



Late Pick Up Fees Policy

Policy Rationale

This policy has been put into place to prevent families from continually attending the service after the advertised closing time. The Service is licensed to 6.00pm sharp. Two OSHC Educators are needed to be in attendance until the children are picked up by their families/authorized contacts.

Policy

A late fee will be charged for children remaining in care after the advertised closing time.

Procedure

The Coordinator will ensure that:

- The service charges the family \$20.00 per minute per child for the first 5 minutes followed by \$5.00 per minute thereafter.
- The Kiosk Qikkids software on the IPADS, which records the sign in/out times, will be used to establish the exit time from which the late pick-up Fee will be determined.
- The Late fee will be automatically added to the Family account via the Kiosk/Qikkids Administration system when it detects a late fee.
- Late fees are not eligible for the Child Care Subsidy.
- Families who habitually collect their child after 6.00pm will be requested to attend a meeting with the OSHC management.

This policy should be read in conjunction with:

[Delivery & Collection of Children](#)

[Financial Management](#)

[General Service Information](#)

[Payment of Fees policy](#)

[Record Keeping & Confidentiality Policy](#)

[Enrolment, Re-enrolment & Orientation Policy](#)

[Grievance Policy](#)

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Sources & Legislative References

Centrelink; www.centrelink.gov.au

Department of Human Services; www.humanservices.gov.au/individuals/subjects/assistance-child-care-fees

Info for families; www.education.gov.au/childCarePackage

My Gov; www.my.gov.au

National Professional Support Coordinator Alliance 2012, *Getting started with policies for the NQF: Policies in Practice template – Payment of Fees*, www.pscalliance.org.au

<i>Education & Care Services National Law Act 2010 (Vic) – Sections 3(3)(c) & 175</i>
<i>Education & Care Services National Regulations (2011) – Regulations 75, 158 & 168 (2)(n)</i>
<i>National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standard 7.3, Elements 6.1.1, 6.1.3, 7.3.1 & 7.3.5</i>
<i>Information Privacy Act 2000 (Vic) – Information Privacy Principles</i>
<i>A New tax System Act 2000 (Cwth) – Family Assistance Law</i>
<i>Privacy Act 1988 (Cwth) – National Privacy Principles</i>

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