



Childcare Late Pick up Policy

Port Lincoln Children's Centre aims to keep children and staff safe during operational times. Children are to be in care during the operational or booked hours only. The safety of children and educators is of primary importance.

A late collection is any non emergency situation when a parent picks up a child after their booked childcare session has finished or prior to the Centre closing.

Childcare Procedures

If a child remains at the Centre after closing time, staff will try to contact the parents/caregivers.

If parents are unavailable staff will proceed to contact the emergency contacts recorded on the enrolment form to arrange for the immediate collection of the child.

A late fee of \$3.00 per minute per child will be charged to the next account if a child is not picked up within their booked hours or prior to the service closing. This late fee covers the cost of the educators' overtime to remain with the child.

Two educators will remain with the child/ren until they are picked up.

- On the first occasion of a late pick up parents will be given a copy of the this policy and asked to complete a late pick up notice, no fee will be charged.
- A second late incident will incur a fee and the parent will be informed of this. A late pick up notice will need to be completed by parents on the collection of their child/ren.
- A third late incident will incur an increase in the late fee charged to \$5.00per minute and a warning of immediate termination of care after the next occasion of late pick up. The parent will be advised of this on collection of their children.
- Care for the child will be terminated immediately on the fourth late pick up.

If the child remains at the Centre 15 minutes after closing and no-one can be contacted, the child maybe referred to Crisis Care 131611(Dept. of Child Protection) and the local police. Staff will inform the Director who in turn will contact a member of the Governing Committee before this occurs. Children will be released into the care of Department of Child Protection or the Police if directed to do so by these authorities.

Staff will document their attempts to contact parents/caregivers and emergency contacts and any advice received and followed by Crisis Care.

If the parents cannot be contacted and the child is picked up by Emergency Care a notice will be posted on the Centre's front door with the relevant information for the family.

Families must:

- Keep up to date phone details with the Centre;
- Contact the Centre if they are unable to pick up their child at the usual time, informing us of the alternative arrangements;
- Arrange another responsible adult to collect the child and give full details to the Centre staff;
- Ensure emergency contacts are aware they are on the list.

(See Safe Arrival and Collection of children Policy for more detail).

Port Lincoln Children's Centre will:

- Ensure all families and staff are aware of this policy.
- Record all fines for late pick ups on the family's weekly invoice.

Education and Care Services national Regulations	National Quality Standard	Other Policies	Other
Regulations 99.158.168	QA 2 2.2.1 Supervision QA 7 7.1.2 Management systems	Fee Policy Safe Arrival and Collection of Children Policy Child Protection Policy	

Policy Reviewed	Modifications	Next Review Date:	
	Reviewed		
15.5.18	Links to Regulations and National Quality Standards added.	2021	
13.3.12	Reviewed at this time. Date of original issue unknown		

Issued: