



## Mountain Community Children's Centre Inc.

# Late Pick Up Policy

**Rationale:** To provide clear guidelines for the procedure to follow if a child remains on the premises outside of the centre's licensed operating hours of 7.30am – 5.30pm.

**Aim:** To promote feelings of security and self esteem for each child through regular routines and collection times.  
To foster cooperative staff/parent relationships whilst respecting each have responsibilities and demands.

**Procedure:** For the purpose of this policy LATE PICK UP is defined as collection of a child outside of the centre open hours of 7.30am to 5.30pm as per the wall clock in the sign in area. Within our orientation pack, families are supplied with a Fee Policy, Late Pick Up Policy and Parent Handbook outlining a list of all Policies, to ensure they have access to all the relevant information regarding our service. To attend our service, families will be required to sign the enrolment form accepting the centre's Policies and procedures. Upon collection of their child for departure, families are to sign their child out and vacate the premises including the car park area to ensure all parties have left the Centre by 5.30pm.

Where a family is unavoidably detained and unable to arrive by 5.30pm, they are expected to make alternative arrangements for the collection of their child (by 5.30pm) and notify the centre.

If the child is not collected by 5.30pm the family or person who arrives to collect the child, will be asked to sign the [Late-Pick-Up Form](#) which will be witnessed by a member of staff. Lateness will incur a fee of \$60.00 for the first 15 minutes, then \$5 per minute thereafter. This fee will be payable within the next week of the child's attendance at the centre. In the event that families feel their lateness was due to extenuating circumstances, they must still pay the fine, however, may submit a letter outlining the circumstances to the committee to have the matter reviewed. The family will be notified in writing of the outcome. All correspondence relating to Late Pick Up of Children will be kept in each individual child's file.

Where a family is unavoidably detained and does not arrive by 5.30pm or has not notified the centre, staff will try to contact the family to collect the child. If the family is unable to be contacted within the first 15 minutes, staff will notify an emergency contact (as listed on the enrolment form) to come and collect the child. The late fee as outlined above will be payable within the next week of the child's attendance at the centre.

If a child still remains at the centre by 6.30pm with no communication from their family and staff have been unable to notify an emergency contact, staff will call **Gosford Police Station on 43235599**. The supervising staff will then follow the direction given to them at this time.

If lateness occurs regularly, the committee reserve the right to consider refusal of admittance to the Centre for the child.