

LATE COLLECTION OF CHILDREN



DEFINITION

Th Late collection: - Any non-emergency situation when a parent is more than 10 minutes late.

Late collection fine: - An amount imposed by Sparkways Early Learning for the late collection of children that covers the cost of overtime for staff

VALUES

This centre is committed to:

- ▶ ensuring that Sparkways Early Learning meets the requirements of the Child Safe Standards
- ▶ the safety, well-being and adequate supervision of all children
- ▶ application of late collection fines in a non-discriminatory manner
- ▶ fair negotiation of late fine payment

PURPOSE

For Sparkways Early Learning to fulfil its obligations to parents and children under the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011, the Children's Services in Victoria Policy and Procedures General Guidelines – Preschool Program Supplement and the Insurance Policy, it is recommended to have a policy outlining the procedure that will be put into place should any child be;

- ▶ collected late from the Service
- ▶ not collected from the Service due to an emergency or other situation.

POLICY

- ▶ Sparkways will ensure the safe care of children at all times they are at the service, including times which may be beyond normal session times as a result of late pick-up or emergency.
- ▶ This centre will adhere at all times to the relevant Education and Care Services National Regulations 2011.
- ▶ Sparkways will ensure that two staff are present at all times the centre is open.
- ▶ The late collection policy will be available for families to read in this manual and will be distributed upon enrolment
- ▶ This centre will have a policy of fines for late pick-up of children.
- ▶ At no time will a child be taken home by a staff member or Sparkways Early Learning representative.

PROCEDURES

Procedure for late collection of a child

- ▶ The staff will wait ten minutes for parents to arrive. Staff will contact families if they are not there within ten minutes of the due pick up time
- ▶ After this time staff will immediately proceed to contact the parents/guardian of the child or emergency contacts should parents be unavailable.
- ▶ Staff will remain at the centre with the child until the parent/guardian arrives to pick up the child.
- ▶ A late pick-up fine will be charged at the rate of \$20 per 15 minutes or part thereof. This fine is to be paid within one week.
- ▶ An invoice will be issued through QikKids to record late pick-up fines due.
- ▶ Procedure to be followed when no contact can be made with parent/guardian or emergency contacts
- ▶ Staff will proceed to attempt to contact emergency numbers and will also contact the General Manager – Children & Youth Operations.

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SPARKWAYS EARLY LEARNING representatives will follow the procedure outlined below.

Procedure to be followed should the child not be collected at all

- ▶ Contact police stating the Service is unable to contact family or care giver.
- ▶ Contact Protective Services at the regional Department of Human Services if the child has been abandoned.
- ▶ At no time is the child to be taken home by a staff member or SPARKWAYS EARLY LEARNING representative.

RESPONSIBILITIES

- ▶ It is the responsibility of SPARKWAYS EARLY LEARNING to ensure that all parents and staff are aware of this policy and that it is implemented within the centre.
- ▶ The policy may be viewed in the centre Policy Book which is kept at the centre.
- ▶ Staff are responsible for the day to day implementation of this policy.
- ▶ SPARKWAYS EARLY LEARNING is responsible for ensuring that all fines for late pickup are recorded on the QikKids invoice.
- ▶ Failure to pay this fine will become part of the non-payment of fees policy.

AUTHORISATION

This policy was adopted by the Approved Provider – Sparkways Early Learning on May 2010

Policy Reviewed Annually

Next Review: JANUARY 2022

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