

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	May 2015
Next Review Date:	May 2017

1. Procedure Overview

The Loxton District Children Centre (LDCC) is committed to ensuring, so far as is reasonably practicable, the health, safety and wellbeing of the Children and Staff.

To ensure that Children's Centre staff and families are aware of the requirements for the collection of children from the centres and any penalties or other consequences which may be implemented in the event that a child is not collected on time.

2. Implementation

Late collection of children can affect the quality of care and the required staff numbers and may cause the centre to be in breach of its licence and the children's regulations. This policy outlines the expectations relating to the collection of children and the course of action to be taken, including penalties to be applied, in the event that a child is not collected on time.

The Loxton District Children's Centre is not licensed to stay open after 6.00pm. If a child has not been collected by this time and an authorised person cannot be contacted, the situation will be referred to the Police and will incur a late fee of \$10.00 for every 15 minutes [or part thereof].

Parents need to be aware of session times and will need to stay with their child for early arrivals of any session – e.g. children being dropped off before session commences.

No Child Care Benefits is claimable against a late fee.

Where children are not collected by the centre's closing time of 6.00pm, employees are to follow these procedures:

- Contact parents to collect the child
- If unable to contact the parents, contact the other authorised people listed on the child's enrolment form
- When parent/guardian or authorised person has arrived ensure the sign in and sign out form has been initialled.
- Inform parent/guardian or authorised person of the centre's late penalty fee
- Notify centre Director and/or Management Committee for further assistance
- Where a child has not been collected after 30 minutes, contact the Child Abuse Report Line 24 hour service on 13 14 78 and/or the police, Loxton 8584 7283, Berri 8595 2020 or 000.
- A certified supervisor and a staff member are to stay with the child until a parent / guardian or the police arrive.

Late pick up of a morning session will also incur a late fee.

3. Review

The Late Collection Policy will be reviewed every two years.

4. References

- Loxton District Children's Centre Management Plan

5. Related LDCC Documents

- Work Health and Safety Policy



LATE COLLECTION POLICY

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Endorsed by Director – Jo Mitchell

Director Signature.....Date/...../.....

Endorsed by Employee Rep. Name –

Employee SignatureDate...../...../.....

Adopted by Management Committee

Management Committee Chairperson Signature.....Date...../...../.....

Date Minuted:...../...../..... Date of implementation:/...../.....

Review History

Document History	Version No	Issue Date	Description of Change:
	1.0	April 2008	Reviewed and Updated
		August 2010	Reviewed
		June 2012	Reviewed
		June 2015	Reviewed