



**BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC**  
**MANGEMENT**

**Title: Late Pick Up Policy**

**Status: Current**

**Date of Origin: Nov. 2019**

**Policy No: P 37**

**Last Reviewed: Nov. 2021**

**POLICY STATEMENT**

We aim to provide educators and children with a safe and secure environment during operational hours.

**CONSIDERATIONS**

- Australian Children's Education and Care Quality Authority (ACECQA)
- Education and Care Services National Regulations 2011; Part 4.7 Leadership and Service Management Division 2 Regulation 168(2)(n). Part 4.2 Division 6 Regulation 84, 99, 158-159
- Education and Care Services National Law 104 - 167

**PROCEDURE:**

Children are to be in care during the operational or booked hours only. The safety of children and educators is of primary importance. Two (2) educators will remain with the child/ren at all times.

Our service operational hours are:

Before School Care: 6.30am – 8.30am

After School Care: 2.50pm – 6.30pm

Vacation Care: 7.00am – 6.30pm

Educators are unable to accept children in the service outside of these hours.

Should children be present after the closing time,

A late fee will be charged . These fees will be charged for the second late incident.

The late fees are as follows: \$20.00 for every 15 minutes or part thereof.



The late fee covers the cost of educator's overtime to remain with the child. Parents are required to advise the service if they will be late collecting their child/ren.

This prevents both the educator and child/ren from worrying.

The hours and days of operation of the service will be displayed prominently within the service (Regulation 173).

In circumstances that are beyond the control of families, for example, exceptional weather and traffic accidents, which may result in them arriving late to collect their child, the Nominated Supervisor will have discretion to decide if families will be charged the late fee.

If a parent is unable to collect their child/ren, they are expected to make alternative arrangements and advise the service accordingly to who is collecting their child/ren and what time they will be arriving.

Educators will take a copy of photo Identification shown on pick up to confirm who is collecting child.

If a child/ren is not collected from the service within one hour after closing time, and the parent has not made suitable alternative arrangements, Family and Community Services and Police could be contacted. The Centre Coordinator is too contacted before doing this.

Parents will be advised of the policy when picking the child up on the first late occasion, the attached letter is to be issued to the parent and late fees charged.

*First letter to be issued.*

The second late incident will incur a fee and the parent will be advised of this on collection of the child/ren or via email.

*Second letter to be issued.*

The third late incident will incur a fee and a warning of immediate termination after the next occasion and the parent will be advised of this on collection of the child/ren)

*Third letter to be issued.*

Care for the child will be terminated immediately on the fourth late pick up.

The late fee must be paid with the next statement. Educators will inform the Centre Coordinator of all late pick-ups.

A record of all late pick-ups will be kept by the Centre Coordinator. Children will be released into the care of Police or Family and Community Services if directed to do so by these authorities.



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| Document Author/Date:             | Community Childcare Co-operative LTD<br>ACEQA<br>Caitlin Richards 2019 |
| Reviewed by/date:                 | Management Committee, Nov. 2019                                        |
| Accepted By Management Committee: | Nov. 2019                                                              |
| Date for Next Review:             | Nov. 2020                                                              |
| Date last reviewed:               | Nov 2021                                                               |
| Accepted By Management Committee: | Nov 2021                                                               |
| Date for Next Review:             | Nov 2024                                                               |