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| SECTION ONE: LICENSING REQUIREMENTS | |
| Policy Date: November 2023 | Policy: Safe Arrival and Dismissal Policy |
| Revision Date: | |
| | Policy Number: 1.21 |

Purpose:

This policy and the procedures will help support the safe arrival and dismissal of children in Licensed Home Child Care. This policy will provide Licensed Home Child Care Providers, Home Child Care Visitors, and Child Care Algoma with a clear direction as to what steps are to be taken when a child does not arrive at the home child care premise as expected, as well as procedures to follow to ensure the safe arrival and dismissal of children.

Policy: The Licensed Home Child Care Provider is responsible for signing children in on the attendance record as children arrive at the home premises where care is provided. The Home Child Care Provider is responsible for ensuring any communication from parents/guardians related to drop-off or absences is noted daily on the written record.

Procedure:

Where a child has not arrived in care as expected

1. Where a child who is enrolled with the Agency does not arrive at the home child care premise and the parent/guardian has not communicated a change in drop-off or that the child will be absent (e.g., left a voice message or advised the home child care provider at pick-up) the Home Child Care Provider must:

- Contact the child’s parent/guardian not later than one hour past the scheduled drop off time. The Home Child Care Provider shall call and leave a voice message or send a text message. If the Home Child Care Provider does not contact the parent/guardian to confirm absence by one and a half hours past the scheduled drop off time the Home Child Care Provider must notify the Home Child Care Office.

Or

Where a child who is not enrolled with the Agency does not arrive at the home child care premise and the parent/guardian has not communicated a change in drop-off or that the child will be absent (e.g., left a voice message or advised the home child care provider at pick-up) the Home Child Care Provider must:

- Contact the child's parent/guardian not later than one hour past the scheduled drop off time. The Home Child Care Provider shall call and leave a voice message or send a text message.
- 2. Once the child's absence has been confirmed, the Home Child Care Provider shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

The Home Child Care Provider shall only release the child to the child's parent/guardian or another individual that the parent/guardian has provided written authorization that the child may be released to.

Where the Home Child Care Provider does not know the individual picking up the child, the Home Child Care Provider must ask the parent/guardian/ authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization provided by the parent/guardian.

Where a child has not been picked up as expected

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by one hour past the regular scheduled pick up time, The Home Child Care provider shall ensure that the child is given a snack, if needed, and an activity, while they await their pick-up.
2. The Home Child Care Provider shall contact the parent/guardian to advise that their child is still in care and inquire about their pick-up time. If the Home Child Care Provider can not contact the parent/guardian they will then proceed to contact the authorized individual responsible for pick-up.
3. Where the Home Child Care Provider can not reach the parent/guardian or authorized individual who was responsible for picking up the child, the Home Child Care Provider shall contact the Home Child Care Office.
4. Where the Home Child Care Office is unable to reach the parent/guardian or any other authorized individual listed on the child's file by one and a half hour past the regular scheduled pick up time, or as advised by the Home Child Care office, the Home Child Care Provider shall proceed with contacting the local Children's Aid Society (CAS) 705-949-0162. The Home Child Care Provider shall follow CAS's direction with respect to next steps. The Home Child Care Provider shall also advise the Home Child Care Office of CAS's direction.