



SAFE ARRIVAL & DISMISSAL POLICY

The safety of students is our top priority. Arrival and dismissal are busy times at schools. We need to work together with parents, guardians and childcare providers to make sure students have safely arrived at school. If your child is going to be late or absent for any reason, it is important that you contact the office immediately and report the reason for the student's lateness or absence.

Students are expected to arrive by 8:30am for a classroom start of 8:45am and be picked up between 4:00pm or 4:15pm if not using paid day care. The arrival/departure time is documented on a daily log sheet and noted in the register.

The child is greeted by staff upon arrival where parents have an opportunity to mention any changes to regular scheduling or any incidents of note and have staff document these as needed.

As parking can be an issue, please vacate the space as soon as possible so that another parent may use it. We begin meeting the cars and escorting the students inside as soon as a comfort level is reached by the students - usually by October. Please yield to students and staff using the marked pedestrian crossing. The Evelyne Avenue access is an option at busy times for drop offs and pickups. For our Liverpool students, drop off can be at either the front or the back. A front entrance drive by, however, will allow a staff member to welcome your child without a need for parking.

As most students at MLCP are typically dropped off each morning by parents or family members, there is possibly less concern as to safe arrival but it is a mandated practice to contact parents by 9:15am each day if a child does not arrive and we have not been notified of an absence. Telephone calls to parents followed by the emergency contact will take place, with messages left until the absence has been confirmed. Emails will follow if there is no verbal response forthcoming. Communication will continue at regular intervals until contact has been made (home, cell, work, email). Staff will clarify with the parent the timeline for the absence where possible and document the call and response and notify the office if any follow up is needed. Staff will monitor all log in and log out sheets throughout the day to ensure that the daily register is correct and up to date. Should we be unable to



confirm the absence after through communications attempts CAS, will be notified and staff will follow their direction with regards to next steps.

MLCP will ensure that any child attending the school is only released to the child's parent/guardian or to someone other than a parent with written authorization. If there are a number of people who will be picking up the child, documentation of the names in a permanent note and, where possible, having introductions made prior to the first pick-up is required. Written withdrawal of a change to pick up permission is needed. If our MLCP staff is not familiar with the person picking up the child, picture ID will need to be shown before we release the child into their care.

All pick up times will be noted and documented by the classroom staff until 4:30pm and then day care staff until closing.

In the event of an emergency situation where none of the above noted individuals are able to pick up the child, verbal permission and instruction should be shared. The pick-up person will need to show identification and confirm the instructions before the release of the child.

A parent/guardian may request that an older child be released from MLCP without supervision. Parents/Guardians must provide written and signed authorization and instructions for the release of the child including the time of dismissal. This will be reviewed by releasing staff before allowing departure. Where a Parent/Guardian provides written instructions for the release of their child from care without supervision, the Parent/Guardian is aware that MLCP is no longer responsible for that child upon their dismissal.

Should a student not be collected by their regular or specified time, staff will begin reaching out with reminders or queries. As above, calls to the cell, home, and office of both parents and followed by emergency contact as necessary until contact and communication take place. Should a child not have been picked up and communication been unsuccessful an hour after the school is officially closed, CAS will be contacted and their direction followed.

We recognize that consistent and punctual attendance is essential to the safety, academic success, and well-being of all students. Thank you for your continued cooperation to keep your child safe and accounted for.