

Arrival and Departure Procedures

Arrival

As children arrive at the school at 8:30am and 1:00pm, the person responsible for bringing the child will sign their name and time of arrival in the attendance book and bring the child directly into the classroom.

Departure

At the start of the school year in September, the parent/guardian will provide the supervisor with a written, dated list that includes all adults who have been given permission to pick up their child. Should circumstances change during the school year, it is the responsibility of the parent/guardian to amend the list. For daily changes in pick up, the parent/guardian will write in the attendance book any changes for that day.

At the end of the preschool session, the parent/guardian will pick up the child from inside the classroom, and the person picking up the child will sign their name and time of pickup in the attendance book.

Late Pickup

It is the responsibility of the parent/guardian to inform the teacher if they expect to be late picking up the child. In the event that the teacher has not been notified of a late pickup, and the child has not been picked up within 15 minutes after the end of class, the teacher will:

1. Phone the home and cell phone numbers of the parents
2. Phone the work place of the parents
3. Phone the emergency contact indicated on the Emergency Registration Card

The child will remain in the care of the teacher(s) until picked up by an authorized person.

If a child is not picked up after staff have tried to contact authorized persons, the Ministry of Children and Family Development will be contacted at the emergency intake line (604-310-1234 or 604-981-0008). Staff will notify Facility Licensing of the incident.

Special Situations

It is the legal responsibility of the teachers not to release a child to an authorized person who appears to be unable to adequately care for the child. Behaviour indicators could include inebriation or an apparent state of ill health that may render the adult incapable of caring for the child. Under no circumstances will a child be released to another child or a minor.