



**BELAIR PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE**  
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Government of South Australia  
 Department for Education

## Late Collection Policy

### NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP |                            |   |
|---|----------------------------|---|
| 7.1                                       | Governance                 | Governance supports the operation of a quality service  |
| 7.1.2                                     | Management Systems         | Systems are in place to manage risk and enable the effective management and operation of a quality service                        |
| 7.1.3                                     | Roles and Responsibilities | Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS |   |
|--|---|
| 168  | Education and care services must have policies and procedures |
| 170  | Policies and procedures to be followed                        |
| 171  | Policies and procedures to be kept available                  |
| 172  | Notification of change to policies and procedures             |

### RELATED POLICIES

|                              |                                    |
|------------------------------|------------------------------------|
| Arrival and Departure Policy | Governance & Management Policy     |
| Grievance Policy (Families)  | Privacy and Confidentiality Policy |
| Enrolment Policy             | Payment of Fees Policy             |
| Cancellation Policy          | Debt Collection Policy             |

**This Policy applies to all OSHC sessions: Before and After School, Vacation Care and Pupil Free Days.**

### Late Collection of Children

The OSHC service closes promptly at 6.00pm. A late collection fee applies for children not collected by this time. If your child has not been collected by 6.00 pm, staff will attempt to contact the parent/caregiver, followed by the emergency contacts nominated on your child's enrolment form. If staff are unable to locate anyone to collect the child by 6.45pm, the police will be contacted to pick up an uncollected child (131444).

Late Fees Accumulating Charge:

- \$1 per minute after 6pm for first late collection.
- \$2 per minute after 6pm for second late collection.
- \$3 per minute after 6pm for third late collection.

Payment will increase by another dollar per minute after each late collection until the end of the year.

After a third late collection, the Director will also call the parent/caregiver to discuss.

After a fourth late collection, parents will also be sent an email with Principal’s signature.

After a fifth late collection, parents will be sent an email with principal’s signature and will be called by the principal.

REVIEW

|                 |   |                  |               |
|-----------------|---|------------------|---------------|
| POLICY REVIEWED | FEBRUARY 2022   | NEXT REVIEW DATE | FEBRUARY 2024 |
| MODIFICATIONS   | <ul style="list-style-type: none"> <li>• Update of Related Regulations, NQS &amp; Policies</li> </ul> |                  |               |