

Late Collection of Children

AIM

This policy aims to ensure educators follow the correct procedure for the late collection of children.

LINKS TO OTHER PROCEDURES

- Enrolment and Attendance
- Supervision
- Fees and Child Care Subsidy
- Child Protection

LINKS TO APPENDIX (APPENDIX 10)

- Late Collection of Children – First Reminder
- Late Collection of Children – Second and Subsequent Reminders
- Late Collection Form

PROCEDURE

All children must leave the service before the closing time. Two educators will check the centre at the end of each day to ensure all children are accounted for. Educators must then sign the centre attendance sheets.

Parents are requested to contact the service if they will be late due to unforeseen circumstances.

If a Parent/Carer Is Late to Collect

Where a child is collected under 45 minutes after closing, educators are to:

- Try to contact the parent or nominated contact person. If the parent cannot be contacted, ask the nominated contact person
- to collect the child.
- Two educators are to be present to care for the child.
- The parent is to be emailed a letter of warning on the first occurrence and a copy of the late collection of children procedure.
- A fine is to be charged on the second and subsequent occasions (refer to current schedule of Inner West Council's Fees & Charges).
- On the fifth occasion within a calendar year, the child's place will be reviewed with a view to terminating the placement.
- Collection time and details are recorded on the Late Collection Form and retained in the child's file.
- If a late fee is incurred, parents should be advised that the Child Care Subsidy cannot be claimed for late collection of children.
- Educators who were required to work beyond their normal shift may take time in lieu or may be eligible for overtime payment.

If a child has not been collected 45 minutes or more after closing, educators are to:

- Attempt to contact the Operations Manager.
- Two educators are to be present to care for the child.
- Educators must try to contact the parents and/or emergency numbers listed on the enrolment form.
- If no-one is found to collect the child, contact Communities & Justice Child Protection Helpline on 13 21 11. (24 hours)
- The service director/coordinator, operations manager and local police are to be informed.
- A notice will be displayed on the service door, asking the parent/carers to contact the local police station (address and phone number supplied) to find out where the child is being cared for. The enrolment form is to always accompany the child. Two educators are required to travel with the child to drop them off at the local police station.
- Educators involved in the care of a child in this emergency situation are to provide a full report to the service director/coordinator and Operations Manager the next working day.

In all cases where a child is collected after closing, educators are to:

- Email a letter of warning to the parent/carer on the first occurrence (See appendices) and a copy of the late collection of – children procedure.
- Issue a fine on second and subsequent occasion (refer to current schedule of Inner West Council's Fees and Charges).
- On the fifth occasion within a calendar year, the child's place will be reviewed with the view to terminating the placement.
- Collection time and details are recorded on the Late Collection Form (See appendices) and retained in the child's file.
- If a late fee is incurred, parents/carers should be advised that the Child Care Subsidy cannot be claimed for late collection of children.
- Educators who were required to work beyond their normal shift may take time in lieu or may be eligible for overtime payment.

SOURCES

- Child Wellbeing & Child Protection (2009) Child Wellbeing & Child Protection NSW Interagency Guidelines
- National Quality Standard, Quality Area 2: Children's Health and Safety Standard 2.3: Each child is protected
- Family Law Act 1975 (Cth), as amended 2011
- Education and Care Services National Regulations 2011: Regulations 99, 168(2)(f)

KEY EXTERNAL CONTACTS

NSW Department of Communities & Justice

Phone: 13 21 11

www.dcj.nsw.gov.au

Local Police

Newtown – Phone: (02) 9550 8199

Marrickville – Phone: (02) 9568 9299

Glebe – Phone: (02) 9552 8099

Balmain – Phone: (02) 02 9556 0624

KEY ORGANISATIONAL CONTACTS

Operations Manager: Rochelle Payne 02 9335 2144

Operations Manager: Beth O'Connor 02 9392 5396

Operations Manager: Sherelle Kozarovski 02 9392 5225

Coordinator Family Day Care: Rosie Pupo 02 9392 5143

Senior Manager Children's Services: Maria Pappas 02 9392 5392

Division:	Community	Date Adopted:	December 2010	Changes Made:	Yes
Section:	Children's Services	Last Review:	2010	Due to:	Best Practice
			2013		Best Practice
			2014		Formatting
			2015		NO
			2025		Best Practice