

Late Collection of Children Policy

Date: Monday, 14 September 2005, reviewed 29/07/10, reviewed 19/10/12, reviewed 23/06/16, reviewed 9/7/18

Approved by Management Committee: _____ **Dated:** _____

Background:

The Centre's hours of operation are 7.45am to 5.45pm and staff are employed between these hours. Outside of these hours staff must be paid overtime to comply with award conditions. There must always be two staff members present with any child at any time. Consideration also needs to be given to the welfare of children in the Centre's care, and the personal or family inconvenience encountered by staff as a result of not being able to leave work on time.

To cover any overtime and to compensate for any inconvenience to staff as a result of children being collected late, a fine will be imposed on parents where they collect their children after the Centre's closing time of 5.45pm.

Aim:

To establish clear guidelines for staff and parents in relation to the Centre's duty of care to children and staff of the Centre with regard to children being picked up after the Centre's closing time

Related Policy

Access to and release of Children Policy
Supervision of Children Policy

Implementation:

The following steps will be adhered to:

1. On initial enrolment parents will be advised of the Centre's late policy.
2. Where children are collected after the Centre's normal closing time of 5.45pm, fees will be charged in the following manner:
For the first instance
 - a) \$50 per child from 5.45 to 6pm.
 - b) \$50 per child for every additional fifteen minutes or part thereof from 6pm onwards.
For the second and subsequent instances within a six month period
 - a) \$100 per child from 5.45pm to 6pm.
 - b) \$100 per child for every additional fifteen minutes or part thereof from 6pm onwards.

* After the second instance parents will also receive a letter explaining why it is necessary that they are punctual with regard to picking up their children. They will also be asked to meet with the Director to discuss the reasons for this and explain why their child should continue to be enrolled with UPCCC.
3. Staff will complete the late form on all occasions as a record.
4. Parents are required to sign the late collection form on arrival and again when payment of the late fee has been made.
5. Staff will remind parents who arrive at 5.45pm to collect their children that the building is about to be locked up and staff will be leaving the premises.
6. If a child is still at the centre at 5.45 pm staff will attempt to contact parents and emergency contacts to alert them to the fact that the child is still on the premises and organise for them to be picked up. If the child's parents can not be contacted, staff will call the child's emergency contacts. Staff will document all attempts to contact parents & emergency contacts
7. After 30 minutes of the Centre closing if staff have not heard from the child's parents and they have been unsuccessful in contacting either parents or emergency contacts, staff will call the Director or the Director's Delegate and advise them of the situation and then call Children's Education and Care Assurance (CECA) ph. 0411 291 529 to alert them to the fact the child is still on the premises and ask advice. Staff will also call ANU security ph. 6125 2249 and let them know that staff and children are still on the premises.

8. If staff are unable to reach anyone on the CECA number they will call the city Police Station on 6256 7777 and ask that they send someone to come and collect the child.

Source Material

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011 (available from <http://www.legislation.nsw.gov.au/>)

Australian Government Department of Education, Employment and Workplace relations (2009) *Belonging, Being & Becoming, the Early Years Learning Framework for Australia*

Australian Children's Education & Care Quality Authority (2017) Guide to the Education and Care services National Law and the Educational and Care Services National Regulations 2011. Retrieved from: <https://www.acecqa.gov.au/sites/default/files/2018-01/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf> on 9/7/18

Policy Review Date: July 2020

Procedure for children left at the Centre after 5.45 pm

The following procedure should be followed whenever a child is left at the centre and there has been no contact from the child's family with regard to their collection:

1. If a child is still here at 5.45 pm Staff should attempt to contact parents and to alert them to the fact that the child is still on the premises and organise for them to be picked up as soon as possible. Document time of all attempts to contact.
2. If unable to contact parents staff should then try to contact emergency contacts and advise them that the child has not been picked up, that attempts to contact the parents have not been successful and could they please arrange to pick the child up as soon as possible. Document time of all attempts to contact.
3. If after 30 minutes the staff have not been successful in contacting and/or have not heard from the child's parents or emergency contacts, staff will call the Director or the Director's Delegate and advise them of the situation.
4. Staff will then call Children's Education and Care Assurance (CECA), After Hours Crisis Service on:

6207 0720

or

Susan Sullivan (Manager)- 0411 291 529

and alert them to the fact the child is still on the premises, ask advice and ask if they can send someone to pick the child up. Document times of all contacts and ensure that if child is collected by someone from Care and Protection that you ask them for identification, ensure that they sign the child out, note the time and document their name and position.

5. Staff will also call ANU security

6125 2249

to let them know that staff and children are still on the premises.

6. If staff are unable to reach anyone on the CECA number they will call the city Police Station on:

6256 7777

advise them of the situation and ask that they send someone to come and collect the child. Document time of call and if child is collected by someone from the Police that you ask for and record their identification and ensure that they sign the child out, note the time and document their name and position.