



## FEE SCHEDULE

### Late Collection of Children Fee.

Preschool pick up time is 3.15pm

If a parent / guardian is 20 or more minutes late, (beyond 3.35pm), a late fee of \$1 per minute late, calculated from closing time, (3.15pm), to the child's safe departure, will be charged to a parent / guardian. The time of departure will be noted on a reliable clock eg watch, mobile phone or computer.

If the departure time goes beyond the hours that staff are employed by the service, ie 4.00pm, the parent / guardian will be charged for the cost of the wages for the staff required to remain to care for the child from 4pm onwards (\$100 per hour or part thereof), in addition to the \$1per minute charged from 3.15pm to 4pm.

In an emergency late pick up situation, the payment of late fees is at the discretion of the approved provider in conjunction with the nominated supervisor or certified supervisor who was acting as the responsible person at the time of the late collection.

(See also Late Departure of Children Policy in QA 2)

Issue: 1

Ratified at Gen Meeting (date):


Signed (1):

Signed (2):

To be reviewed as per need.

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26.11.18.

  
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