Administrative Procedure 604
Safe Arrival and Dismissal Policy and Procedures

Name of Child Care Centre: _____

Date Policy and Procedures Established: September 1st, 2026

Date Policy and Procedures Updated: September 1st, 2026

1. Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care at Limestone District School Board Before and After School Programs.

This policy provides staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including the steps to be taken when a child does not arrive at the child care centre as expected, and the steps to follow to ensure the safe 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.

Note: definitions for terms used throughout this policy are provided in the Glossary at the end of the document.

2. Policy

General

The Limestone District School Board Before and After School Programs will ensure that any child receiving care is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization that the program may release the child to.

3. Procedures

Accepting a Child into Before Care

When accepting a child into care at the time of drop-off, program staff in the room must:

- greet the parent/guardian and child;
- ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed in the online registration system or, where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email) and update the registration system to add the person;
- document the change in pick-up procedure in the daily written record; and
- sign the child in on the classroom attendance record.

Offering an Available Space

1. Parents of children on the waiting list will be notified via email that a space has become available in their requested program.
2. Parents will be provided a timeframe of 48 hours in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Role of the ECE – Before School Program

ECE staff working in the Before School program are responsible for children enrolled in Before School Care from the time the student arrives until they transfer care to the yard supervision staff on site when supervision on the school yard begins fifteen minutes before the beginning of the school day.

Where a Child Has Not Arrived in Before Care as Expected

Where a child does not arrive at the before school program and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the school will follow the safe arrival protocol set out in the Board's Safe Arrival administrative procedure, and the school office co-ordinator will follow up with a phone call to the family for unexplained absences after morning attendance.

Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

For full day camp programs when the school office is closed, Supervisors will follow up via email to the family for unexplained morning absences by 10:00 a.m. The Supervisor will connect back with the classroom educators with any important information. The child's absence must be documented in the attendance record, and any information that may affect the health, safety, or well-being of children must be recorded in the Daily Written Record (DWR).

Arrival in After School Care

Where a child does not arrive to the after school program as expected or is not picked up from after school care as expected, staff must follow the safe arrival and dismissal procedures set out in the Board's administrative procedure for safe arrival and dismissal.

Specifically:

Role of the ECE – Attendance

Attendance sheets must be current and reflect changes made by parents online. Therefore, every Thursday ECE staff will print two copies of the attendance sheet for the Before and After School Program.

- Parents/guardians to sign in and out; and
- ECE staff attendance taking.

ECE staff will take attendance of all children in the after school program and will maintain their own record of the attendance form so they are aware of the number of children attending the program at all times before and after school.

- Where children are absent, the ECE staff will mark “A” on their attendance form.
- Where children are absent due to illness, staff will mark an “S” on the attendance form.
- Where more than one staff member is working, staff will communicate the total number of children attending to additional program staff such as the early learning support worker.
- ECE staff will ensure all children are accounted for during transition times inside and outside.

In schools with more than one classroom of Before and After School, ECE staff must print two copies for each classroom. ECE staff cannot alter attendance at any time. Staff cannot manually add or remove children or make changes to schedules on the printed copy.

ECE staff working in the After School program are responsible for children enrolled in After School Care from the end of the Instructional Day until they are signed out by their parent

or guardian.

Accounting for Children After School

ECE staff will refer to daily absences reported by the office for children scheduled to attend the After School program. Attendance must be taken within 5 minutes of the school day ending to ensure that children have arrived safely to the After School program. It is the responsibility of the ECE to account for all children on the attendance sheet.

If a child has not arrived within 5 minutes, ECE staff are to follow up with the office to locate the child. The school office coordinator will call the classroom teacher and assist in locating the child, and will contact the parents. If the child cannot be located, the secretary is to escalate the situation to the Principal or the teacher in charge.

- If a child is sent on the bus in error, the Principal or teacher in charge (if the Principal is absent) will: call the bus company and request that the bus driver bring the child back to the school; notify the ECE Supervisor; and inform the parent.

- Within thirty minutes, if a child is missing and is unaccounted for, ECE staff will: call the police to report the child is missing and provide the information collected about the child (address, description); and contact the parents and notify the ECE Supervisor that the police have been informed.

- The BASP Supervisor will inform the Superintendent of Early Years Education, and the LDSB Communications team.

- If a child arrives in the After School program who is not scheduled to attend, ECE staff will call the Office Coordinator, who will then contact the parent/guardian to pick up the child.

Releasing a Child from the After School Program

The staff member who is supervising the child at the time of pick-up shall only release the

child to the child's parent/guardian or an individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff member does not know the individual picking up the child (i.e., parent/guardian or authorized individual), they must:

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual; and
- where the above is not possible, 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.

Where a Child Has Not Been Picked Up by 6:00 p.m.

Where a child has not been picked up from the Before and After School Program by 6:00 p.m., the Early Childhood Educator shall contact the parent/guardian by phone and contact the program Supervisor to advise that the child is still in care and has not been picked up.

Where the staff member is unable to reach the parent/guardian, staff must contact the additional emergency contacts listed on the child information sheet. Where the individual picking up the child is an authorized individual and their contact information is available, the staff member shall contact the individual to confirm pick-up as per the parent/guardian's instructions, or leave a voice message to contact the centre.

- Where the staff member has not heard back from the parent/guardian or authorized individual who was to pick up the child, the staff member shall contact the program Supervisor, who will inform the Superintendent.
- Where the staff member is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:30 p.m., the staff member shall contact the local Children's Aid Society (CAS) and notify the Supervisor. The Supervisor will inform the program Superintendent. Staff shall follow the CAS's direction with respect to next

steps.

Dismissing a Child from Care to Participate in Other Onsite Activities

To simplify the dismissal process for staff, our preference is for parents to register in one activity (for example, a child attends running club on Monday and does not attend after care on that day). However, where a parent/guardian has provided written authorization for their child to be released from care to participate in another activity at the school, the written authorization must be obtained from the parent and filed in the program binder.

The written authorization must confirm the exact dates and times of the other activity and how the child will be released from care (for example, the running club teacher (name) will come to the after school program and sign the child out, and the parent will pick up the child from the running club).

Staff in the program must be responsible for dismissing the child from care. Prior to dismissing the child from care, the staff member shall review the written instructions for release provided by the parent/guardian and release the child at the time and in the manner set out in the instructions. The staff member shall document the time of departure from care, as well as their initials, on the attendance record.

4. Glossary

Individual authorized to pick-up / authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick up their child from care.

Licensee: the individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the child care centre and home child agency.

Parent/guardian: a person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

5. Regulatory Requirements

Ontario Regulation 137/15 – Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

(a) provides that a child may only be released from the child care centre or home child care premises,

(i) to individuals indicated by a child's parent, or

(ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and

(b) sets out the steps that must be taken if,

(i) a child does not arrive as expected at the centre or home child care premises, or

(ii) [clause text not included in the source provided — please confirm against the regulation].