



# Yeronga Park Kindergarten Association Inc.

Affiliated with the  
C & K Assoc. of QLD.  
ABN 47 914 809 338

## LATE COLLECTION OF CHILDREN

Procedure Title:	Late Collection of Children	
Procedure Number:	CYP01	
Management Committee Approval	Review Date:	
Date:	15/03/2023	December 2026

1. All children are required to be collected and to have exited the premises by the advertised finishing time of their kindergarten group or After Kindy Care (AKC) booking.
2. Where a child has not been collected within 10 minutes of the finish time of their kindy group:
  - The child will automatically be transferred to the AKC programme.
  - A late collection fee equivalent to the casual hourly rate will be charged to the child's account for each half hour or part thereof.
  - The teacher/educator will sign the child into AKC and the parent/guardians will use the Konnect system on the iPads to sign the child out.
  - The teacher/educator will use the Late Collection of Children form to record the collection.
3. If a parent or guardian contacts the centre to indicate that late collection is likely, the parent/guardian will be advised that the child will be transferred to AKC if they are later than 10 minutes. If out of the ordinary unforeseen circumstances have arisen, no charge will be applied.
4. Where a child has not been collected within 10 minutes of the finish time of their After Kindy Care booking, a late collection fee equivalent to the casual hourly rate will be charged to the child's account for each half hour or part thereof.



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## LATE COLLECTION FORM

### LATE COLLECTION FROM KINDY PROGRAM

Date:			
Child's Name:			
Kindy Group:		Group finish time:	
Time transferred to AKC:			
Educators Present:	Leaving the care of:		
	Entering the care of:		
Collected By Parent/Guardian:		Initial:	
Collection Time:			

**Parent to Sign Out on iPads**

### LATE COLLECTION FROM AFTER KINDY CARE

Date:			
Child's Name:			
Booked AKC Finish Time:			
Actual Collection Time:			
Collected By Parent/Guardian:		Initial:	
Collection Time:			

**Parent to Sign Out on iPads**

Please give this form to Admin

Fee to be charged:	
Completed by:	