

**LATE COLLECTION POLICY**

*Quality Area 2 – Children’s health and Safety*

*National Quality Standard 2.3.1; 2.3.4,*

*ECS National Regulations 99*

**INTRODUCTION**

It is important children are collected from Preschool at the conclusion of each day by the designated time. This enables the Preschool to remain within their licensing times determined by the Department of Education and Communities as well as avoiding stress to the child concerned.

**At Muswellbrook Pre School Kindergarten:**

Hours of Operation:

The Pre-School is open between 9am and 3pm for 1 and 3 day groups and 8.30am and 4pm for 2 day groups, which parents are advised of.

* Bus arrival and departures

Refer to Bus policy

* + Late collection of a child
    - If a parent/carer is going to be later than 3pm or 4pm depending on enrolment, a phone call to Preschool is requested to let staff know someone is on their way to collect the child.
    - Staff are to note late collections, anything after 3pm or 4pm depending on enrolment, in a “Late Collection Book”. The child’s name, room, date, time collected and person collecting the child needs to be recorded.
    - Late collection of a child will result in a “Late Collection Fee” charged to the families account based on the following rate:
      * Not collected at 3pm or 4pm each day they will be charged $5 for the first 5 minutes after 3pm or 4pm then $1 per minute after that, this cost will automatically be added to existing fees.
    - When a child has not been collected by 3.10pm or 4.10pm, attempts will be made to contact the child’s parents/caregivers. If no contact can be made, the collection/emergency contact telephone numbers nominated by the parent/s / caregivers will be used.
  + After one hour of the child not being collected, the Department of Community services will be contacted for advice.

Reviewed February 2017

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| **Signed By** | **Name** | **Signature** | **Date** |
| **Committee** |  |  |  |
| **Nominated Supervisor** |  |  |  |

Review Feb 2019

Links to other policies/documents

* Bus Policy