



Yeronga Park Kindergarten Association Inc.

LATE COLLECTION OF CHILDREN

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

Procedure Title:	Late Collection of Children	
Procedure Number:	CYP01	
Management Committee Approval	Review Date:	
Date:	15/03/2023	March 2025

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 use the Late Collection of Children form to notify the Administration staff of late collections on a daily basis indicating both the expected and actual times of collection. Kidsoft sign out details should be used whenever possible. If a parent/guardian has not signed their child out of Kidsoft, then the time should be observed and noted by the AKC staff.
 - The Administration staff will issue a notice to the family following a late collection indicating that the appropriate fee has been added to the child's account.
3. If a parent or guardian makes contact with 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.
4. If the late collection is from AKC, 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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Teacher/Educator to complete

Date:		
Child's Name:		
Kindy Group:		
Educators Present:	Name:	
	Name:	
Collected By:		
Actual Collection Time:		
Kindy/AKC Booking Finish Time:		
Minutes Late:		

Completed by: _____

Administrator to complete

Fee to be charged:	
Email sent to parent:	
Fee charged to Kidsoft account:	

Completed by: _____