

WEEKLY COLLECTION ARRANGEMENTS

A collection form requires to be completed EVERY week, indicating the time of collection and if your child requires tea. If there are any changes to the time or person collecting your child please make sure you inform a staff member.

If ANYONE other than the 'usual' person/people is/are collecting your child, please state who on this form. Your child will not be allowed to go unless we have consent from you.

Thank you.

COLLECTION FORM for Ashdown Lodge

NAME OF CHILD _____ **WEEK BEGINNING** _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Tick if tea is required					
Time of Collection					
Anyone different collecting?					

Please complete this form and hand it to a member of staff on the **first day of each week**.