

Safe Arrival and Dismissal

Date Policy and Procedures Established: December 21, 2023 - effective January 1, 2024

Date Policy and Procedures Updated: February 22nd. 2024

Purpose

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

This policy will provide educator, 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 out under Ontario Regulation 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

Central Eglinton Children's Centre will ensure that any child receiving child care at CECC is only released to their parent/guardian or an authorized individual.

When a child does not arrive in care as expected or is not picked up as expected, educators must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, programme educator in the room must:
 - greet the parent/guardian and child.
 - ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the educator must confirm that the person is listed on the child's emergency sheet, under those who may pick up, or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing via email. The director's/educator will record authorizations/changes received in the Centre's log book.
 - If a child is attending an in school extra curricular activity, parents/guardians will provide written consent and instructions related to drop off/pick up.
 - document the change in pick-up procedure in the notes section attached to the attendance record.

- record the time of child's arrival on the classroom attendance record.

Where a child has not arrived in care as expected

Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off, the following steps will be taken:

Toddler and Pre-School

For children in the Toddler and Pre-School Programmes, if they have not arrived by 9:30 a.m., CECC educators/directors will send a message to the family via Storypark, and parents will be asked to respond.

Kindergarten and School Age Children - PA Days

For children in the Kindergarten and School Age Programmes. If they have not arrived by 9:30 a.m., CECC educators/directors will send a message to the family via Storypark, and parents will be asked to respond.

After school dismissal

After School, CECC educators will assume that all children should be in attendance. If a child is not in child care, and we have not received notification by email, that they will be absent:

CECC's educators/directors will contact parents by phone and then email. They will leave a message and ask parents to return the call.

Once the child's absence has been confirmed, CECC educators and/or administrators will document the child's absence on the attendance record and any additional information about the child's absence on the note section attached to the attendance record, as well as the Centre's log.

Releasing a child from care

The educators supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or an *authorized individual*.

Where the educator does not know the individual picking up the child (i.e., parent/guardian or authorized individual), they will ask for photo identification and check the name against the authorized contacts on the child's file.

- If photo identification is not available, they will confirm with another educator that the individual picking up is the child's parent/guardian/authorized individual. If confirmation cannot be made, the child will not be released, until contact is made with the parent listed on the child's file.

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

- Where a parent/guardian or authorized individual who was supposed to pick up a child from care has not arrived by closing, educators shall inform the centres Directors and ensure that the child is given a snack and activity, while they await their pick-up.
- One educator shall stay with the child, while a second educator proceeds with calling the parent/guardian to advise that the child is still in care and inquire about their pick-up time. In the case where the person picking up the child is an authorized individual; the educator shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
- If the educator is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the educator shall contact all other authorized individuals listed in the child's file.
- Where the educator is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 7:00 pm, the educator shall inform the centres Directors and proceed with contacting the local Children's Aid Society (CAS) **Children's Aid Society @ 416 924-4646. If the religion of the child is known, they will call the appropriate society; The Catholic Children's Aid Society: 416 395-1500; The Jewish Child and Family Services: 416 638-7800; Native Child and Family Services: 416 969-8510.**
- The educator shall follow the direction given by CAS with respect to next steps.

Dismissing a child from care without supervision:

Where a parent/guardian has provided written authorization for their child to be released from care without supervision (indicated next to the child's name on the attendance record). The child's primary educator will be responsible for dismissing the child from care. Prior to dismissing the child from care, the educator will review the written instructions for release provided by the parent/guardian and release the child at the time set out in the instructions. The educator will document the time of departure from care and their initials in the attendance record and indicate that the child was dismissed without supervision on the notes page with the attendance record.

After-School Programmes

If you wish your child to participate in after-school programmes offered through St. Monica's or Eglinton Schools, you will be required to sign a waiver freeing CECC from liability until your child is in our direct care.

Under the Influence - Policy and Procedure

CECC has a zero-tolerance policy against anyone who appears to be under the influence of drugs or alcohol, when picking up a child.

If an educator believes/suspects that the person is impaired, they will look for signs and symptoms of substance abuse such as: Smell of alcohol or drugs, slurred speech, pupils too large or too small, wavering when standing, glossy and/or red eyes.

If any of these signs/symptoms are present, the educators will notify the directors immediately. Either the director's or educators will follow this procedure:

- They will inform the individual that the child must remain in the care of CECC based on the Policy and Procedure for persons "under the influence."
- The directors will try to persuade the person to call a parent or emergency contact person to pick up the child/ren.
- The child/ren will remain at CECC until alternate arrangements can be made.

If the person is uncooperative and attempts to leave the centre with the child/ren, the directors will call 911. They will tell the dispatch the details about the situation and that immediate assistance is required.



