

Late Fee Policy

Aim:

To ensure staff have sufficient time with which to set up, program, pack away, do administration, evaluate plans and conduct meetings which are all necessary in the provision of a high quality service. To ensure we operate within the terms of our DEC licensed hours of 8am - 4pm.

Explanation:

Shoalhaven Community Preschool strives to provide a high quality early childhood service to our local community. To do this staff need time to complete all the above mentioned tasks. Therefore families are asked to abide by the Preschool hours of 9am - 3pm so optimal individual interaction can occur between these hours.

Implementation:

All times will be identified off the preschool clock.

- Parents to sign out the exact time the parent arrived to collect the child.
- Parents will be fined \$1.00 per minute for any child not collected by 4.00pm.
- Parents will receive a late fee notice.

Parents will place money owing in the envelope provided with 'Late Fee Fine' on it and put it in the fees box.