

9. Arrivals, Departures, and Transportation

9.1. Arrival

- Children must be accompanied by an adult or mature minor at arrival.
- Children must be checked in via the HiMama app when they arrive. Attendance reports must be signed monthly and submitted to the Ministry of Social Services. The Ministry uses these hours when calculating subsidy amounts covered.
- If a child is going to be absent or late, guardian must inform SCD as soon as possible. This allows us to offer the spot as a drop-in, helps staff when implementing program plans for the day, and ensures we have adequate meals.
 - o If SCD is not contacted by half hour after scheduled arrival time, a late fee will be applied per Policy 8.
- Each child will have an expected arrival time indicated on their registration form.
 - o Children are expected to arrive within 15 minutes of scheduled time
 - o Arrivals are expected to be between 6:30 – 10:00am
 - Under no circumstances may a child arrive prior to 5:30 am
 - Early drop off fee of \$20 per half hour for first and second offence, third offence may result in termination of service per Policy 22
 - o If child is dropped off later than 10:00 a.m., their group may be out on a walk, attending a park or other community events; they will temporarily join another group.
 - o Drop offs between 12:00 – 2:00 should be avoided to prevent disruption of nap
 - o If a child is more than 30 minutes late from scheduled arrival time, families will be contacted
 - o Changes to expected arrival time must be communicated to Director using HiMama app as soon as possible.
 - o Continued failure to inform Director of a late arrival may result in a “strike” per Policy 22 Termination of Services at discretion of Director
- Parents are encouraged to help children remove their outdoor clothing, place their belongings in their assigned locker, and escort the child to their room.
- In the event of a pandemic, daily health questionnaires shall be completed for each child prior to drop-off via HiMama App

9.2. Departure

- Children will only be released to adults or mature minors listed on the child’s release form.
 - o Families must notify Director in advance in writing or using HiMama app if an unlisted person will be picking up a child.
 - Written or verbal confirmation from the parent is always required in order to release the child to someone who is not listed on the release form.
 - Anyone picking up the child may be required to show identification.
 - Ensure the alternate pick up person has your fob

- Children are expected to be picked up within 15 minutes of scheduled departure time
 - o Under no circumstance may a child be picked up later than 6:00pm
 - o Children may stay later than 5:30 only if special arrangements have been made; this may only occur once per month
 - o Late pick-up fee of \$20 per half hour for first and second offence, third offence may result in termination of service per Policy 22

- If you have not notified the centre about a late pick up and we are unable to contact you, your emergency contacts and/or in-town billet will be notified.
 - o If we are unable to reach you or the emergency contacts / in-town billet within an hour, the Department of Social Services / RCMP will be contacted to take custody of the child until the parents/guardians can be located.

- SCD will not be part of any custody battle. There will be no tolerance for any confrontations regarding custody issues. If a court order exists, a copy will need to be placed in your child's file.
 - o If your child has restricted access to another parent/guardian or family member, a copy of the court order must be provided to remain in your child's file.

9.3. Parking and Building Access

- Families may access building through street-facing (West) door
- Parking is permitted in front of building (Ohlen street) and on North side of building. Note that this is an "no idle" zone.
- Access per Policy 17. Facility and Property
 - o Parents may access building using key fob
 - o Designated staff and other professionals will have Master key as required at discretion of Director

9.4. Transportation

- SCD will not offer transportation for daycare services. All parents and guardians are required to arrange their own transportation for pick up and drop off.
- The SCD may walk children to and from Macdonald school on scheduled Kindergarten days when staffing permits. However, on days where weather predicted is -28C with windchill or below, parents are responsible for transporting their children to and from school. Parents of Kindergarten children will be informed when transportation to Macdonald school is not possible.
- Transportation may be provided on outings. The method of transportation will vary based on location of activity, number of children attending, and cost. The board must approve all excursions requiring transportation.
- If staff transport children in their personal vehicles, proof of package policy is required