



## **Kangaroo Island Children's Services Inc**

### **LATE FEE POLICY**

It is important that children are collected on time.

We offer sessional bookings so it may be that another child is coming into care at the end of your child's booking. As part of our licensing we must abide by staffing child ratios and also total numbers of children in care, a late collection can cause us to breach our licence.

Our licensed and insured operating hours are 8am to 6pm, therefore children need to be collected by 6pm. Operating hours for Kingscote Outside School Hours care are 3:15pm—6:16pm, these children need to be collected by 6:15pm.

We wish to remind parents of our late pick-up fee. Late fees will be charged at a rate of \$2/min at all services after 5 minutes has elapsed. One written warning will be given via the account. After the first written warning the late fee will be charged. Childcare benefit is not claimable on late fees. The late fee policy will be enforced consistently.

We realise circumstances may cause parents to run late sometimes. Parents who notify us they will be late will have their booking extended if possible and be charged according to our fee schedule, childcare benefit will be applied.