

**ADMINISTRATION OFFICE**

148 DACEY ROAD  
SAULT STE MARIE, ON  
P6A 5J7  
PHONE (705) 945-8898  
FAX (705) 945-8735  
[www.childcarealgoma.ca](http://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 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 1<sup>st</sup>, 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 educator with any messages or information about your child. Your child’s health and safety are our top priority! **If your child will be absent from the program or arriving later than scheduled, please phone your centre as soon as possible.** You may also leave a message on your centre’s voicemail or on Seesaw if your centre has an account.

**Arrivals:**

Educators are not permitted to accept children before the centre opens. Your child may not be received if you are dropping off before your confirmed drop of time to ensure licensing ratios are being met. If you require an early drop off to accommodate a special circumstance, please connect with your centre’s site supervisor to confirm if we can help. **You must drop off your child directly to their classroom/playground and be sure that an educator has greeted you and your child and marked them into attendance.** Please let the educator 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) This is critical for educators to ensure licensing ratios are met. For your child’s safety, we will only allow your child to leave the centre with you or someone who is listed as an authorized pick-up person.

Please tell the educator/supervisor if someone other than you will be picking up. If an educator has never met you 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 important to always have your ID available to show in the event we have new staff or supply staff at the time of pick-up.

It is extremely important to your child and our educators 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 and we are happy to support you in any way we can for these special circumstances.

**If you think you might be late:**

- ✓ Please call the centre or Seesaw message right away. This allows the educators to tell your child what is happening.
- ✓ Have a back up plan. Find someone else who can pick up your child.
- ✓ Call the centre 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. Educators 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 the centre closes and we 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](http://www.childcarealgoma.ca) or talk to your centre's site supervisor 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  
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 705-945-8898 Ext. 243