

## Late Policy

### Rationale:

The licence(s) granted to Small World by the Ministry of Education restrict the hours of operation to between 7.30 am and 5.30 pm, Monday to Friday.

### Objectives:

- To ensure that Small World complies at all times with the conditions of its licence(s).
- To ensure that children are picked up early enough to enable parents to discuss their child's day with teachers.
- To ensure that the procedures to be followed when children are picked up late are transparent, understood and applied fairly.
- To ensure that teachers' personal time is not unduly compromised by the late arrival of parents to pick up children.

### Procedures:

- When a child has not been picked up by 5.30 pm they will be brought by their teacher to the foyer area with their belongings and the sign in/out sheets.
- The Manager on duty or another staff member will remain with the child and their teacher until they are picked up (i.e. two staff members will remain with the child at all times).
- The Manager will ring the parent(s) at five minute intervals to arrange pick up.
- If there is no response by 5.45 pm the Manager will ring the emergency contact to arrange pick up and then continue to call the parent(s) to advise of collection arrangements.
- If no contact has been made after one hour the Manager will call the Police for advice.
- All late pick ups will be documented by staff and parents will be asked to verify the documentation.
- A late fee of \$1 per minute will be charged if the child is not picked up by 5.30pm or (3.00pm if attending sessionally).
- The late fee and late fee process will also apply to children attending the sessional services offered at Small World
- If late pick-up occurs regularly enrolment may be terminated.