

ARRIVAL POLICY

SCREENING ASSESSMENT MUST BE COMPLETED ON YOUR CHILD(REN) PRIOR TO ARRIVAL

The Centre is open at 7:00 a.m. Any child arriving before 7:00 a.m. is to be supervised by a parent/guardian until the facility is open. Parents/guardians are asked to notify the Centre by 8:30 a.m. if their child is ill, late or to be absent for any other reason. Upon arrival, parents/guardians must bring their child into the program room and see that they are under the supervision of the staff. Regular arrival and departure times help establish and maintain the routines for the programs. **As a rule, parents/guardians are asked to arrive with their child no later than 9:30 a.m.**

SAFE ARRIVAL POLICY

The safety of the children is our top priority. It is important that if your child is going to be absent or late for any reason, that you inform the Centre, and report the reason for the absence.

Policy: Arrival is a busy time at the Centre, so by communicating absences and working together, we can make sure the children are safe. Most families have a 'usual' time for dropping off their child. This policy will provide staff, students, or volunteers with a clear understanding of their role and responsibilities for ensuring the safe arrival and dismissal of children.

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

Procedures:

1. All Parents/Guardians will communicate the absence sending a message through Lillio or by calling the Centre.
2. Parents/guardians are asked to contact the Centre before 8:30 a.m., if their child will be absent from the Centre. Parents/Guardians will communicate the absence by sending a message through Lillio or by calling their child's classroom extension to speak to a staff member or by leaving a message on the classroom voicemail.
3. If the classroom staff do not hear from the parent/guardian of children typically in attendance by 9:30 a.m., the staff will contact the parent/guardian by messaging through Lillio or by calling using the phone number(s) the

centre has on file. The parents/guardian are responsible for ensuring the phone numbers they have given the Centre are correct.

4. If the parent/guardian does not email or call the Centre, and if the Centre cannot reach the parent/guardian to confirm an absence, the Centre will call the emergency contact on your child's application form.
5. Staff will keep administration informed if parents/guardians or emergency contacts cannot be reached.

DEPARTURE

Most families also have a 'usual' time for picking up their child. If for some reason a child is going to be picked up earlier or later than usual, families are asked to advise the staff in advance by email through Lillio or a phone call to the Centre. Children must be picked up no later than 6:00 p.m. If a child is not picked up by 6 p.m. the staff will call the parent/guardian. If the parent/guardian cannot be reached, emergency contacts will be called.

Children will be allowed to leave the Centre only with their parents/guardians unless the parents/guardians state otherwise in their consent form or with written/verbal notice. The designate must produce photo identification before the child can leave the Centre.

If the staff cannot reach parents/guardians or emergency contacts after the Centre's regular closing time, Children's Aid Society will be contacted after 6:30 p.m.

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