



Late collection and fee policy

QUALITY AREA 7 : GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	<ul style="list-style-type: none"> Systems are in place to manage risk and enable the effective management and operation of a quality service

Greenwith Kindergarten's operational hours are: **9.00 am – 3.00 pm, Monday to Friday.**

Late pick up of children:

- can be distressing for children
- impact on staff planning, preparation, pack up and work on children's portfolios
- impact on staff being able to leave the site to attend training and meetings on time
- impact on staff being able to start staff meetings and other meetings on time

Your being on time to collect your child is appreciated.

Occasionally, circumstances occur that prevent you from being at the Kindy by 3.00 pm. When this happens, we would appreciate a phone call to advise us that you will be late or that other arrangements to collect your child have been made.

In the event that staff are unable to contact any emergency contacts for a child who has not been collected by 3.30pm, the Education Director has advised that the following will occur: 2 staff will stay with the child on site and the SA Police will be contacted.

Late collections will incur the following late fees.

3.05

3.05-3.10 **\$5.00**

3.10-3.20 **\$10.00**

3.20-3.30 **\$15.00**

An additional \$5 per every 5 minutes will be charged for any additional time past 3.30 pm.

Your understanding and efforts to collect your child promptly at the end of the day is appreciated.

Approvals

Status: Approved

Version: 0.1

Approved by: Name | Director, Site Name

Approved by: Name | Governing Council, Site Name

Approval date: 15 September 2022

Next review date: 6 September 2024 (must be 3 years from the approved date)

Revision record

Version: 1.0

Approved by: Name | Director Stephanie Mills , Greenwith Kindergarten

Approved date: 15 September 2022

Next review date: 6 September 2024

Amendment(s):

