

# GREY WARD CHILDREN'S CENTRE

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## LATE FEE POLICY

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### RATIONALE

The Centre has a clear Duty of Care to children while acting in 'in loco parentis'. As some children show signs of distress when they are the last child on the premises, the Centre believes it has a duty to limit this distress.

The Centre has a responsibility to maintain the working conditions of the staff and to respect their personal time. The Centre believes it is not appropriate to infringe on that personal time without prior arrangement or agreement with staff.

The Centre also has a responsibility to abide by current legislation and licensing requirements as well as the terms of its insurance policies.

### AIMS:

- ❖ To limit unnecessary distress to children.
- ❖ To clarify expectations of families and staff.
- ❖ To build successful partnerships between parents and staff which reflects mutual respect.
- ❖ To uphold and maintain the working conditions of staff.
- ❖ To abide by licensing requirements.
- ❖ To abide by insurance policy requirements.

### DEFINITIONS:

*Late:* when a parent arrives at the Centre after 5.45pm according to the clock in the foyer area.

### PROCEDURE:

- ❖ At 5.45pm by the foyer clock a staff member will lock the door.
- ❖ Parents who arrive once the door has been locked will need to ring the doorbell for entry.
- ❖ Parents will then be asked to sign the attendance folder with the time displayed on the foyer clock.
- ❖ A staff member will then countersign the attendance folder.
- ❖ Parents are then encouraged to collect their child and their child's belongings as efficiently as possible.
- ❖ If a child is still at the Centre by 6.00pm and no notification has been received by staff, staff will systematically go through the contact numbers on the child's enrolment form. If no one is contactable, staff will ring Crisis Care to collect the child.

### BILLING

- ❖ Late fees will be added to bills each Monday morning.
- ❖ The fee structure is as follows:

1 <sup>st</sup> breach of policy	written notification in your child's pocket
2 <sup>nd</sup> breach of policy	\$1 per minute per child

3<sup>rd</sup> breach of policy                      \$5 per minute per child  
4<sup>th</sup> breach of policy                        \$10 per minute per child

This fee structure will apply within a 6-month period.

- ❖ The Management Committee will be notified of those families who have, or are about to receive, a charge for a 4th offence to consider if further action is necessary.

## **EVALUATION:**

This policy will be implemented and monitored by staff and the management committee. Policies will be regularly reviewed by the Policy Sub-committee and may be altered due to changes in legislation and practices.

<b>Policy Reviewed</b>	<b>Modifications</b>	<b>Next Review Date</b>
April 2016	Nil	April 2017
April 2017	Nil	April 2018
April 2018	Nil	April 2019