

ADMINISTRATION OFFICE

148 DACEY ROAD
SAULT STE MARIE, ON
P6A 5J7
PHONE (705) 945-8898
FAX (705) 945-8735
www.childcarealgoma.ca

**PROGRAM LOCATIONS**

- 148 DACEY ROAD
705-945-8898 EXT. 245
- EAST VIEW PUBLIC SCHOOL
705-945-8898 EXT. 307
- ECHO BAY CENTRAL SCHOOL
705-248-2043
- ÉCOLE NOTRE DAME DU SAULT
705-945-8898 EXT. 309
- FH CLERGUE PUBLIC SCHOOL
705-542-4291
- GRAND VIEW PUBLIC SCHOOL
705-256-9611
- QUEEN ELIZABETH SCHOOL
705-945-8898 EXT. 252
- HOLY CROSS SCHOOL
705-945-8898 EXT. 305
- PARKLAND PUBLIC SCHOOL
705-945-8898 EXT. 308
- PINWOOD PUBLIC SCHOOL
705-971-5087
- 1600 QUEEN STREET EAST
705-945-8898 EXT. 250
- RM MOORE PUBLIC SCHOOL
705-945-8898 EXT. 310
- 115 SHANNON ROAD
705-541-8460
- ST. BASIL'S SCHOOL
705-945-8898 EXT.321
- THESSALON – PUBLIC SCHOOL
705-842-5454

EarlyOn CHILD AND FAMILY CENTRES

- HOLY ANGELS SCHOOL
705-945-8898 EXT. 255
- HOLY CROSS SCHOOL
705-945-8898 EXT. 303
- ST. BASIL SCHOOL
705-945-8898 EXT.324
- ÉCOLE NOTRE DAME DU SAULT
705-542-3515
- SSM COMMUNITY OUTREACH
705-945-8898 EXT. 255
- COMMUNITY ACTION PROGRAM FOR CHILDREN (CAPC)
705-542-5661
- CANADIAN PRENATAL PROGRAM (CPNP) 705-248-2043

HOME CHILD CARE

- HOME CHILD CARE OFFICE
148 DACEY ROAD
705-945-8898 EXT. 263

MEMORANDUM

TO: Child Care Algoma - Home Child Care
Parents and Guardians

FROM: Jennifer Parrella, Executive Director

SUBJECT: Safe Arrival and Departure Policy

DATE: January 2024

As you may already be aware and have heard in the media as of January 1st, 2024, the province requires all child care operators to develop a policy outlining what steps will be taken to closely monitor when a child does not arrive or is not picked up as excepted from their licensed child care program.

Regular daily drop-off and pick-up times help your child know what to expect and allows them to fully participate in our programming. We recommend you try to arrive and leave each day at the same time that you have committed to on your registration forms. Drop-off and pick-up times are also important to connect with your child's caregiver with any messages or information about your child. Your child's health and safety are our top priority! **If your child will be absent or arriving later than scheduled, please phone your caregiver as soon as possible.** You may also leave a message on your caregiver's voicemail or on Seesaw if your home provider has an account.

Arrivals:

You must drop off your child directly in the home and be sure that your caregiver has greeted you and your child and marked them into attendance. Please let your caregiver know who will be picking up your child each day.

Departures:

All children must be picked up by a parent or authorized adult and signed out on the attendance by their registered confirmed pick-up time (For early pick-up times, parents and guardians are welcomed at anytime). For your child's safety, your caregiver will only allow your child to leave their care with you or someone who is listed as an authorized pick-up person. Please tell your caregiver if someone other than you will be picking up.

If your caregiver has never met or does not recognize the authorized pick-up person, **the person picking up will be asked to show photo identification** at the time of pick up.

It is extremely important to your child and our caregivers that you arrive on time to pick up your child. We also understand that many unpredicted things can happen to cause a late pick up, talk to your caregiver about late pickups and create a plan together for these special circumstances.

If you think you might be late:

- ✓ Please call your caregiver or Seesaw message right away. This allows the caregiver to tell your child what is happening.
- ✓ Have a back up plan. Find someone else who can pick up your child.
- ✓ Call the caregiver to tell them who will be picking up your child. Remind the authorized adult to bring photo identification with them.
- ✓ Call back to ensure your child was picked up.

A continuous pattern of late pick ups without notice or emergency reasons are unacceptable. Caregivers will make a note of the late pick up and a late fee may be charged to your account and may result in losing your child care space.

If your child is still not picked up 1 hour after your caregiver closes and they have not been able to reach you or your emergency contacts, we are required by law, to call the Children's Aid Society.

We truly appreciate your cooperation and understanding of this Ministry of Education Child Care and Early Years Act directed policy. To view the policy please see the revised Parent Handbook on our website www.childcarealgoma.ca or contact Alicia, Home Child Care Site-Supervisor (705-945-8898 ext. 263) for more information and questions.

Thank you for trusting us and being partners in your child's healthy growth and development!

Respectfully,

Jennifer Parrella, RECE

Executive Director
CHILD CARE ALGOMA
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