

Safe Arrival and Dismissal Policy and Procedures

Name of Child Centre: Children's Village Day Care

Name of Policy and Procedures Established: December 7, 2023

Date of Policy and Procedures Updated:

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students, and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, 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.

This policy is intended to fulfill the obligations set put in the Ontario Regulations 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: Definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

Children's Village Day Care will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian had provided written authorization the child care centre may release the child to.

- Children's Village Day Care will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Additional Policy Statements

Children will not be dismissed to an adult that is not on the emergency contact or authorization list unless notified in writing, in advance.

Staff at Children's Village Day Care have the right to ask for I.D if they have not previously seen the adult before.

Procedures

Accepting a child into care

It is the responsibility of the parent/guardian to notify the program staff in writing of any changes to the child's pick-up procedure.

When accepting a child into care at the time of drop-off, program staff in the room must:

- greet the parent/guardian and child.
- ask parent/guardian how the child's evening/morning has been.
- program staff will document any change in pick-up procedure in the daily written record.
- sign the child in on the classroom attendance record.

It is the parent's responsibility to inform Children's Village Day Care of any changes to attendance (absence or late arrival) by 10:00 am.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g.: left a voice message or advised the closing staff at pick-up, the staff in the classroom must:
 - inform the Supervisor and they must commence contacting the child's parent/guardian no later than 10:00 am unless indicated that the child's regular drop is at a later time.(Parent's can provide written documentation) Staff shall send a message on the Lillio App.
2. Should staff not be able to reach any of the above to confirm the child's absence from care they will follow up with a phone call by 10:30 am.
3. Once the child's absence has been confirmed, program staff will document the child's absence on the daily record along with any additional information.

Releasing a child from care

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided authorization in

writing or through the Lillio app that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e. parent/guardian or authorized individual),

- Confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- Where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

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

For the Parents who are late picking up their child after 5:30 pm the following steps will be taken by the staff on duty.

1. At 5:35 pm the staff will attempt to contact the parents/guardians at work and home. If the parents/guardians cannot be reached, the staff will call the emergency contacts to pick up the child.
2. If no contact has been made, at 6:00pm the staff will contact the police for assistance (check accidents, hospitals, etc.) then the staff may contact Chatham Kent Children's Services, Children's Aid at 519-352-0440. Staff will follow CAS's direction with respect to the next steps.

Glossary

Individuals authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program in writing that can pick-up their child from care.

Licensee: The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the child care centre and home child care agency.

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child or her family.

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operated and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

- a) provides that a child may only be released from the childcare centre or home childcare premises,
 - (i) to individuals indicated by a child's parent, or
 - (ii) in accordance with written permission from a child's parent to release the child from the program to a specified time without supervision; and
- b) sets out the steps that must be taken if,
 - (i) a child does not arrive as expected at the centre or home childcare premises, or
 - (ii) a child is not picked up as expected from the centre or home childcare premises.