



POLICY: Late Collection of Children

Background:

This policy has been developed to assist in the day to day running of Stepping Stones Child Care Centre to ensure that the safety and security of all children is at the highest level.

Procedure:

- If a parent, guardian or nominated person (person authorised by the parent to collect child) does not collect the child from the centre by 6.00pm; then they and all emergency contacts on the child's enrolment form, will be contacted until someone can be reached. ** Refer to "Departure of Children" policy.
- If no parent, guardian or nominated person can be contacted after a reasonable time (10-15 minutes) then the Centre Director or Proprietor is to be contacted to determine whether to call the Police or Office of Children, Youth and Family Support - ACT or The Department of Education and Early Childhood Development - Victoria.
- In accordance with the Regulations two staff must remain on the premises when children are present. The following late fees are imposed to finance this requirement:
 - 1-5 minutes late= \$15.00
 - 6-10 minutes late= \$25.00
 - 11-15 minutes late=\$35.00
 - 16-30 minutes late=\$45.00 + \$5.00 per minute thereafter 30 minutes
- Staff are responsible for reporting late children to the Centre Director and fees will be charged at this time by our Accounts Office, any late fees must be paid within 2 weeks of receiving on your statement.
- Staff are to monitor those families who are often late (more than 2-3 times) and advise the Centre Director.
- Any further late pick-ups will be recorded, an additional \$50 fee will be incurred to the above mentioned fees. The family will also be asked to meet with the Centre Director and Proprietor and a possible termination of care may occur at this time.
- In extreme cases e.g. parent involved in a car accident, a death in the family, parent or sibling admitted to hospital, late fees charges may not be charged, this is at the discretion of the Centre Director.

By developing this policy, we are asking families to respect that staff have commitments outside of work hours and parent's lateness can affect their circumstances. Families should arrive at the centre at the latest time of 5.55pm to give enough time to sign your child out, collect their bag and ask staff about their day.

This policy relates to the following CCQA Principles:

Quality Practices Guide (2005) – Principle 2.1, 2.2 & 2.3

Source:

- ACT Childcare Service Standards
- Victorian – Children's Services Regulations 2009

Developed: January 2007
Last Reviewed: 29.10.2009
To be Reviewed: October 2010

Reviewed in consultation with Staff and Parent Committee Members, at October 2009.