

Late Pick Up Policy

Rationale

This policy is written to ensure the wellbeing of children when parents are late arriving. It is also serve to inform families and teachers during these incidents.

Policy

Children and families must vacated the premises no later than 5.00pm.

At all times children will be assured of parents' imminent arrival.

Parents are informed and agree to the rate of penalty incurring should arrival be anytime after closing. This will be at the time of enrolment and signed with enrolment checklist.

The correct time will be deemed that of the Manukau Institute of Technology Computers.

Teachers will strive to contact parents, or emergency contacts, prior (if applicable) and/or after 5.00 pm.

Should there be no contact after thirty minutes, teachers have the right to contact CYFS After Hours and the police. There will also be an escalation of the late fee after 30 minutes had passed. That is, the late fee will double for every 10 minutes.

Siblings will be treated as one child. Should there be siblings attending from each centre, one teacher only from that centre will remain ensuring that two teachers only remain.

Teachers are paid for late pick up at 1.5 rate and according to each 15 minutes.

Guidelines for teachers

When a parent is late, the teacher must at all times act in a professional manner.

Children are assured of parents' arrival

Children and bags may wait in the reception area no earlier than 4.55pm Thereafter, reading books are offered/ and or read.

Always greet the parent and then explain that a penalty has incurred.

Should there be a discrepancy the computer clock will determine the time.

Any unresolved matters will be brought to the attention of the manager.

Signed:
Manager

Review Date: February 2018