

POLICY: 4 **Collection of children**

STATUS: Approved

DATE: September 2009

Date for review: October 2012

This policy documents the provisions to ensure that children are collected from the Centre in a timely and safe manner.

- Children are to be collected by the end of the session – **5.15pm**
- Late collection may result in the parent being charged \$5.00 per 5 minute interval to recover staff wages. A parent will not be charged before 5.30pm. After 5.30 late fees will be charged from 5.15pm, making the minimum late fee \$20.00.
- Parents are required to provide details of who is authorised to collect their children and who should be contacted in an emergency. These details will be retained on file. Parents are responsible for ensuring that these details are up to date.
- Parents are to detail and sign alternate collection arrangements in the diary. Such details will constitute authorisation.
- Teachers will not release children to an unauthorised person.
- In an emergency (e.g. sickness, injury) a parent will be contacted to confirm who will collect the children. If the parent is unable to be contacted, an alternate contact will be notified. Attempts to contact the parent will continue.

Signed President: