

Safe Release of a Child Policy

Every child must be signed in at time of arrival and signed out at departure. The contact with the teacher must be maintained at both times.

At pick up time child's safety becomes parents' responsibility as soon as a verbal contact has been made with the staff. Parents will be informed about the child's day at this time.

All parents must provide the center with an emergency contact form for their child. This form will outline information about an alternative caregiver in case the parents or guardian are not available to pick up their child in case of sickness or another emergency.

Unknown adults will be unable to pick up a child from the center unless informed by the parent verbally and recorded on the sign out sheet. Specific information, such as first and last name, relationship to the child, and a photo ID, is required for the child to leave with new to the centre person. If the center is not notified prior to pick up time, the child will not leave with that person until confirmation is made. This may result in late fees being applied to the parents.

If unauthorised person arrives to pick up child, the staff will follow these steps:

1. Check if there is a record in the sign out sheet made by parent, if not
2. Call parents to confirm.
3. When it is confirmed that children need to be picked up by unauthorised person ask for the first and last name, relationship to the child and photo ID.
4. If the person to pick up does not provide this document and information, do not release child until information is provided, or authorised person will arrive.
5. Proceed to the steps described below if above steps are failed.

If a person is identified in the records for the child as a person who is not permitted access to a child (such as court order), a licensee must take reasonable steps to prevent that person from accessing the child. Call 911 if person is aggressive.

Any pickup person must be 14 years or older, have proper car seats and show no signs of intoxication. No child will be released if a parent/adult appears intoxicated. The staff will follow these steps: 1) offer to call another adult to pick up the child, 2) offer to call a taxi.

If the parent refuses help and leaves with the child, staff will take a photo of the licence plate (if parent drives a vehicle) and will call 911. The manager will be notified, and the incident will be recorded. MCFD be informed of child endangerment. This may result in termination of the contract without refund of fees or deposit.

If parent does not arrive on time, child(ren) will not be left unsupervised while staff is dealing with the situation. The teacher will follow these steps:

1. Call all the phone numbers on file. Leave a message on each phone, if possible.
2. Call the director to inform of the situation.
3. Call all the phone numbers on file again.
4. Call the director after 20 minutes to discuss further actions to be taken.
5. When the parent arrives, inform them of \$2.00 per minute late fees.

6. The payment is payable to the staff who remains late. The payment must be made within 24 hours of being late.

Time will be verified with the parent/guardian using a cell phone of the centre. If lateness becomes a chronic problem the Ministry must be contacted.

If no one arrives at the end of the day to pick a child up and parents or emergency contacts cannot be reached or do not respond, stay with the child for 1 (one) hour at the centre. If nobody arrives one hour after closure, MCFD will be contacted, and the incidents will be reported.