

WODEN EARLY CHILDHOOD CENTRE

LATE OR NON COLLECITON OF CHILDREN POLICY

POLICY STATEMENT:

On enrollment at Woden Early Childhood Centre, parents are advised through this policy that all children must be collected by 6.00 pm which is closing time and that a late fee applies if they fail to do so. This policy has been developed to encourage families to collect their children on time.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE:

ACT Centre based Children Services Conditions 2000 states that “at least two staff, one of whom must be a qualified person, must be present at all times when there are children on the premises.”

Staff are employed until 6.00 and it is the belief of the Woden Early Childhood Centre management committee that the children are to have been collected by this time in order to allow the staff to finish on time.

SCOPE:

This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION:

ACT Centre based Children Services Conditions 2000 1.18d), 1.23, 3.9
ACT Parliamentary Council, Children and young people ACT 1999 effective 27/10/08
(www.legislation.act.gov.au/a/1999-63/current/pdf/1999-63.pdf) 10.12.08

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide 2005 PRINCIPLES 5.1, 5.2, 5.5, 7.1, 7.3

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

linking policy

Fee Policy
safe collection and custody of children
Inclusion Policy

Source Documents:

ACT Parliamentary Council, Children and young people ACT 1999 effective 27/10/08
(www.legislation.act.gov.au/a/1999-63/current/pdf/1999-63.pdf) 10.12.08

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.4.09

CENTRE EXPECTATIONS

The Centre is open between the hours of 8.00 and 6.00 pm. Children must arrive and leave inside these hours as staff are not employed outside these times other than for pre arranged staff meetings. As staff are only paid until 6.00 all children must have been picked up and departed the centre by this time to allow staff to leave on time.

Parents are expected to arrive at the Centre 10 minutes before closing to allow time to collect their child, talk to staff about their child's day, collect their child's bag and sign out.

STRATEGIES AND PROCEDURES

When child(ren) have not been collected before 6.00pm:

1. The Level 4 is to remain at the centre with another child care staff member. They will attempt to contact parent/guardian/emergency contact to ensure collection of the child.
2. A late fee is given as per the Fees Policy.

If the Child(ren) have still not been collected by 6. 15 pm and child care staff are unable to contact parents or emergency contacts:

1. The Level 4 will contact the Director

Child(ren) not collected by 6. 45 pm and the child care staff are unable to contact parents or emergency contacts:

1. The Director will notify the Police by calling 131444
2. The Police will be advised the child has not been collected.
3. The Police will be asked to assist by helping to locate the parents/guardian or emergency contacts

Child not collected by 7.00 pm and staff are unable to contact parents or emergency contacts:

1. The Director will contact the Community Care after Hours by Phone; Explain there is a child in "need of care". Requesting that he/she be collected from the centre and be taken into temporary custody.
2. Community Care will be advised that the Police have been alerted and are assisting.
3. The Director to notify Police that Community Care will be collecting child/ren from the centre.
4. When the child/ren have been collected by Community Care a note should be taped to the centre door indicating to what address and phone number the child has been taken to. The note should also include the director's phone number.
5. An Incident Report to be completed.

LATE FEE PROCESS

Late collection of children has an impact not only to the child waiting for their parent to arrive but it also impacts on the staff employed to 6.00 who are unable to leave on time and therefore run late to their own functions..

Therefore when a parent fails to collect their child by 6.00 a late fee will be charged as follows:

\$15.00 when the child is collected at any time between 6.00 – 6.05 pm
\$5.00 per minute thereafter will be charged

Staff fill out the late sheet giving details of the child's name, date, time collected, staff who stayed back and the fee to be charged. Parents sign the form and the sign in sheet on collection.

The late sheet states that "I am aware that I have incurred a late fee because my child was not picked up before 6.00pm..." "I am also aware that the management committee of woden early childhood Centre will be informed of this incident and that should I repeatedly collect my child late I am risking my child's place at the Centre "

Once filled out the late sheet is placed on the Directors Desk for their information and then passed on to the Book keepers to add to the next invoice for care.

ADDITIONAL INFORMATION

Where a parent contacts the centre and advises they will be late collecting the child (ren) a late fee will apply. **This fee must be paid immediately with fees are next due.**

Where the Director is absent from the centre another senior staff member is to be authorised to stay behind.

Where it is unavoidable and staff members has to stay behind they will be compensated as per the relevant Child Care Award.

Woden Early Childhood Centre

Cover page format adapted from Child Care Co-operative Model Policy to fit with our existing content

If late collection of a child/ren occurs more than once, Parents/Guardians will be advised that a further incident could jeopardise their enrolment.