



# LATE PICK UP POLICY

## INTRODUCTION

This policy ensures Karratha Community House Inc. (KCH) transparently and consistently handles the late collection of children from drop and go programs, both in the interest of fairness to parents and staff and the safety and well-being of the children being collected.

## PICK UP POLICY

KCH drop and go programs, including Ready Set School (RSS), Little Explorers and Playtime, finish at 1pm. Parents/guardians are asked to collect their children promptly at the conclusion of the session. If the parent/guardian is aware that they are going to be late, they should call KCH to advise staff of this and of their plan to pick up the child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged.

## LATE CHILD PICK UP PROCEDURE

When a child is not picked up at 1pm, at least one staff member will remain with the child/ren in their classroom until they are collected.

Staff will attempt to contact the parent/guardian of the child/ren, if the parent/guardian has not made prior contact with regards to being late.

If contact with the parent/guardian is not established, the emergency contact(s) listed for the child/ren will be contacted to make arrangements for pick up.

Staff on duty will complete a late fee payment form, which is to be signed by the parent/guardian. By signing the form, the parent/guardian acknowledges that they are late and agrees to the amount due. The fee is payable immediately.

If the parent/guardian is repetitively late, staff will notify the KCH Operations Manager who will meet with the parents regarding the situation.

## LATE PICK UP FEES

An additional charge of \$15 per child will occur within the first 15 minutes of the program finish time, and \$1 per minute thereafter.

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| Document number    | CL15        | Version               | 1.0          |
| Reviewed by        | D. Kelly    | Review Date           | 14 June 2022 |
| Responsible person | Chairperson | Scheduled review date | 14 June 2025 |

# LATE PICK UP FORM

| Late pick up details                  |   |
|---------------------------------------|---|
| Child's name:                         |   |
| Program attended:                     | <input type="checkbox"/> Ready, Set, School <input type="checkbox"/> Little Explorers <input type="checkbox"/> Playtime |
| Date and time picked up:              | _____ : _____ pm on _____ / _____ / _____   |
| Name of parent/guardian collecting:   |   |
| Signed by parent/guardian collecting: | I acknowledge the Late Pick Up Policy and agree to pay the \$ _____ fee that is applicable.<br><br>Signature: _____     |

| Document Number | CL14           | LOW RISK:<br>Review every 3 years | Responsible Person | Chairperson |                  |
|-----------------|----------------|-----------------------------------|--------------------|-------------|------------------|
| Version         | Reviewed by    | Changes Made                      | Review Date        | Approved By | Next Review Date |
| 1.0             | Danielle Kelly | New document.                     | 14 June 2022       | KCH Board   | 14 June 2025     |
|                 |                |                                   |                    |             |                  |

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