POLICY - Late Collection of Children

Due to issues we have had recently regarding the late collection of children after our 6 pm closing time, Governing Council has approved new fees as a deterrent for this continually happening.

A late collection fee of $20 per fifteen minutes will be imposed when parents arrive later than the closing time of 6pm.

- **6:00-6:05 = $5** - *The first 5 minutes will accrue a flat $5 (unless this constantly occurs, then it will go to $20 as well - Director’s discretion),*
- **6:05-6:15 = $20,**
- **6:16-6:30 = $40** and so on.

If a child has not been picked up by 6:30 and all attempts to contact parents, guardians, emergency carers have been exhausted, Crisis Care will be contacted on 131 611.

Whenever possible, the parent should ring the service to advise they will be late to collect their child.

* A parent is regarded as being late when they arrive to collect their child after the 6pm closing time.
* Special circumstances, such as a traffic accident or vehicle breakdown, will be given consideration in relation to collection of late fees.
* When a parent is continually late arriving at the service to collect their child, the Director will discuss other Out of School Hours Care options with the parent.