

	POLICY TITLE	CATEGORY
	Safe Arrival and Dismissal Policy and Procedures Home Child Care	Programs – Child Care
	APPROVING BODY OR POSITION	APPROVAL DATE
	Director, Programs	December 2023
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)	Child Care and Early Years Act, 2014 (CCEYA)

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care in our Home Child Care premises.

This policy will provide Home Child Care Providers (“Provider”), and Home Child Care Coordinators (“Coordinator”), with a clear direction as to what steps are to be taken when a child does not arrive at the home child care premises as expected, as well as procedures to follow to ensure the safe arrival and dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Procedures

1. Accepting a child into care

- The 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 on the daily written record.

2. Where a child has not arrived in care as expected

Where a child does not arrive at the home child care premises 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 12:00 noon. Home Child Care Providers shall contact the parent/guardian by telephone, text message and/or email. The Home Child Care Provider must call at least once, leaving a voice message and must make contact with an adult to confirm absence.
- The Home Child Care Provider needs to contact the Home Child Care Coordinator if they have been unable to contact a parent/guardian and inform them about the child not being in the program.
- 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.

3. Releasing a child from care

- The Home Child Care Provider shall only release the child to the child's parent/guardian or another individual for whom 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 parent/guardian.

4. Where a child has not been picked up as expected

- Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived on time or within the timeframe the Home Child Care Provider shall proceed with contacting parent/guardian. The Home Child Care Provider shall ensure that the child is given a snack and activity, while they await their pick-up.
- The Home Child Care Provider shall contact the parent/guardian to advise that the child is still in care and inquire about their pick-up time. The Home Child Care Provider will also inform the Home Child Care Coordinator. In the case where the person picking up the child is an authorized individual, the Home Child Care Provider will contact the individual.
- Where the Home Child Care Provider, and Home Child Care Coordinator are unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., emergency contacts) an hour after the closure, the Home Child Care Provider shall proceed with contacting the local Children's Aid Society (CAS). 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 Coordinator, who will inform the home child care Program Manager.

5. Dismissing a child from care without supervision procedures

- Home Child Care Provider will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.
- Where a parent/guardian has provided written and signed authorization for their child/children to be released from care without supervision, the Home Child Care Provider must be responsible for dismissing the child from care.
- Prior to dismissing the child from care, the Home Child Care Provider shall review the written instructions for release provided by the parent/guardian and release the child at the time set out in the instructions.
- The Home Child Care Provider shall document the time of departure from care and as well as their initials on the attendance record.