

Safety Arrival and Dismissal Policy

Play and Grow Child Centre

227 Drewry Avenue Toronto M2M 1E3 ONT

Purpose:

This policy aims to outline the safe arrival and departure of children in and out of the centre. It also includes the procedure to follow when a visitor attends the setting. Play and Grow Child Care Centre has implemented this safe arrival and departure policy to maintain the highest standards of care and safety for the children, their families, and the staff.

Procedures

- A daily checklist completed by the supervisor or one of the designated staff ensures all exterior doors to the property are checked and supervised before any children can be on site.
- Staff arrange themselves or designate one assistant so all open doors during arrivals and departures are covered by a staff member and closed immediately.
- These doors are not left unmanned while parents are still in the building.

No visitors are allowed to the centre premises without an appointment except the Ministry or City of Toronto members with their identification.

Parents:

The Play and Grow Child Care Centre Before school program doors open at 7:00 a.m. Please use door 2A for rooms 101 and 102 for entry.

Families for Room 106, please use Door 5.

Please use the buzzer and the staff will open the door for you. Take your child(ren) inside, and staff will sign them in.

Safe Arrival and Departure of Children Policy

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- A daily checklist completed by the supervisor or one of the designated staff ensures all exterior doors to the property are checked and supervised before any children can be on site.
- Staff arrange themselves or designate one assistant so all open doors during arrivals and departures are covered by a staff member and are then closed immediately.
- These doors are not left unmanned whilst parents are still in the building.
- No visitors are allowed to the centre premises without an appointment except the Ministry or City of Toronto members with their identification.
- A daily arrival and departure time marked on the attendance sheet so that staff is aware of which children are in attendance and which are absent.
- If children are to be collected by an adult that is not one of the child's parents or an adult that has noted by the authorized pick-up form or registration form and/or previously arranged between the parents and the centre then the staff should collect the identification from the person and contact one of the child's parents to receive verbal confirmation. The specific arrangement should be logged on the daily attendance note in detail before releasing children.
- If any families do not want their child(ren) to be released by a certain person(s), one of the parents(s) should inform the centre in writing on the registration form. However, we ensure that children will not be released into the care of another adult unless parents/guardians acknowledgement.
- All doors are kept secure during the day so no visitors can gain unauthorized access to the premises.
- The only children supervised in the playground after school hours are the children who are registered and enrolled in our after-school program. Parents and caregivers are asked to vacate the premises and the playground to accommodate our After-school program.
- Any Children are not allowed to sign themselves in and out from the program.

Reporting an Absence

All absences from the Play and Grow CC Program should be informed to the Childcare staff or supervisor at [\(416\) 395-5098](tel:4163955098) before 2:30 pm. by families or email

info.playandgrowcentre@gmail.com. Absences may also be reported to the supervisor, should parents/caregivers have prior knowledge of it. Suppose a child does not attend and staff have not been notified in advance of the reason. In that case, it is very important to note that the

after-school staff check with the school's office staff to ensure that the participant was in attendance on any given day and if a participant is absent from school.

Important: If a child is not in the program but was present at school and the after-school program staff have no prior notice of an absence, the ECE/ECA will call the parents/guardians at the numbers which have been provided in the participant's intake file. If staff are not successful in reaching a parent/caregiver within **ONE** hour of program start and should the participant's whereabouts not be known, **police will be contacted to ensure the safety of the participant.** All program staff will use the school phones to contact families. But in the event, they use a cellular telephone, it will show as "unknown caller". Therefore, between the hours of 3:00 p.m. and 6.00 p.m. Monday to Friday, if there is an "unknown caller", it could be one of the Play and Grow Child Care After School Program staff trying to contact you. We request that parents/guardians be aware of this and inform the emergency contacts about this procedure.

Safe Arrival of Children

At **7:00** am the front door to the Play and Grow Child Care Centre will be opened. A staff member will use the attendance to log each child's arrival. Children **MUST** be logged on the attendance as they enter the premises, for this to be done children may need to wait to ensure the staff member on the door has seen them coming in. This must include the time they arrive. Parents are encouraged to leave the children at the doors or in the cubby area. We understand the need may arise for parents to settle their children however, parents are not allowed to enter the classroom without previous arrangements with the program supervisor for specific purposes and periods.

Any parents who have come in to settle children in the cubby area must then leave by the entrance door ensuring that a staff member has let them out to guarantee the door is closed fully behind them. Parents and children **MUST NOT** open the door to ensure the safety of all children within the setting.

School-aged children who come from their homeroom in the R.J. Lang Elementary School will be outside (Door 3,4 and 5) and then picked up by one of our staff members of each room by 2:45 p.m. The staff member who collects the children will use the attendance to log each child's

arrival time and ensure that staff are aware of which children are in attendance and which are absent.

Kindergarten children who come from their homeroom in the R.J. Lang Elementary School will be ushered to room 101 where one of our staff members will wait for them and pick them up at 2:45 p.m. The staff member who picks up the children will use the attendance to log each child's arrival time and ensure that staff are aware of which children are present and which are absent.

Children who arrive at our after-school program **by bus will be picked up by a designated program staff** from the school's main entrance (Door 1). The staff will bring the children to their program classroom once they pick up the children. A staff member will use the attendance to log each child's arrival time.

Safe Departure of Children

Once an adult arrives to pick up a **child that is not someone who would usually pick them** staff will check the emergency contact list and/or authorized pick-up form for parental consent. If parents have not assigned the person, the child will not be released into the adult's care. Parents must be contacted to collect the child or provide verbal consent. A log of any conversations with parents regarding safe collections will be kept within the settings attendance note log.

Since all doors are kept secure during the day no visitors can gain unauthorized access to the premises. Families who arrive to pick up a child should ring the buzz so that a staff member can open the door for them.

A staff member will use the attendance to log each child's departure. Children **MUST** be logged on the attendance as they leave the premises, for this to be done children may need to wait to ensure the staff member on the door has seen them leaving with their family. This must include the time they depart.

When the children are dismissed, they are expected to be picked up or leave the premises promptly.

Revised December 14, 2024