



PLP 106 Safe Arrival and Departure

Park Lawn Preschool Inc. is committed to working with families to ensure children's safety during arrival and departure times.

Safe Arrival

Parents and/or Guardians must escort the child directly into the child care program where one of our staff will receive them and record the child's arrival time in their attendance.

Park Lawn Preschool Inc. staff will ensure that children who attend Kindergarten classes in the school will be escorted safely between the child care program and their Kindergarten classroom.

Park Lawn Preschool Inc. is not responsible for children that walk into the child care program without a parent escort.

Safe Departure

Parents or adults authorized to pick up a child must alert a staff member when they are picking up the child from the child care program. Each child's departure must be recorded by a staff member.

Parents are required to contact the child care centre in the event the child is being picked up early from school or is absent. This is particularly important if the child is taking a bus or is walking back to the child care program, this will help eliminate any confusion during after-school pick up time.

School Bus Safe Arrival and Departure

Park Lawn Preschool Inc.'s child care centres will make every effort to accommodate children who require school bus drop off and pick up. Arrangements made are conditional upon the availability of a staff member to escort the child to and from the bus. In the event a staff ceases to be available, the parent will be responsible for arranging an alternate escort for their child to and from the bus.

A **School Bus Release Form** (Appendix A) will be provided to parents in order to collect the school bus pickup and drop off bus information; bus route number, bus driver name and contact, and school's information.

School Bus Pick Up

Parents should drop off children no later than **20 minutes** before the school bus pick up time to allow for sufficient time for staff to prepare the child for departure or for AM Snack. This will help prevent missing the bus pick up time.

A staff will escort the child to their designated bus with an attendance check list. The use of the departure checklist will confirm that the child has boarded the bus and is no longer on the centre's property.

In the event the child will be absent, it is the parent's responsibility to contact the child care centre and their child's school to report their absence. All absences should be documented in the centre's communication book.

School Bus Drop Off

Staff will be required to arrive at the designated bus drop off location at least 5 minutes before the scheduled drop off time.

In the event the school bus is delayed in arriving, the staff or the centre supervisor are to contact the bus company or the school to find out an anticipated arrival time.

It is imperative that parents contact the child care centre in the event their child is absent. Children that are not accounted for, after the staff receives and takes attendance at the drop off point, will be declared missing and a missing child search will be initiated.

Staff will notify the centre supervisor to inform them that the child did not arrive on the bus at drop off time. The centre supervisor will then contact the school and the child's parents. Every effort will be made to find the missing child and may include contacting the police.

A Serious Occurrence must be reported to the Ministry of Education when a missing child search is initiated.

Authorization for Pick Up

A child will only be released to anyone authorized to pick up. Parents may designate and authorize other adults to pick up children from the child care centre by indicating the authorized person on the child's Registration form.

If someone other than those authorized is scheduled to pick the child from the child care centre, the parent must notify the child care centre by telephone or by completing an Authorized for Pick Up form. Photo identification must be provided at the time of pick up.

Children **will not** be released to any person(s) including; non-custodial parents, grandparents, relatives, etc, if prior notification has not been given by the parents.

Children **will not** be released to a parent or an authorized individual if they seem to be intoxicated or under the influence of narcotics. In this circumstance, staff will contact listed Emergency contacts, if no suitable person is available, then the child protection agency will be contacted.

Youth Escort

Youth 12 years of age and older may be given consent to act as an escort for younger children. Written consent of the parent or guardian is required of the younger child.

The Supervisor/Designate will determine on a case by case basis what are reasonable circumstances, as age is not a guarantee of capability to act as an escort.