



Whitestone After School Program

Safe Arrival and Dismissal Policy and Procedures

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 After School Program 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

- 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.
- The Municipality of Whitestone After School Program will ensure that any child receiving child care at the After School Program is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the After School Program may release the child to.
- The Whitestone After School Program will only dismiss children into the care of their parent/guardian or another authorized individual. Children will not be released from care without supervision.

Procedures

General Information

Children who attend the Whitestone After School Program are children who are registered in the program and have been in attendance to regular classes during normal school day. The After

School Program is available Tuesday, Wednesday and Thursday from 2:45 p.m. (at the completion of regular classes) to 6:00 p.m.

The After School Program is not available during professional development days, 'snow days' or during any other days when the school is closed.

Children Registered in the Program

Children who attend the program have been pre-registered by the Municipality of Whitestone.

The Program Supervisor has a list of children who:

1. Regularly attend the program three days per week (the full program)
2. Regularly attend the program one or two days per week on defined days
3. Occasionally attend the program on an as-needed basis

Accepting a child into care

1. Children who are expected to attend the After School Program on the days of operation meet the After School Program Coordinator at a designated location
2. The After School Program Coordinator makes note on the attendance form that the Child has arrived and the arrival time.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the After School Program and the parent/guardian has not communicated a change in attendance (e.g., left a voice message with the After School Program Coordinator or advised the School Secretary), the After School Program Coordinator must:
 - o Contact the child's teacher to confirm they were in attendance at the school that day
 - o Contact the parent/guardian to determine if the child was intended to be in attendance at the After School Program
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.
3. Where the absence cannot be confirmed, contact the School Principal and the Licensee (the Municipality of Whitestone primary contact person) for further assistance.

Releasing a child from care

1. The After School Program Coordinator 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 written authorization that the child care may release the child to.

2. Where the After School Program Coordinator does not know the individual picking up the child (i.e., parent/guardian or authorized individual), 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 as expected (before the Program closes)

1. Where a parent / guardian has previously communicated a specific time or timeframe that their child is to be picked up from care and the child has not been picked up, the After School Program Coordinator shall contact the Parent / Guardian and advise that the child is still in care and has not been picked up.
2. Where the After School Program Coordinator is unable to reach the parent / guardian, the After School Program Coordinator will contact the approved alternate(s). Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent / guardian's instructions or leave a voice message to contact the centre.
3. Where the After School Program Coordinator has not heard back from the parent / guardian or authorized individual who was to pick up the child, the staff will continue to try to contact the parent / guardian and approved alternate(s).

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

1. Where a parent / guardian or authorized individual who was supposed to pick up a child from care and has not arrived by the 6:00 p.m. closing time, the After School Program Coordinator shall ensure that the child is given a snack and activity, while they await their pick-up.
2. The After School Program Coordinator will proceed to call the parent / guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual; the staff shall call the authorized person.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall (after a maximum time of 30 minutes), proceed to step 4 below.
4. Where the staff is unable to reach the parent / guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:30 p.m. the After School Program Coordinator shall proceed with contacting the local Children's Aid Society (CAS) Day: (705) 746-9354 ~ After Hours: (705) 472-0910.

Staff shall follow the CAS's direction with respect to next steps.

5. The After School Program Coordinator shall then contact the Licensee (the Municipality of Whitestone primary contact person)

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent / guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Glossary

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

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre and home child 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 of his 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 operates 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 child care centre or home child care 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 at 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 child care premises, or

(ii) a child is not picked up as expected from the centre or home child care premises.