

**POLKA DOT PRESCHOOL**  
**SAFE ARRIVAL AND DISMISSAL POLICY & PROCEDURES**  
**Adopted January 2<sup>nd</sup>, 2024**

**PURPOSE:**

This policy and the procedures within help support the safe arrival and dismissal of children attending Polka Dot Preschool.

This policy will provide staff, children 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 Centre at a cut off time, 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 our care.

***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,***

***(1) To individuals indicated by a child's parent, or***

***(2) 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,***

***(1) a child does not arrive as expected at the Centre or home child care premises, or***

***(2) a child is not picked up as expected from the Centre or home child care premises.***

**POLICY:**

Polka Dot Preschool 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 as a non-parental escort.

Polka Dot Preschool will only dismiss children into the care of their parents/guardians or another authorized individual. The Centre will not release any children from care without supervision.

When a child does not arrive at Polka Dot Preschool by the required time or is not picked up as expected, staff 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 (7.30am-9.30am), program staff in the room must:
  - Greet the parent/guardian and child. Parents are not permitted to send children to the classroom unattended. Parents are required to accompany the children to their classrooms.
  - Parents will be required to communicate with the teachers if there are any changes to the child's pick-up routine (i.e. someone other than the parent/guardian picking up. Where the parent/guardian has indicated that someone other than the child's parents/guardians will be picking up, the staff must confirm that the person is listed on the child's emergency contact list. If the individual is not listed on file, parent will have to provide written authorization. This can be done via the Seesaw app or an email can be sent to [karine@polkadotpreschool.com](mailto:karine@polkadotpreschool.com)
  - Staff will be required to document the change in pick up procedure in the daily written record.
  - The child will also be signed in on the classroom attendance.

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

1. When a child does not arrive at Polka Dot Preschool and the parent/guardian has not communicated a change in drop off (i.e. left a voice message/Seesaw message or advised the closing staff at pick up time), the staff in the classroom will:
  - Start calling parents no later than 9.45am. The Centre's drop off time is between 7.30am-9.30am. If your child is not attending, parents are required to notify the Centre by 9am. At 9.45am, if children have not yet arrived, with no contact from the parents regarding reason, staff will begin calling parents. If we are unable to reach either parent, we are required to start calling emergency contacts.
2. Once the child's absence has been confirmed, program staff will be required to document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

### **Releasing a child from care**

1. The staff who is supervising the child at the time of pick-up, shall only release the child to the child's parents/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. When a staff does not know the individual picking up the child (i.e. parent/guardian or authorized individual),

- The staff will confirm with another staff member that the individual picking up is the child’s parent/guardian/authorized individual.
- Where the above is not possible, the staff will contact the parent/guardian to confirm the authorized individual. The authorized individual will have to provide photo identification before the child is released.

**Where a child has not been picked up as expected (before the centre closes)**

1. If an authorized individual is picking up a child at a specified time indicated by the parent/guardian or within a specified time frame, and the child was not picked up at that time, staff will be required to call the parent/guardian.
  - Where the staff is unable to reach the parent/guardian, staff will be required to call the authorized individual, if their contact information is on file. If there is no contact information provided, staff will begin calling the emergency contacts listed on the child’s emergency list until someone is reached.

**Where a child has not been picked up and the Centre is closed at 6.00pm**

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6.00pm, staff will ensure that the child is reassured about being picked up and given an activity to keep them occupied.
2. The staff will be required to call the parent/guardian to advise that the child is still in care and inquire about the reason for not being picked up. In the case where the person picking up is an authorized individual, the staff will contact that person directly. If the authorized individual is not answering, the staff will proceed to call the emergency contacts listed on the child’s emergency card.
3. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child’s file, the staff will proceed to contact the local Children’s Aid Society (CAS). The staff will follow the CAS’s direction for next steps.

**Dismissing a child from care without supervision procedures**

Staff will only release children from care to the parent/guardian or other authorized adults. Under no circumstances will a child be released to anyone under the age of 18 years of age.

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director’s Signature

\_\_\_\_\_  
Date