

## ASC Late Collection or PickUp

### **Collection of Children:**

For safety and security, children will only be released to authorised adults as named on the enrolment forms. Children must be signed out by their parent, or other authorised person, before they leave the Out of School Hours Care.

Children must be collected by 6.05pm. If, because of an emergency situation, you are late, then please notify the Centre as soon as possible so that appropriate arrangements can be made.

A late fee will apply if children are consistently left after 6.05pm, and Crisis Care will be called if the child has not been picked up by 6.30pm and emergency contacts have not been reached.

Written permission is required to allow a child to leave the OSHC without an authorized adult.

### **ASC Late Collection / Pick Up:**

- Whenever possible, the parent should ring the service to advise they will be late to collect their child.
- A late collection fee of \$6.00 per child will be imposed when parents arrive between 6.05pm and 6.20pm.
- A late collection fee of \$1.00 per minute, per child will be imposed when parents arrive after 6.20pm, in addition to the \$5.00 late fee already charged.
- 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.