



B & A Check In Procedures

Children are required to check in (school age) when they come to the program. Children from other schools are expected off the bus at specific times – see Transit List.

All children must be accounted for within five (5) minutes after they are expected.

For children who have not arrived in care, staff must:

1. Contact supervisor immediately;
2. Ask child’s teacher if they are aware of child’s whereabouts;
3. Check with the secretary to see if the child was in attendance that day;
4. If child was absent, staff must call parents to confirm child’s location and remind the parent of their responsibility to call the Centre.

Special note: from this step forward, please keep in contact with our head office (see numbers below).

If contacting the parent’s place of work and voice mail is reached, ensure you speak to the work place telephone operator and inform them that it is an emergency.

5. If unable to contact parents, emergency contacts are to be called.

If child attends a different school, call that school and follow the same procedures as listed above.

This entire procedure should take no longer than 10 minutes.

Gwen Fox	Home	905-476-7350
	Cell	905-868 6183
Heather McLeod	Home	905-830-9355
	Cell	905-716-7931
Head Office		905-830-1888
Joy Vance	Home	905-853-5554
	Cell	416-706-6840
Ruth Houston	Home	905-853-1464
	Cell	905-960-1370

It is everyone’s responsibility to ensure the safety of all children.

I have read this policy and agree to abide by said procedure.

Staff Signature

Date



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