

## **Extended Day Program**

### **Safe Arrival and Dismissal Policy and Procedures**

Name of Child Care Centre: WRDSB Extended Day Program

Date Policy and Procedures Established: November 24 2023

Date 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 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**

The WRDSB Extended Day program will ensure that any child receiving care is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization that the program may release the child to.

The Extended Day program will only dismiss children into the care of their parent/guardian or another authorized individual. The program will not release any children from care without supervision.

#### **Procedures**

##### **Accepting a child into before care**

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

- o greet the parent/guardian and child.
- o 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 staff must confirm that the person is listed in the online registration system OneList or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email) and update OneList to add the person.
- o document the change in pick-up procedure in the daily written record.
- o sign the child in on the classroom attendance record.

### **Where a child has not arrived in before care as expected**

Where a child does not arrive at the before school program 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 school will follow safe arrival protocol as per WRDSB Administrative Procedure 1520 Safe Arrival and the secretary will follow up with a phone call to the family for unexplained absences after morning attendance.

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.

### **Arrival in After School Care**

Where a child does not arrive to the after school program as expected or is not picked up from after school care as expected, staff must follow the safe arrival and dismissal procedures set out in the WRDSB Administrative Procedure 4305. Specifically;

**Role of the DECE;** Attendance sheets must be current and reflect changes made by parents online. Therefore, every Thursday DECE staff will print two copies of the attendance sheet for the Extended Day Program. This attendance sheets can be obtained from the before and after program school google group. These two copies are for:

- Parents sign in and out.
- DECE staff attendance taking.

DECE staff will take attendance of all children in the after school program. DECE staff will maintain their own record of the attendance form so they are aware of the number of children attending the program at all times before and after school.

- Where children are absent, the DECE staff will mark A on their attendance form.

- Where children are absent due to illness, staff will mark an “S” on the attendance form.
- Where there are more than one staff working, staff will communicate the total number of children attending to additional program staff such as Educational Assistants.
- DECE staff will ensure all children are accounted for during transition times inside and outside.

In schools with more than one section of Extended Day Programs, DECE staff must print two copies for each section. DECE staff cannot alter attendance at any time. Staff cannot manually add or remove children or make changes to schedules on the printed copy.

DECE staff working in the After School program are responsible for children enrolled in After School Care from the end of the Instructional Day until they are signed out by their parent or guardian.

DECE staff will refer to daily absences reported by the office for children scheduled to attend the After School program. Attendance must be taken within 5 minutes of the school day ending to ensure that children have arrived safely to the After School program. It is the responsibility of the DECE to account for all children on the attendance sheet. If a child has not arrived within 5 minutes, DECE staff are to follow up with the office to locate the child. The school secretary will call the classroom teacher and assist in locating the child. The school secretary will contact the parents. If the child cannot be located, the secretary is to escalate this situation to the Principal or the teacher in charge.

- If a child is sent on the bus in error, the principal or teacher in charge (if the Principal is absent) will:
  - Call the bus company and request that the bus driver bring the child back to the school;
  - Notify the DECE Supervisor; and
  - Inform the parent.
- Within thirty minutes, if a child is missing and is unaccounted for DECE staff will:
  - Call the police to report the child is missing. Provide information collected about the child (address, description).
  - Contact the parents and notify the DECE Supervisor that the police have been informed;
    - The DECE Supervisor will inform the Extended Day Program Manager; and
  - The Principal or designate will report the event to the urgent response team ext. 4123.
- If a child arrives in the After School program who is not scheduled to attend, DECE staff will call the secretary who will then contact the parent/guardian to pick up the child.

## **Releasing a child from the after school program**

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 written authorization 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),

- o confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- o 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 by 6:00pm**

Where a child has not been picked up from the Extended Day program by 6:00pm the Designated Early Childhood Educator shall contact the parent/guardian by phone and contact the program Supervisor to advise that the child is still in care and has not been picked up. Staff shall ensure that the child is given a snack and activity, while they await their pick-up.

- o Where the staff is unable to reach the parent/guardian, staff must contact the additional emergency contacts listed on the child information sheet. 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.
- o Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact the program supervisor who will inform the Manager.
- o 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 6:30pm the staff shall proceed with contacting Family & Children's Services at 519-576-0540 and notifying the supervisor. The supervisor will inform the program manager. Staff shall follow the CAS's direction with respect to next steps.

## **Dismissing a child from care to participate in other onsite activities**

To simplify the dismissal process for staff our preference is for parents to register in one activity (for example a child attends running club on Monday and does not attend after care on that day). However, where a parent/guardian has provided written authorization

for their child to be released from care to participate in another activity at the school written authorization must be obtained from the parent and filed in the program binder. The written authorization must confirm the exact dates and times of the other activity and how the child will be released from care (example, running club teacher (name) will come to the after school program and sign the child out and the parent will pick up the child from the running club). Staff in the program must be responsible for dismissing the child from care. Prior to dismissing the child from care, the staff shall review the written instructions for release provided by the parent/guardian and release the child at the time and manner set out in the instructions. The staff shall document the time of departure from care and as well as their initials on the attendance record.

## 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.