**LATE COLLECTION OF CHILDREN POLICY**

This policy outlines the responsibilities of parents/guardians in collecting children from the preschool premises in line with the preschool’s licencing and legislative obligations. The policy also outlines the additional charges that will apply if there is continual late collection of children outside these stated times.

The preschool must operate within its licenced hours of operation; therefore, it is essential that parents/guardians strictly adhere to the pick-up times for the preschool sessions as outlined below.

***Procedure***

***Half-day session*** – Parents/guardians must be on premises no later than 12:20pm to collect their child/children and their belongings and leave the premises strictly no later than 12:30pm.

***It is essential that parents/guardians strictly adhere to these times as late pick up of children at the half day session impacts on the Preschool’s supervision ratios, staffing and programming requirements.***

***Full Day session*** – Parents/guardians must be on premises no later than 3:35pm to collect their child/children and their belongings and leave the premises no later than 3:45pm.

***It is essential that parents/guardians strictly adhere to these times as late pick up of children at the full day session breaches the Preschool’s licensed hours of operation.***

***Procedure for contacting the preschool in the event of unforeseen circumstances.***

It is essential that contact be made with the preschool by phone in the event of unforeseen circumstances arising and the parent/guardian being unable to collect child/children by the stated time. In this case the additional charges may not apply***.***

***Additional Charges***

In the instance of continual late collection of children without contact with the preschool, a verbal warning will be issued by the Preschool Director or any member of the Preschool staff and there after additional charges will be added to the child’s fees, as follows.

|  |  |  |
| --- | --- | --- |
| **Session** | **Pick up time** | **Additional Charge** |
| Half Day | 12.30 – 12.35pm | $50.00 |
|  | 12.35pm onwards | $100.00 |
| Full Day | 3.45 – 3.50pm | $50.00 |
|  | 3.50pm onwards | $100.00 |

Board of Management: President on behalf of Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated Supervisor on behalf of the staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ratified July 2016 Reviewed February 2021