

## CHAPTER SIX: PROGRAM FOR CHILDREN

Program for Children	Arrival and Departure – School Age
Revised: November 18, 2014 Revised: September 2019	Policy Number: 6.0C (replaces policy 1.22b)

### **Policy Statement:**

North Hastings Children's Services wants to ensure that the transfer of responsibility from school to educator or parent made in a safe and consistent manner.

### **Procedure:**

To ensure that the transfer is made in a safe and consistent manner the following steps and to be followed:

1. York River educators will meet children by the main hall bathrooms. Children being bused from OLM will be greeted by an educator at designate bus loading zone for pick up off the bus.
2. Bird's Creek educators will meet the children at Room 101.
3. Maynooth educators will meet children at the end of the front hallway located across from the computer lab.

The staff will acknowledge the child's arrival by a verbal greeting and take attendance. This will signify that the transfer of responsibility has been taken place.

If a child is marked to be in attendance and hasn't arrived at pick up locations it's the educator's responsibility to speak to the office to see if the child was at school. If the child was absent from school a call will be given to the parents in regards to attendance. If a child is on the bus by mistake it's the educator's responsibility to take the child off the bus and ensure the child attends the program as required.