of an emergency.

- COLLECTION OF CHILD/REN - *Access will be denied to non-authorised persons*
  - Who, *(other than the parents/guardians)* has permission to collect your child/ren from the educator's home?

Contact One

☐ New Contact   ☐ Existing Contact

Please tick what type of contact they will be listed as (they can be listed as multiple types)

☐ Emergency Contact   ☐ Medical Consent   ☐ Collection of Child

Full Name: …...

Telephone #: (Home).............................. (Mobile)……………......... (Work)…….……….…….

Email (*required*): ……………………………………………………………………………………

Home Address (r*equired)*…………………….…………………………..…………….……….………

Contact Two

☐ New Contact   ☐ Existing Contact

Please tick what type of contact they will be listed as (they can be listed as multiple types)

☐ Emergency Contact   ☐ Medical Consent   ☐ Collection of Child

Full Name: …...

Telephone #: (Home).............................. (Mobile)……………......... (Work)..……………..…

Email (*required*): …………………….…………………………………………………………………

Home Address (r*equired)*…………………………………………………………………….………