



LATE PICK UP POLICY

East Adelaide Out of School Hours Care (OSHC) closes at 6.00pm in line with operating recommended by The Department for Education.

The following charges will apply for children who are picked up after 6pm per child. These charges are not covered through any Centrelink benefits.

6.00 - 6.10pm	SET FEE: \$10.00
6.10 - 6.20pm	SET FEE: \$20.00
6.20pm onwards	HOURLY RATE OF \$ 60.00

Charges will be made at the discretion of the Director based on regularity of lateness and whether contact has been made by parent/guardian.

ACTION TO BE TAKEN BY STAFF:

Parents who are late to collect their child will be required to sign their children out in a separate late book.

6.00 - 6.20pm:

Supervise and reassure the child/ren, if they are feeling anxious. Staff will attempt to contact parent/guardian.

Continue to supervise and reassure the child.

Staff will attempt to contact all emergency people recorded in the child/ren file so that the child/ren can be collected.

6.20pm-

If no resolution by 6.20pm, staff will take the following action:

1. Contact the school principal to inform them of the situation.
2. Report the situation to the Police Assistance Line (131 444) and follow their advice, which may include transporting the child to the police station as per police advice with two educators present.