



# Administrative Procedure 4305 ATTENDANCE, SAFE ARRIVAL AND DISMISSAL IN EXTENDED DAY PROGRAMS

Responsibility:	<i>Superintendent of Business Services and Treasurer of the Board</i>
Legal References:	<u><i>Education Act, R.S.O. 1990, c. E.2- Subsections 258 and 300</i></u> <u><i>Early Childhood Educators Act, 2007, S.O. 2007, c. 7, Sched. 8</i></u> <u><i>Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1</i></u> <u><i>Ontario Regulation 137/15 Child Care</i></u>
Related References:	<u><i>Board Policy 1005 - Safe Arrival</i></u> <u><i>Board Policy 1110 - Records Management</i></u> <u><i>Standard III CECE Code of Ethics and Standards of Practice</i></u> <u><i>HR-18-001 Provision of Information of Occasional Elementary Teacher</i></u> <u><i>FS-18-ED Extended Day - Reporting a Child Missing</i></u>
Revisions:	<i>January 2018, August 2019, March 2023, March 2025</i>
Reviewed:	

## 1. Preamble

- 1.1 This procedure is intended to fulfill the obligations set out under [Ontario Regulation 137/15 Child Care](#) and [Child Care and Early Years Act](#) for attendance, safe arrival and dismissal in Extended Day programs. This procedure outlines all school staff responsibilities to ensure that children enrolled in Board-Operated Child Care Programs are accounted for and safe. Designated Early Childhood Educators (DECE) working in the Extended Day Program are responsible to ensure that all children are accounted for while in the Extended Day program. The Principal will review this procedure with staff each September and as needed thereafter. The Principal shall ensure that the school secretary, DECE staff, Kindergarten and classroom teachers are aware and abide by the procedure. The [HR-18-001 Provision of Information of Occasional Elementary Teacher](#) includes information for dismissal procedures for occasional teachers.

## 2. Role of the DECE

- 2.1 Attendance sheets must be current and reflect changes made by parents online. Therefore, every Thursday DECE staff will print the Staff attendance report for each Extended Day class. The attendance report can be obtained from the before and after program school google group.
- 2.2 DECE staff will take attendance of all children in the 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.

- 2.3 In schools with more than one section of Extended Day Programs, DECE staff must print a copy for each section.
- 2.4 DECE staff cannot alter attendance at any time. Staff cannot manually add or remove children or make changes to schedules on the printed copy.
- 2.5 DECE staff working in the Before School program are responsible for children enrolled in Before School Care from the time the student arrives until the school bell.
- DECE staff must continue to supervise the children outside on the playground until the bell rings to enter the school.
  - DECE staff are not permitted to release the students to supervision duty staff, or other programs operating before school.
- 2.6 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.
- 2.7 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.
- 2.7.1 It is the responsibility of the DECE to account for all children on the attendance sheet.
- 2.7.1.1 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 and collect information outlined on the form [FS-18-ED - Reporting a Child Missing](#).
- 2.7.1.2 If a child is sent on the bus in error, the principal or teacher in charge (if the Principal is absent) will:
- 2.7.1.2.1 Call the bus company and request that the bus driver bring the child back to the school;
- 2.7.1.2.2 Notify the DECE Supervisor; and
- 2.7.1.2.3 Inform the parent.
- 2.7.1.3 Within thirty minutes, if a child is missing and is unaccounted for DECE staff will:
- 2.7.1.3.1 Call the police to report the child is missing. Provide information collected as per the Reporting a Child Missing form;
- 2.7.1.3.2 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
- 2.7.1.3.3 The Principal or designate will report the event to the urgent response team ext. 4123.
- 2.8 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.
- 2.9 Children can only be released from the program to authorized person(s) as per the emergency contact form. DECE staff working in the After School program will request photo identification for pick-up by person(s) other than the parent or guardian.

### **3. Role of the School Secretary for WRDSB Operated Before and After School Programs**

- 3.1 School secretaries will review the before and after school program google group to identify Extended Day Program withdrawals, new registrations and schedule changes. Secretaries will print and post one copy of the before and after school attendance in a central location for all staff every Thursday for the following week. To access the before and after school program google group go to Gmail, select My Groups, ensure your settings are set to notifications for every new message. Do not unsubscribe.
- 3.2 Secretaries will provide a sign in and out communication log which will be maintained in the office indicating if children are returning to after school care or not.
- 3.3 Secretaries will add or remove kindergarten students to the before and/or after class in Aspen.
- 3.4 Secretaries will generate a Safe Dismissal report on the first Monday in September and continue to do so every Monday throughout the year. This report provides accurate information related to bus, walking and dismissal to after school programs for each class. All bus reports need to be extracted from Busplanner Web.

### **Role of the School Secretary for Community Operated Before and After School Programs**

- 3.5 School secretaries will review the before and after school attendance as provided by the community partner as changes occur. Secretaries will post one copy of the before and after school attendance in a central location for all staff as changes occur.
- 3.6 Secretaries will provide a sign in and out communication log which will be maintained in the office indicating if children are returning to after school care or not.
- 3.7 Secretaries will generate a Safe Dismissal Report report on the last Friday in August and ongoing each Monday, that will provide accurate information related to bus, walking and dismissal to after school programs for each class. All bus reports need to be extracted from Busplanner Web

### **4. Role of the Classroom Teachers**

- 4.1 Classroom teachers are responsible for being aware of the appropriate destination of their students (i.e walk home, bus, after school program or parent pick up). Teachers will refer to the Safe Dismissal report provided by the secretary and the before and after school attendance as posted in the school google group. To access the before and after school program google group go to gmail, select My Groups, ensure your settings are set to notifications for every new message. Do not unsubscribe.
- 4.2 Classroom teachers are responsible for ensuring safe dismissal from their classroom to the appropriate after school location.