

# SAFE ARRIVAL and DISMISSAL POLICY

## PARENT/GUARDIAN SIGN-OFF AND INFORMATION SHEET

As you are aware, Harmony Childcare Centre has implemented a Safe Arrival and Dismissal Policy. This was communicated by e-mail and is posted on the Parent Information page of our website – [www.harmonychildcarecentre.ca](http://www.harmonychildcarecentre.ca)  
This policy applies to ALL children, regardless of the program they are in: Pre-School, JK/SK and/or School-Age Before and/or After School care.

We are asking that parents and/or guardians help us in ensuring that children are arriving and are being dismissed safely in accordance with all the guidelines and protocols listed in the policy.

### STEPS TO FOLLOW:

1. If your child(ren) will not be in *OR* will be arriving late, please send an e-mail...make sure you send it to [Susie@harmonycc.ca](mailto:Susie@harmonycc.ca) and copy [Maigren@harmonycc.ca](mailto:Maigren@harmonycc.ca) – as well as your child’s teachers by 9:30 am
2. If your child(ren) is being picked up by someone who is not a “regular” pick-up person, please e-mail us
3. If the information on your child’s Emergency Sheet or Emergency Information Sheet (Registration Package sheet with “other people who can pick up” details) has changed, please update this information a.s.a.p.
4. If you’ve picked up your child early from St. Clare School – YOU need to contact us...the school does not relay this information to us, nor do they relay information regarding your child being absent / sick / sent home, etc.
5. Please ensure that anyone listed on the Emergency Contact sheet will be answering and/or returning calls in a timely manner – if you are putting someone as an Emergency Contact, please be sure to tell them
  - a. At the end of the day, if we have not received a late pick up notification (a child being picked up later than 6pm) and cannot reach anyone on the contact list – we are instructed to call Catholic Children’s Aid and file a Serious Occurrence Report with the Ministry of Education
6. All communication regarding change in pick-up or release must be received by e-mail
7. If parents would like us to release their child from care – 10 years or older – without adult supervision, to walk home on their own, we must receive an **e-mail** stating the following:  
“I \_\_\_\_\_, parent / guardian of \_\_\_\_\_, authorize Harmony Childcare Centre to release my child(ren) from care without supervision. \_\_\_\_\_ can leave at \_\_\_\_ pm to walk home on their own. I am aware that Harmony is no longer responsible for my child upon their dismissal.”

Failure to e-mail Harmony regarding your child’s absence from care results in staff being taken away from regular duties to follow-up with emergency sheet contacts. *Failure to comply with Harmony’s Policies and Procedures may result in termination of care.*

I, parent / guardian of \_\_\_\_\_ have read and understand the Safe Arrival and Dismissal Policy and will ensure to adhere to the steps listed above and contact the centre by 9:30 a.m. if my child will be absent from care, if dismissal / pick-up plans change, etc.

I, parent / guardian of \_\_\_\_\_, **do not wish** for Harmony CC staff to follow up and e-mail, call or text me or my child’s Emergency Contacts should my child be absent from care. Harmony Childcare Centre will not be held responsible for not following up, with either a parent / guardian or emergency contact when my child is not in attendance and absent from care.

**Extra Notes / Instruction from parent:** \_\_\_\_\_  
(i.e. don’t call if my child doesn’t show up Before School, only call if my child doesn’t show up After School, etc.)

\_\_\_\_\_  
PARENT NAME – please print

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE