

# Holden Hill Kindergarten and Occasional Care

## Late Collection Policy



### Rationale:

Holden Hill Kindergarten is a not for profit Department for Education Kindergarten.

The kindergarten provides sessions on Mondays, Tuesdays, Thursdays and Fridays 8.30am to 3.00pm and Wednesdays 8.30am to 12.30pm. Occasional Care sessions operate 8.30am to 11.30am on Monday and Wednesday.

### Guidelines:

Due to Departmental regulations, we are unable to provide care outside of the times noted above. In the even that parent and caregivers are late picking up their child from Kindergarten or Occasional Care at the end of a session, a late fee will apply.

### Procedure

Families will be charged a \$5 late fee if your child is not collected within the first 5 minutes after the end of the session. From 11.35am to 11.40am and 3.05pm to 3.10pm, families will be charged \$5. For every minute after these times the \$5 plus \$1 per minute will be charged. The late fee is payable on the day, or when your child/ren next attend. All unpaid late fees will be added to the next terms kindergarten fees if they are not settled prior.

Signed: ..... *P H Lidpatt* ..... Director Date: 07/04/2022

Reviewed: ..... *P H Lidpatt* ..... Director Date: 10/03/2023

Scheduled for review: March 2025