



Safe Arrival and Departure Policy and Procedures

Safe Arrival

- Classroom volunteers and their child(ren) will arrive at the start of class after pre-screening themselves to ensure they are healthy, able to participate and prepared for outdoor play, including prior application of sunscreen, hats, proper outdoor footwear and clothing.
- Parents will use extra caution in the parking lot and supervise their children until handed over to staff.
- Children are encouraged to use the washroom prior to class. Parents, please help children wash their hands before going into the classroom. This will help to reduce the spread of illness and ensure no common allergens (e.g., oils from nuts) are transferred to the classroom.
- If desired, parents hang their child's backpack in their cubby, place their indoor shoes on the bottom shelf and their cup (labeled with their name) in the cup basket or on the shelf above their cubby.
- At the beginning of class, educators will open the purple door or the gate to the playground. Children cannot be left with students or classroom volunteers.
- An educator will greet the children as parents drop them and they enter the class. Parents are asked how the morning has gone and if there are any changes to report. Children's attendance is marked in the attendance book with the time of arrival. At the same time, a visual health check is done. Any communications regarding children's needs or individuals authorized to pick up for that day is to be sent by email by parents to ensure it is received by the educators.
- Parents are to inform the Preschool prior to the start of class of any absences using our [absence reporting form](#). The Supervisor will follow up by email as soon as possible or by the end of the child's class time if a report was not received to confirm the reason for absence. If there is no response from the primary contact, the next guardian or emergency contact is contacted until contact has been made.

Departure

- Children are marked out by time in the attendance book as they are picked up by their parent, guardian or any authorized person.
- No child will be released without a parent's authorization. Children's files must contain the names of all authorized pick up people. If a different person is to come, an email is needed with the person's full name and parent must instruct this person to show photo ID upon pick up.
- If a staff member does not recognize a person picking up they will confirm with another staff member that they are authorized. Identification may be requested and individual verified as being on the pick up list on file.
- If a parent is concerned by a possible unauthorized person who may attempt to pick up their child, please inform an educator and provide a photo of the individual and/or any court orders in place in regards to custody and access to be placed in the child's file.
- No child will be released from care to walk home alone or with someone under the age of 18.
- It is important that you are on time to greet your child at departure. In the event that a parent is late to pick up their child, an educator will remain with the child. The parents will be called after 5 minutes. If unable to reach a parent, the emergency contact person will be called. Children's Emergency files are kept in the attendance binder for quick access.
- If an abandonment situation were to occur, Family and Children's Services and Waterloo Police will be contacted after 30 minutes. Staff are to follow our [Serious Occurrence Policy](#) and the direction of Family and Children Services. The child will be provided a snack and activity to do while waiting.
- Parents are required to let an educator know by email or text, as soon as possible if they think they may be late.
- A late fee of \$1 per minute applies, to be charged at the discretion of the Board of Directors.

Away

- If your child will not be at school, please call or email and let the educator know, and submit the [Reporting of Absence form](#) before your class start time. A link to the form can also be found on our website at www.waterloopreschool.org
- A message indicating the child's absence can also be left on the school's answering machine at 519 884-3400 or by emailing the Supervisor at waterloopreschool.teacher@gmail.com or to the Assistant Supervisor at waterloopreschool.asstteacher@gmail.com Please include details of any symptoms of illness, or reason for absence so the supervisor can track illnesses and report to the Health Department or absences to subsidy as required.
- If a child is absent 3 times without providing notice through the Reason for Absence Form, a fee of \$10/day absent will be charged.

Revised: February 29, 2024 by Britney Stewart (Administrator)

Approved By: Meghan Burns Dolson (Operations Officer) on February 29, 2024

Seconded By: Taylor Marskell (Communications Officer) on March 5, 2024