

CHILD/TEACHER RATIO POLICY

Rationale:

To ensure the child/teacher ratio as stated in our licence is met at all times.

Purpose:

To encourage parents/caregivers to drop off and pick up their children within the booked time for their child.

Guidelines:

When new bookings are made parents/caregivers are advised by the Office Manager that children must only be in attendance within their booked times unless otherwise arranged with the Office staff or Head Teacher, or their parent/caregiver is with them. A copy of this policy is in the enrolment booklet given to each new enrolled family.

Staff to remind parents in the Centre newsletter every second month to drop off and pick up their child within their booked times.

Staff to monitor any parents/caregivers regularly dropping off or picking up children outside the booking times and advise the Head Teacher and Office Manager so they are able to discuss this matter with these parents/caregivers, and amend booking times if possible.

Parents dropping off early or late picking up their child will be charged \$10.00 for each 1-15 minute period and every 1-15 minute period thereafter that the child is in attendance outside their booked time.