

## CENTRAL EGLINTON CHILDREN'S CENTRE LATE PICK-UP

**Date Policy and Procedures Established: July 26, 2022**

**Date Policy and Procedures Updated: January 30, 2023    August 28, 2025**

All children must be signed out and leave CECC by 6:00 p.m., according to our classroom clock. It is extremely important that children attending CECC are picked up on time. In case of an emergency, parents/guardians must call CECC to inform us that they may be delayed or unable to pick-up their child. Calling in advance does not waive the late fee. We encourage families to establish back-up arrangements with friends, other parents and/or family. The names of the backup persons should be listed on the release form in the child's file. If someone other than the parent/guardian, or those listed in our files, is to pick-up a child, parents/guardians must inform CECC. The person must provide CECC with photo identification.

Staff members are prohibited from being emergency pick-up persons.

If a child is not picked up within an hour of the Centre's closing, CECC will fulfil its legal obligation to call the Children's Aid Society (C.A.S.) and/or the Police. C.A.S. will provide a safe place for the child to stay until they are picked up by the parent/guardian or emergency contact.

If families or their designate have not signed the child out by 6:00 p.m.

- Eglinton: Parents/guardians/emergency contacts will pick up their child in room 105
- St. Monica: Parents/guardians/emergency contacts will pick up the child from room 119

### **Room Teachers will:**

- Deliver children to room 105 (119 at St. Monica's) at 6:00pm (by the Centre's clock Sign children in to the **'Late Care Attendance Record' in the Late Fee Binder**, located on the 105 counter (119 shelf, St Monica), recording such information as first and last name of child, room number, etc.)
- In place of pick-up time on the room attendance, record "L" for late.

### **Two teachers from the Centre will be assigned to stay with 'Late children'. They will:**

- Remain with any children who have not been picked-up by 6:00 p.m. until their parent/guardian arrives.
  - Reassure the child/children that their parent/guardian/emergency contact is on the way.
  - One teacher will engage the child/child by reading a book, chatting with him/her.
  - One teacher will follow the calling procedures.
1. When someone other than the parent/guardian is picking-up the children, CECC must be notified before 6 p.m. If the person is not known to CECC, they will be asked for photographic identification.
  2. Staff will check the release information in the emergency binder to check the names of people allowed to pick-up/drop-off.
  3. One teacher/F must remain close to the phone in case the parent/guardian tries to contact CECC.

4. At 6:10 p.m. a teacher/director will call the parent/guardian. If they cannot be reached, then the emergency contact(s) will be called.
5. If, by 6:30 p.m. no one has picked-up the child/ren, or no one has contacted CECC and neither the director or assistant directors are on the premises the teachers will try to contact Deirdre Munroe-Director, Stephanie Moore - Assistant Director or Kristen DuBois - Assistant Director.
6. If there has been no contact at 7:00 p.m. the Director or a teacher will call the 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.
7. The director/teacher may also call the police, the non-emergency number is: 416 808-2222.
8. CECC employees, student teachers or volunteers must **never** take the child/ren out of the building i.e., to their homes or in their car.

### **RECORDING OF INFORMATION RE: FEES in LATE FEE BINDER**

***When the parent/guardian or person approved for pick up arrives, one of the teachers will:***

- Fill in the time of pick up **on the child's attendance as well as the Centre's Log book.**
- Check to see if the child has been late before by searching for their named sheet in the "**Late Pick-up Penalty Record**" portion of the **Late Fee Binder** located on the counter in 105 (Shelf in 119 – St. Monica's).
- **If the child does not have a sheet, this is the first late for the year** and the teacher will:
  - o Fill in the necessary info on a new form and file it alphabetically under the child's first name.  
*(Child's Name, Room #, Date of Occurrence, Full Names of Staff on duty, Late charge assessed, Parent's Signature of acknowledgement of late pick up)*
  - o The teacher will complete a copy of the **Late Pick-Up Letter**, indicating-  
*(Child's name, Room #. Time of arrival, Late charge assessed, Names of staff on duty)*
  - o ALL payments are to be received by the director, the following morning prior to the child/children returning to care.
  - o Teachers are not to accept payment.
- **If the child does have a sheet, this is not the first late for the year** and the teacher will:
  - o Fill in the necessary info on the appropriate form in the **Late Fee binder**, making note of how many previous penalties there have been during the year.  
*(Child's Name, Room #, Date of Occurrence, Full Names of Staff on duty, Late charge assessed, Parent's Signature of acknowledgement of late pick up)*
  - o Complete a copy of the **Late Pick-Up Letter**, indicating-  
*(Child's name, Room #. Time of arrival, Late charge assessed, Names of staff on duty, number of times late this year)*
  - o ALL payments are to be received by the director, the following morning prior to the child/children returning to care.
  - o Teachers are not to accept payment.
- **When all children have been picked up, staff will leave the **Late Fee Binder** in the office, beside the Daily Logbook so the directors may record payments in the morning, and return the class attendance record to the appropriate backpack**

### **RECEIPT OF LATE FEES & DISTRIBUTION TO STAFF**

All penalties must be paid in cash to CECC's directors, the following morning for the child/children to

return to care.

The directors will record the date; amount received, and sign acknowledging receipt on the appropriate page in the LATE FEES portion of the BINDER for that child. The parent will also be asked to sign confirming payment.

The directors will ensure that the fee received is divided equally between the two teachers on duty and distributed in a timely manner. The teachers receiving the fee will initial the appropriate child's page in the LATE FEES Portion of the BINDER acknowledging receipt of payment.

If a family doesn't pay, the treasurer or the directors will follow up to ensure payment is secured.

### **Late Penalties**

Parent/Guardians will be charged the following financial penalty:

- The first 5 minutes or any part thereof: \$10
- Each minute thereafter: \$2

\*There will be one charge for siblings in the same family.

All penalties must be paid to CECC's directors (acting supervisor at St. Monica's) the following morning for the child to return to care. A child will not be admitted back into care until the appropriate late penalty fees are paid.

In addition to the late charge, we will apply the following if the child is not picked up on time:

**1st occurrence** in CECC's year September – June (July & August - Summer Camp)

- Parent/guardian will be given a copy of the Late Fee Policy

**2nd occurrence**

- Parent/guardian will receive a reminder letter from the Board of Directors

**3rd occurrence**

- A \$50 surcharge will be added to the penalty

Recurring lateness after the 3rd occurrence may, at the Board of Directors' discretion, result in increased penalty charges or withdrawal from CECC