



Late Departure of Children Policy

This policy relates to the late departure of children from Kangaroo Valley Pre School. It is the responsibility of families to organise a responsible, authorised person to collect their children from preschool at the designated time. It is the responsibility of staff and families to ensure the safe departure of children from the preschool and the completion of documentation.

Aims

To keep children safe on their departure from preschool, and to maintain smooth functioning of the preschool service.

Strategies:

- The service opening hours are clearly displayed at the entrance to the preschool.
- Parents / Guardians who are unavoidably detained and are unable to collect their child at the negotiated collection time must telephone the preschool to advise of their lateness and expected time of arrival. If they are unable to collect their child prior to the closing time, they should arrange for another authorised adult to collect the child and advise the preschool of this arrangement.
- Special circumstances eg a traffic accident or vehicle breakdown, will be given consideration in relation to the administration of late collection fees.
- If the parent / guardian has not contacted the preschool and the child had not been collected 10 minutes after the collection time (3.25pm), the preschool will attempt to telephone the parent / guardian or if this is not possible, telephone the emergency contact people listed on the child's enrolment form to arrange for the child's immediate collection.
- If no-one can be contacted and the child has not been collected 30 minutes after the service's normal closing time(3.45pm), educators will follow the procedure for late collection.
- If a parent / guardian is 20 or more minutes late on 3 occasions (3.35pm or later), the reasons for which are not due to an unavoidable or unexpected emergency, the child's enrolment at the service will be forfeited.
 - On the second occasion of being 20 minutes or more late, a "late collection" letter will be issued to the parent / guardian which must be signed for on receipt.
- A late fee of \$1 per minute, calculated from closing time to the child's safe departure, will be charged to a parent / guardian if they are 20 minutes or more late. 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, the parent / guardian will be charged for the cost of the wages for the staff required to remain to care for the child. (\$100 per hour or part thereof)

The payment of late fees in an emergency late pick up situation 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.

Procedure for Late Collection of Children.

- If a child has not been collected 30 minutes after closing time and the parents/ guardians or other emergency contacts for the child have been unable to be contacted, the responsible person on duty will contact:
 - The approved provider (President or other executive committee member) to inform them of the situation & request assistance if necessary.
 - If the educators present are unable to remain at the preschool to care for the child, the responsible person in charge will follow the following actions to ensure the wellbeing of the child:
 - Ring executive committee members to relieve the present staff as soon as they are able.
 - Ring local relief staff to relieve the present staff as soon as they are able.
(These people all have had a Working With Children Check)
 - The police will be contacted to find out if the parent has been involved in an accident or to ask the police to take action to try and locate the parent / guardian.
 - The Department of Education & communities Early childhood Education & care directorate.(1800 619 113)
They will be advised of the situation & consulted on what action to take.
 - Parents / Guardians / Emergency contacts are attempted to be contacted at intervals.
- The preschool has a “Late Collection Action Plan” which includes a timeline of actions taken in the event of a late collection of a child.
- In the interests of child protection, two adults will remain at the service with the child. If it is decided that only one educator can stay late with the child, it is important to ensure that another adult can be on hand to provide assistance if necessary.
- The educators will care for the child’s needs & reassure the child if they are anxious.



- When the parent / guardian or emergency contact arrives to collect the child they will be required to complete and sign a “Late Collection” form.
 - Educators will advise all the people & services previously contacted that the child has been collected.
 - A NL01 form from the ACECQA website is to be completed. (Notification of complaints, non-serious incidents & additional children in an emergency)

Evaluation

The safety of children is ensured in the event of late collection from preschool.

Procedures:

1. Late Collection Action Plan
2. Late Collection Form

References:

PSC Alliance “Delivery & Collection of Children” policy

www.pscalliance.org.au

Statutory Legislation & Considerations

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011