



HIGHRISE ALLSTAR CHEERLEADING PTY LIMITED trading as HIGHRISE SPORTS CENTRE (ACN 162 805 174) of 2/51-55 Bassett St, Mona Vale, New South Wales, 2103.

School Holiday Drop off & Collection of children policy

1. Aim

- 1.1 Provide a procedure for dropping off and collecting children, which is clear and ensures the safety and well-being of all children in our care.
- 1.2 Ensure parents understand they are required to follow specific communication procedures to ensure we can provide high quality care of their children.

2. Drop off

- 2.2 Children are not to be left prior to the service opening.
- 2.3 On arrival the person bringing the child must sign the drop off form for the child and fill in any appropriate and remaining documentation.
- 2.4 If the intended person who is collecting the child is different to that dropping the child off staff should be notified of this.
- 2.5 Any points of information should be conveyed to reception staff and noted in the daily communication sheets
- 2.6 The person dropping off must ensure the child is in the care of staff and any special needs are communicated before leaving the venue
- 2.7 Should a child need any medication throughout the day the parent must communicate they are returning to administer this medication – our staff do not administer medication under any circumstances

3. Collection

- 3.1 Children must be collected at the closing time of the service
- 3.2 The authorised person collecting the child must sign the child out of our care
- 3.3 The authorised person must ensure the child has all their belongings
- 3.4 The authorised person must ensure that staff are aware they are taking the child from the service
- 3.5 Any person collecting the child may be required to provide photo ID and be positively identified
- 3.6 Staff may take a copy of the persons photo ID who is collecting the child
- 3.7 If the service has not been notified and someone other than the parent or authorised person comes to collect the child, staff will ring the parent to get his or

her authorisation. The child will not be released from the service until proper authorisation has been received.

- 3.8 If the person collecting the child appears to be intoxicated, or under the influence of drugs and staff feel that the person is unfit to take responsibility for the child, then staff will bring this to the attention of the person collecting the child. Where possible staff will keep children on the premises until another parent or authorised person is contacted. If the person refuses to allow the child to be collected by another nominated person then police will be contacted and informed of the situation, child and collectors name and registration number.
- 3.9 Staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- 3.10 Children may leave the premises in the event of an emergency, including medical emergencies.

4. Late & Uncollected Children's Policy

- 4.1 If a child remains at the service later than 3:30pm and has not been booked into long day holiday camp the parent will be charged the full price of long day holiday camp (\$15) or \$1 per minute after 3:30pm (whichever is cheaper)
- 4.2 If a child remains at the service after the close of business (5:00pm) the parent will be charged a late fee of \$1.00 per minute for the first 10 minutes and the parents or authorised persons will be contacted.
- 4.3 For each minute thereafter the parent will be charged \$3.00 per minute.
- 4.4 If after 1 hour no persons is contactable or present the Director will phone
 1. The local police
 2. The Child Protection Helpline 24 hours service on **132 111**
- 4.5 Parents/Authorised persons who have collected children late will receive a late collection slip.
- 4.6 Payment of late collection slips must be made via cash or card at reception desk when children and collected.

Please note under no circumstances are the staff to take the child home or release them into the custody of an adult without the appropriate authorisation.

5. Review

This policy will be reviewed annually – the review will include owners, management, employees, families and interested parties.

Next Review: January 2019

Highrise Sports Centre – Late Collection Slip (Warning)

Note: This is a warning Slip, however on the next occasion that you are late the Late Collection Fees will apply.

As you are aware it is the responsibility of parent/guardian's to collect their child promptly at the conclusion of the session. Highrise recognises however that there may be isolated occasions when parents/guardians may be delayed through no fault of their own. Highrise also has a responsibility for staff who have other tasks to complete after the conclusion of the session and who must be paid if they remain after their rostered finishing time.

After this initial warning slip a late collection fee will apply if the parent/guardian is late in collecting their child. For the first 10 minutes the rate is \$1/per minute and \$3/per minute for each minute thereafter.

Please also refer to the Highrise's Drop off & Collection Policy that is accessible on our website.

Date: _____

Name of Child: _____ **Group:** Cheerleading / Parkour

Time Session Concluded: _____

Time Parent/Guardian collected child: _____

Signed: _____ (Parent/Guardian)

Signed: _____ (Staff)

Note - Staff: Please keep a copy of this slip for Highrise's records

Highrise Sports Centre – Late Collection Slip

It is the responsibility of parent/guardian's to collect their child promptly at the conclusion of the session. Highrise recognises however that there may be isolated occasions when parents/guardians may be delayed through no fault of their own. The committee also has a responsibility for staff who have other tasks to complete after the conclusion of the session and who must be paid if they remain after their rostered finishing time.

As stated on the warning slip a late a collection fee will apply if the parent/guardian is late in collecting their child. For the first 10 minutes the rate is \$1/per minute and \$3/per minute for each minute thereafter.

Date: _____

Name of Child: _____ **Group:** Cheerleading / Parkour

Time Session Concluded: _____

Time Parent/Guardian collected child: _____

Signed: _____ (Parent/Guardian)

Signed: _____ (Staff)

Note - Staff: Please keep a copy of this slip for Highrise's records

Office Use Only:

Ref No: _____

Total minutes: _____

_____ minutes @ \$1 / 1 min = \$ _____

_____ minutes @ \$3 / 1 min = \$ _____

Total \$ = _____

Signed: _____ (Administrator) Date processed: _____