

Late Collection Policy

National Quality Standard (NQS)

Quality Area 2: Children's health and safety		
Safety	Each child is protected	
Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.	

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service

National Education and Care Regulations

Quality Area 7: Leadership and service management	
168	Education and care service must have policies and procedures

Related Policies

Collection of children policy
 Arrival and Departure Procedure
 Enrolment Policy
 Orientation of Families Policy
 Privacy and Confidentiality Policy

Purpose

To educate families that our Kindergarten is a learning environment and does not provide 'out of hours' care for children.

To support children's wellbeing so that they are collected in a timely manner from kindergarten.

SCOPE



This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

We understand that from time to time parents/caregivers may be late in collecting their child due to unforeseen or extenuating circumstances. We ask that families phone the kindy to let staff know that they are going to be late or the name of the person that will be collecting their child. In these circumstances they will not be issued a late fee.

If the parent is going to be more than 15 minutes late we ask that they contact their emergency person to collect their child.

Educators will ensure the child's wellbeing is maintained at all times and will explain to the child that their parent/caregiver is going to be a bit late. They will be offered an inside activity or a rest on the lounge with a book, and comforted where needed.

If staff have not heard from a parent and their child is still here 10 minutes after the collection time their family will be contacted. If the child's parents / caregivers cannot be reached their emergency person will be contacted to please collect the child.

Educators will chat with families if they are late a second time in collecting their child to ascertain if there are any concerns. Educators will explain the implications for the child's wellbeing and remind them about our late fee.

If this happens a third time the Director will speak with the family and explain that we will be issuing a late fee and chat about what strategies can be put in place to ensure this doesn't happen again for their child.

The fee structure for children being collected from kindy late continually i.e. more than twice

Fees

- \$10 per 10 minute blocks and part thereof after session finish time of 3.30pm will occur

Source

- Payment of fees policy
- Department for Education preschool contribution instruction

Review

Policy Reviewed	Modifications	Next Review Date
March 2017		March 2018
March 2018		March 2019
March 2020	Changed finish time	March 2022
March 2022	No changes	March 2024

