

Wynn Vale School



"Making a Difference"

WYNN VALE OSHC

POLICY DOCUMENT

LATE PICK UP

POLICY

LATE PICK UP/EMERGENCY POLICY

Policy was adopted by Wynn Vale Management Committee. The committee of Management will ensure the safe care of children at all times they are at Wynn vale OSHC/Vacation Care, including times which may be beyond normal sessions as a result of late pick up or emergency.

This centre will at all times adhere to the Children's Services Regulations in relation to emergency contact information and ensure that this is followed in the event of an emergency.

This centre reserves the right to fine for late pick up of children.

Parents must inform staff of any anticipated late pick-up.

PROCEDURES

Procedure for late pick-up of a child:

Children are to be in care during the operational or booked hours **only**.

Parents are requested to arrive at the centre five minutes prior to the centre closing to allow staff to complete closing shift responsibilities.

Parents are required to advise the service if they will be late collecting their child due to unforeseen circumstances. This prevents both carer and child from worrying.

After this time staff will proceed to contact the parent/guardian of the child or emergency contacts should parents be unavailable.

The safety of children and educators is of primary importance.

Two educators will remain with the child/ren at all times.

The late fee covers the cost of staff overtime to remain with the child. The late fee is as follows:

\$3.00 per minute per child

The late fee must be paid within the next 24hrs.

A record of all late pick- ups will be kept by the Director.

Care for the child /children will be immediately terminated on the third late pick up

Children will be released into the care of Police or Community Services if directed to do so by these authorities. (Families SA, Crisis Care)

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I / Wehave read the Late Pick Up/ Emergency Policy of Wynn Vale OSHC and understand that it is my/our responsibility to collect my/our child/ren by the advertised session finish times and we will pay the late fee if imposed.

Please could you update ALL your phone numbers and contacts –

Mobile.....

Home

Work

Dated

Signed

.....

CHAIRPERSON

.....

SECRETARY

REVIEWED: / /

NEXT DUE: / /