

# SAFE ARRIVAL & DISMISSAL POLICY

## POLICY

It is the policy of Cook's School Day Care Inc to fulfill the obligations set out under Ontario Regulation 137/15 to ensure the safe arrival and dismissal of children receiving care.

## PURPOSE

To ensure staff, students and volunteers will have a clear understanding of their roles and responsibilities including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children from the child care centre.

## PROCEDURE

### **Arrival – accepting a child into care.**

#### **Educators will:**

- Greet parent/guardian and child, conducting a health check on the child.
- Write in the communication book if the parent/guardian relays any changes to pick up are happening that day, for example, time of pick up or alternate pick up person.
- Confirm if the alternate pick up person is on the child's emergency/release information and note this in the communication book as well.
- Sign child in on the classroom attendance that the child is received into.

### **When a child has not arrived in care as expected.**

#### **Educators will:**

- Check the communication book to see if any changes from the parent/guardian with regards to attendance is noted that morning or communicated to the centre during pick up the day before.
- Check other communications that the centre may use, for example, email or Telegram app.
- If the child has still not arrived by 10:00 am and the parent/guardian has not called to inform us of the absence or drop off time change, one of the educators will contact the parent/guardian by phone, Telegram App, or email, requesting confirmation of the absence.
- If the above methods are used to contact the parent/guardian and still no contact from the parent/guardian by 12:00 pm, an additional email from the Executive Director or RECE Lead will be sent asking the parent/guardian to confirm the child's absence.
- Once the child's absence has been confirmed, the child will be marked absent on the daily attendance and noted in the communication book, adding any

information conveyed regarding the absence i.e., illness, appointment etc.

### **When a school age child is not at school for pick up as expected.**

#### **Educators will:**

- Contact the day care to see if any messages came in regarding the child's absence and to ensure the child was scheduled for that day. If no messages were received and according to the child's schedule was scheduled to attend, contact the school to see if the child was at school that day.
- If the child **was not** at school, confirmed by school personnel, contact the parent/guardian to confirm that the child was not at school and no pick up is required. Leave messages asking the parent/guardian to confirm the absence.
- If the child **was** at school, confirmed by school personnel, the parent/guardian **must** be contacted immediately. The staff will not leave the school premises until the child's whereabouts are confirmed.
- If a child comes to a staff member at the school and they are not on the list to come back, staff will call the parent to confirm pick up. The staff will not leave the school premises with the child until authorization is confirmed.

### **Dismissal - releasing a child from care.**

#### **Educators will:**

- Not release a child to a person without the parent/guardian's consent. Consent from either the child's application form or through written or verbal notice.
- Under no circumstances will children be released from care to walk home alone.
- Ask for photo identification if the alternate person is not known to staff (Driver's License, Heath Card, Student Card, or photo supplied and signed by parent/guardian). If the alternate person is under 16 years of age, the parent/guardian **must** supply written consent with photo to allow the release to happen.

### **Where a child has not been picked up as expected (before centre closes).**

#### **Educators will:**

- Call the parent/guardian or that day's alternate pick up person by 5:45 pm if the child is usually picked up by that time.

### **Where a child has not been picked up and the centre is closed.**

#### **Educators will:**

- Reassure the child and offer them a snack.
- Call the parent/guardian or authorized emergency/ release persons if no one has

arrived by 6:00 pm.

- Contact the local authorities if we cannot contact the parent/guardian or any of the authorized emergency/ release persons by 6:30 pm. If contact is made and the child has still not been picked up by 7:00 pm the authorities will be contacted.

### **STAFF VERIFICATION TO POLICY**

Every staff will review this policy and its associated procedures. Every staff will verify that he/she fully understands this policy and is aware of his/her responsibilities pertaining to this policy.

### **MODIFICATIONS TO THIS OR OTHER POLICIES**

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.