

Mawson Lakes School - OSHC

Policy Statement on Late Collection of Children

Due to continued late collection of children after 6pm, the Mawson Lakes School OSHC and Governing Council approved additional fees as a deterrent for this continually happening.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

A late collection fee of \$20 per fifteen minutes will be imposed when parents arrive later than the closing time of 6pm.

- **6:00-6:05 = \$5** -*The first 5 minutes will accrue a flat \$5 (unless this regularly occurs, then it will go to \$20 as well- Director's discretion),*
- **6:05-6:15 = \$20,**
- **6:16-6:30 = \$40** and so on.

If a child has not been picked up by 6:30 and all attempts to contact parents, guardians, emergency carers have been exhausted, Crisis Care and the Police will be contacted.

Whenever possible, the parent should ring the service to advise that they will be late to collect their child.

- A parent is regarded as being late when they arrive to collect their child after the 6pm closing time.
- Special circumstances, such as a traffic accident or vehicle breakdown, will be given consideration in relation to collection of late fees.
- When a parent is continually late arriving at the service to collect their child, the Director will discuss other Out of School Hours Care options with the parent.